



RESPONSIBILITIES OF THE SPECIAL EVENT CHAIR

The Special Event chair is a member of the IWAG Board. She is elected for one year, starting immediate after the IWAG General Elections on May. She can serve maximum 3 consecutive years.

I. RESPONSIBILITIES:

1. Attends all Board meetings and General Business meetings (GBMs).
2. Coordinates events: Winter Lunch and Summer Lunch and any other special event decided by the Board,
3. Works in close cooperation with the IWAG Board and get its approval deciding on venue, budget, invitees and all other related details of any special event
4. Works in close cooperation with the Membership Committee to prepare the members invitation list
5. Works in close cooperation with the Fundraising Committee for the preparations of the Winter Lunch (for details look II.1)
6. Negotiates and secures event space: (Agreement/contract will be signed by the IWAG President)
7. Creates invitee list.
8. Manages RSVP list.
9. Manages all correspondence
10. Works with printer and designer to develop event invitations, tickets
11. Send out invitations and/or sell tickets (member, non-member prices differs¹)
12. Initiates, coordinates and/or participates in all efforts to publicize event.
13. Edits and designs other promotional materials if necessary
14. Prepares announcements for IWAG Mail List and FB Page, sends them to Corresponding secretary to be disseminated.
15. Calculates budgets and ensures they are adhered to.
16. Books talent, including musicians, bands, and disc jockeys.
17. Books event photographer if necessary
18. Plans menus for the event.
19. Samples food and select dishes for menus if necessary.

¹ If the member didn't renew the membership yet this member shall pay non-member fee or renew her membership

20. Visits venue to plan layout of seating and decorations,
21. Orders flowers, arranges gifts and prizes if necessary
22. Secures sponsorships if planned
23. Appoints and/or encourages volunteers to take responsibility of certain event components
24. Schedules speakers, vendors/sponsors if any, and participants.
25. Prepares presentations if necessary
26. Coordinates and monitors event timelines and ensures deadlines are met.
27. Ensures the event runs smoothly
28. Coordinates event logistics, including registration and attendee tracking, presentation and materials support and pre- and post-event evaluations
29. Keeps inventory of backdrops, projectors, computers, and other display materials
30. Sends/arranges "thank you" letters or notes to all individuals and businesses providing sponsorship, in-kind donations, volunteers, committee members, etc
31. Helps other fundraising events (for further details look Fundraising Chair Responsibilities Document)

II. TWO MAIN SPECIAL EVENTS OF THE IWAG

1. Winter Lunch:

Main purpose of the event to thank Foreign missions and sponsors participating and supporting the IWAG Fair

Time: December, It is organized usually 7-10 days after IWAG Winter Fair.

Venue: In principle at the same Hotel where IWAG FAIR takes place.

Invitees: around 200 People

- ✓ Representatives of Foreign Missions (by invitation)
- ✓ Representatives of Private Companies sponsoring the IWAG (by invitation)
- ✓ Board Members
- ✓ IWAG Members (with purchasing Ticket)

The Fundraising Chair will provide the Invitee List (except the IWAG members.)

Seating Arrangement: Preferably sitting buffet lunch

Ticket Sale: Due to limited number of seats, IWAG members who would like to participate the event have to purchase tickets. Ticket price is determined according to the menu as well as being member/ non-member of IWAG.

2. Summer Lunch:

Main purpose of the Event to welcome new Board members, to thank previous board members and interest group leaders for their service as well as to bid farewell to leaving members.

Time: Month of June

Venue: Needs to take offers from different venues

Invitees: IWAG Members and Guests

Seating Arrangement: Relax, Lounge type Buffet Lunch

Ticket Sale: need to be decided