

Guild Staff Appreciation Luncheon Committee Chair/Co-chair

Upon approval by the Guild President, the Guild Staff Appreciation Committee Chair or Co-chairs serve(s) under the direction of the Guild Social Programs Coordinator to plan a joint Heard Museum staff/Guild membership “Thank You” luncheon for the Heard Museum Staff.

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:
 - Establishes an overall theme, menu, and corresponding décor
 - Contacts, as needed, other external parties and other committees to be present during the event, and advising of any required assistance
 - Contacts the Guild Technical Coordinator for any needed technical support
 - Purchases any additional food and supplies
 - Contacts the Guild Photographer to ensure his/her presence at the event
 - Recruits volunteers to help set-up the day before the event, provide food service at the event and help clean up after the event
 - Coordinates with the Hospitality Committee Chair to secure specific food, drinks, and other supplies, as required
 - Coordinates with the Guild President essential announcements during Guild meetings, and other required assistance
 - Prepares flyers announcing event information
 - Collaborates with the editor of Happening Now to announce the event prior to the date of the event
 - Provides monthly and annual reports to the Guild Social Programs Coordinator
 - Assists in developing a budget

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