



## **TEAM OMF Canada Committee Job Descriptions**

### **Auction Committee**

Acquires silent and live auction items; recruits event auctioneer; packages auction items for display; writes description of auction items, prepares bid sheets and recruits volunteers for auction.

### **Decorations Committee**

Designs and creates event decorations; table centerpieces and signs; decorates event site; provides decorative assistance to other committees as needed.

### **Entertainment Committee**

Recommends music and/or entertainment and confirms arrangements in writing; organizes staging, lighting and rental needs; hosts band and/or entertainment at event.

### **Food and Beverage Committee**

Recommends caterer and beverage supplier, develops menu and confirms arrangements in writing; supervises food and beverage service at event.

### **Logistics Committee**

Coordinates the implementation plan of the event; designs overall layout of event; provides assistance to committees for lighting, sound, electricity, etc.; recommends security and valet services (if necessary), and secures contracts; coordinates rental and delivery of equipment and supplies; recruits committee and event volunteers.

### **Publicity Committee**

Creates a marketing plan to publicize the event; recruits media sponsors and celebrities; serves as a public relations representative; reviews invitation, program, and other printed materials for the event.

### **Raffle Committee**

Collect raffle prizes and deliver them the event location. If necessary, put together prizes.

### **Registration Committee**

Coordinates registration table at event; welcomes guests; coordinates nametag and accepts payment for tickets, answers questions, recruits event volunteer.