

Programs – Venues Chair Position Responsibilities

Responsibilities

Seek out, preview, negotiate and contact venues for SCRC events including our educational meetings, social events and fund raising activities. In addition, this is a voting position and therefore attendance is required at least 80% of board meetings and telephone calls. Specific responsibilities include:

* Seek out venues to accommodate projected event attendance
* Visit event spaces to ensure they meet our needs
* Work with Programs Chair on speaker needs for the event
* Negotiate pricing within SCRC budget guidelines
* Prepare SCRC budget worksheet and submit to Board for vote
* Work with venue to ensure all equipment needs are met (AV, registration table, display tables, riser, podium, screen, projector, food, beverage, parking, signage, security)
* Provide negotiated contract to President or Treasurer for signature and payment of deposits
* Work with venue on space layout, timeline of event and any event orders
* Provide final headcount to venue 48 hours prior to event
* Arrive at event space at least 30 minutes prior to event to ensure set-up is according to approved event order(s)
* Be available during event to troubleshoot with venue staff
* Remain at event until event is closed (or delegate responsibility to another representative if necessary) to ensure final payment has been made

General Meeting Needs

* Lunch Meetings
* 11:00 – 2:30
* Meeting space should accommodate at least 100 people
* Corporate Roundtable space – separate room that closes off – separate door from the main event space
* Registration Table
* 2 Microphones (wireless)
* Podium
* Screen (projector not needed)
* Registration Table
* 2 additional tables for sponsor materials
* Chairs/Stools for speakers
* Note - Individual meetings will have different needs so very with Programs Chair and President.