

Best of Show Dinner/Reception Committee Chair

The Best of Show Reception and Dinner Chair is appointed by the Fair Chair and may recruit volunteers to assist at the events. The Chair oversees the Committee that plans and contracts with a Museum-approved caterer for a buffet dinner on Best of Show evening and works with the caterer and the Museum's Manager of Events Operations to plan the menu and the decorations. During the events, the Chair and committee supervise the event and extend a warm, Heard Museum and Guild welcome to attendees.

Tasks

- Consults with the Fair Chair, Staging Chair, and Signage Chair about set up requirements, changing booth locations, and signage needs.
- Consults with all other Chairs as needed to ensure the success of the Committee and Fair.
- Coordinates with the Cultural Performance Chair to secure live music during the dinner.
- Selects and contracts with a caterer, in consultation with the Museum events planner if needed.
- Works with the Guild Treasurer for any deposits needed.
- Works with the caterer on possible menus, arranges a tasting, and invites the Fair Chair to assist in the final selection of a menu.
- Works with the Pre-Fair Ticket Sales Committee and Fair Chair to determine the number of people attending, determines complimentary tickets, and ensure four tickets per artist.
- Works with the caterer and the Staging Chair for the evening set up.
- Obtains table centerpieces conveying a chosen theme.
- Arrange serving coverage from 5:30 p.m. to 8:00 p.m.
- Reports progress and problems to Fair Chair.
- Attends all Fair Committee Chair meetings.
- Reviews budget and notifies Fair Chair of any overage above \$500.
- Coordinates with Fair Chair and Staging Chair to understand and accommodate any changes to the Fair.
- Invites the Fair Chair to strategic committee meetings including wrap-up and initial planning meetings.
- Recruits, schedules and trains volunteers.
- Submits the list of volunteers to the Volunteer Placement Chair for badges to be made.
- Acknowledges by thank you note, or other means, appreciation for the work done by volunteers working on this committee.
- Submits vouchers and vendor invoices to the Guild Treasurer for payment.
- Submits vouchers with receipts to the Guild Treasurer for reimbursement of Committee expenses.
- Reviews the committee job description posted on the Guild website, updates and sends recommended changes to the Fair Chair.
- Attends the Wrap-Up Meeting after the Fair and submits the Committee Report.