

Event Planning Staff

These are the people who will make all the primary decisions about the event, often including date, time, and place (these three decisions may be handled by the Venue Committee if you wish). They will also decide which planning committees they will use. If the number of people available for committee membership is low then some committees may be combined such as the Advertising and Invitation Committees or the Counseling and Follow-up Committees. If you decide to use a Follow-up Committee then you will need to plan to collect contact information from all people who make a commitment during the event. One way to do that is to print up attendance forms either as a part of a program or as a separate card given to each one who attends. At the end of the event, ask those who made a commitment to mark their attendance form with an "X" at some designated spot.

The Event Planning Staff should recruit all committee chairpersons and instruct those people to recruit their own committee members. Each committee chairperson should be encouraged to recruit as many members as is practical. The more people involved in the planning and preparation for the event the more people will be committed to making it a success by attending themselves and inviting others to attend.

The Event Planning Staff should hold periodic meetings with all committee chairpersons to check on the progress of preparations and ensure proper co-ordination between committees.