

LEADERSHIP RESPONSIBILITIES AND COMMITTEE OPPORTUNITIES

HABITAT OF SOUTH HAMPTON ROADS STAFF

Habitat SHR provides a dynamic team of in-house development, volunteer, communications, and clerical professionals who work with the Event Committee throughout the planning, execution, and wrap-up of the Bash. Their support is invaluable to the Event Producer, Event Chairs and Committees as their work impacts every element of the Event through the day-to-day handling of mail, telephone communication, meeting assistance, website and graphic design, development and volunteer resources. Their support is given with enthusiasm, creativity, dedication and professionalism.

EVENT PRODUCER

The Event Producer is an outside event professional contracted by Habitat SHR to design, coordinate and manage every element needed to produce the Bash. She/he plays a pivotal role as liaison between Habitat SHR and the Event Committees, facility, vendors, media, volunteers, and supporters. The Event Producer reports directly to the Habitat SHR Director of Development.

Responsibilities include, but are not limited to:

Develop and implement theme and Master Plan ● Create and manage Event budget and timelines ● Assist in development of contact lists for sponsors, underwriters, auction, committees, and volunteers ● Develop specific duties and responsibilities, processes and procedures for all Committee Chairs, Committee Members, Volunteers and Staff Assistants ● Negotiate vendor contracts/in-kind donations and donations ● Keep up-to-date records of income, expenses, and donated auction items ● Process reports and attend all meetings as needed Develop/design collateral and printed materials, and the website ● Design layout and seating arrangements for the Bash ● Develop a detailed Event schedule (set-up, removal and storage of items following the Event) ● Arrange and manage all post-Bash activities

COMMITTEE CHAIRS

Committee Chairs and Co-Chairs provide a leadership role for individual committees. They act as the committee liaison to the Event Chair and the Event Producer.

Responsibilities include:

Identify and recruit potential Committee members ● Facilitate monthly meetings as needed to accomplish specific Committee goals ● Attend monthly Chairs meetings and submit reports to Event Producer ● Attend monthly full Committee meetings and submit reports to Event Producer ● Assign specific tasks to Committee members ● Manage Committee budget (if applicable); keep Event Chair and Event Producer apprised of expenditures ● Review timeline with Event Chair monthly or as needed to ensure deadlines and responsibilities are on-track Provide names of individuals and businesses for sponsorships, auction items and mailing list for promotional mailings ● Determine number of TBB volunteers needed and train to fulfill all position responsibilities ● Assist Event Committee the week, day and evening of the Bash ● Assist with post-Bash appreciation letters and wrap-up meeting

AUCTION COMMITTEE

The Auction Committee is an integral part of the Bash, from a fundraising standpoint, as well as providing table décor and generating that spark of excitement as the auction takes place. The committee is divided into two categories: Acquisition and Documentation (which also includes the checkout function).

Acquisition Responsibilities include:

- Identify past supporters and new prospects for solicitation of ten high-dollar items, as well as silent auction items
- “Package” smaller items to increase the value
- Complete all Auction Forms and submit to Event Producer
- Work with Event Producer and Decorations and Logistics Committee on set-up and layout
- Work with Event Producer and Habitat SHR Staff regarding items to be built
- Work with other Bash volunteers to encourage solicitations
- Determine number of volunteers needed the week, day and evening of the Bash, train and supervise
- Pack items for transportation to and from VB Convention Center
- Work with staff to coordinate all items left over from the Bash, contact winners and assist with disbursement.
- Assist with thank you letters and gift acknowledgements

Documentation Responsibilities include:

- Review all secured items with Event Producer to provide correct information for Auction Maestro inclusion, TBB Website updates, and Auction Program
- Photograph items for TBB Website
- Determine number of workers needed for checkout:
 - On-site registration for Quick Checkout
 - Runners for Checkout Desk
 - Clerical for Checkout Desk
 - Baggers for purchased items
- Train and supervise Auction volunteers and staff
- Work with Event Producer and Decorations and Logistics Committees to ensure appropriate set-up and signage is in place for the Event
- Assist Acquisitions with all left over items following the Bash

DECORATIONS COMMITTEE

The Decorations Committee has the unique position of taking the event theme and embellishing the ambience of the evening through the décor in the Ballroom and ancillary areas, including the stage, registration and reception areas.

