

Food and Beverage Committee Chair

The Food and Beverage Committee Chair is appointed by the Fair Chair with the approval of the Guild President. The Chair is responsible for the food and beverage needs for the Heard Museum Indian Fair and Market.

Tasks:

- Reports progress and problems to the Fair Chair.
- Attends all monthly Fair Committee Chair and Steering Committee meetings.
- Coordinates with Fair Chair and Staging Chair to understand and accommodate any changes for the upcoming Fair and Market.
- Develops and coordinates signage for Food Vendors and Beverage Booths, in coordination with the Signage and Staging committees.
- Works with Museum Security Director to ensure Food Vendors apply and obtain appropriate Health Permits and Event Insurance (naming Heard Museum as Co-Insured).
- Works with Museum Security Director to apply for the appropriate Maricopa County Health Permits for the Indian Fair and Market.
- Recruits, schedules and trains Beverage Booth volunteers, in coordination with Volunteer Placement Committee, and submits the list of volunteers to the Volunteer Placement Chair for volunteer badges.
- Submits vendor invoices or vouchers for reimbursement of expenses to the Guild Treasurer for payment.
- Attends the Wrap-Up Meeting after the Fair, and, emails a Committee Report to the Fair Chair.
- Consults with the Fair Chair, Staging Chair, Signage Chair, Director of Security and COO about set-up requirements, changing booth locations, power and water hook ups, guest seating and tents, and signage needs.
- Selects food vendors and negotiates contracts.
- Works closely with food vendors to ensure proper tent layouts, power, refrigeration, equipment and any other needs, and schedules set-up and tear-down.
- Understands related health and food handler permit and inspection requirements and ensures that they are met.
- Schedules and is present during inspections and coordinates resolution of any inspection deficiencies.
- Arranges with the Guild Treasurer for the security and handling of cash.
- Orders, distributes, sells beverages and return unsold beverages and Refrigeration Equipment.

Revised 6/21/2024