

Guild Holiday Brunch Committee Chair/Co-chairs

The Guild Holiday Brunch Committee Chair or Co-chairs, serving under the Guild Social Programs Coordinator, create(s) a Holiday social gathering that centers on a midday potluck meal. The event celebrates the holiday traditions of Guild members and provides an occasion to present distinguished Guild members with Lifetime Achievement Service Awards.

The Guild Holiday Brunch Chair or Co-chairs:

- Reports monthly and annually to the Guild Social Programs Coordinator
- Assists in developing budgets for the various activities of the event

Tasks

- Oversees the planning and organizing of the event
- Works closely with the Heard Museum Event Operations Manager to schedule a date for the event, as well as plan and organize all logistics involving the event itself., including:
 - Establishing an overall theme, menu, and corresponding décor.
 - Contacting, as needed, other external parties and other committees to be present during the event and advising of any required assistance.
 - Contacting the Guild Technical Coordinator for any needed technical support.
 - Purchasing any additional food and buying corsages/ boutonnières for the Lifetime Achievement recipients.
 - Contacting the Guild Photographer to ensure his/her presence at the event.
 - Recruiting volunteers to help set-up the day before the event, provide food service at the event and help clean up after the event.
 - Coordinating with the Hospitality Committee Chair to secure specific food, drinks, and other supplies.
 - Preparing flyers announcing event information; and Collaborating with the editor of Happening Now to announce the event prior to the date of the event.

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