



TEAM OMF

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.