Responsibilities include:

Evaluate existing decorations and signage for usefulness and repairs ● Design tablescapes ● Determine in-kind donation possibilities and solicit as needed for décor and to facilitate budget restraints ● Work with Auction and Games Committees on decorative concepts to augment the theme ● Schedule workdays and advise Volunteer Committee of the number of volunteers needed ● Be available the week and day of the Event, to pack, unpack, set-up and take-down ● Provide Logistics Committee with a list of items to be loaded and delivered to the Convention Center for set-up and take-down to be loaded and returned to a specified location to be determined by Habitat ● Work with the Event Producer and the Logistics Chair on the layout and set-up timeline

DEVELOPMENT COMMITTEE

This is one of the Bash's most critical committees. The Development Committee focuses on four areas: **Major Sponsors \$15,000 to \$7,500 ● Table Sponsors \$5,000 to \$1,500 ● Underwriters \$5,000 to \$1,000 and Ticket Sales \$75 pp to \$100 pp.** The committee is led by members of the Board of Directors Development Committee's which also has the responsibility to review and approve the TBB budget, all contracts for the facility and vendors, review and approve monthly income and expenses and assess Event timeline of income vs. expenditure progress.

Responsibilities include:

Determining new prospects for all sponsorships and underwriting opportunities; review of past supporters and developing a strategic plan for contacting and securing financial participation for this year's event. This includes making assignments for personal calls to meet deadlines for inclusion in the printed materials. Additionally, this committee assists in the management of ticket sales. Members are available the week of the event as needed and the day and evening of the event to host donors and assist with sponsorship accommodations;

GAMES COMMITTEE

The Construction-Themed Games of Skill are a principal component of the evening's entertainment and a major contributor to the uniqueness of the Bash. The Games Committee has two distinct elements: The Games that guests play and the Redemption Booth where guests bring their punched cards to redeem for items.

Responsibilities include:

Evaluate existing games to assess continued use and refurbishing needs ● Design and build any new games ● Schedule workdays and provide Volunteer Committee of the number of volunteers needed to refurbish and build games ● Work with Event Producer and Decorations and Logistics Committee on layout, packing, delivery to Convention Center, set-up, takedown, removal and storage ● Evaluate existing signage for continued use, refurbishing or rebuilding ● Repair Redemption Booth ● Create sub-committee to solicit game prizes ● Determine number of volunteers needed to facilitate games and man the Redemption Booth and advise Volunteer Committee ● Train and supervise volunteers ● Manage games at the Event ● Package all Redemption Booth items left for removal and storage

LOGISTICS

The Logistics Committee works with every committee that requires packing and delivery to and from the Convention Center. This committee also works directly with the Event Producer and the facility to provide information for the layout, delivery times, set-up and take-down and removal of the event with committee members and volunteers.

Responsibilities include:

Developing a time-line for packing and transporting items to and from the Convention Center ● Work with Event Producer to provide a schedule to the Convention Center for delivery, set-up, take-down and removal of the event ● Work with Event Producer to provide information to Convention Center for layout of the event for approval by fire marshal, lighting and electrical needs ● Work with the Volunteer Committee to schedule volunteers for duties described ● Coordinate and supervise all elements of packing and transporting

MAILING AND REGISTRATION

The Mailing and Registration Committee assembles mass mailing materials, event packets and manages registration for the Bash. Members also assist with the Auction Check-out as needed. Committee members provide the first impression attendees have of the Event as they arrive, thus making their duties vital to the success of the Bash.

Responsibilities include:

Assist as needed in heavy volume mailings such as the invitation ● Evaluate previous year's registration process and procedures and update as needed to better facilitate check-in ● Assemble sponsorship, ticket holder and volunteer packets ● Work with Volunteer Committee to determine number of volunteers needed for Registration Set-up, Auction Maestro Quick Check and Auction Check-out ● Train and supervise volunteers as needed for specific duties

PR AND MARKETING

The Habitat SHR Marketing Manager and the Event Producer are the primary contacts for information regarding the Event. The Habitat SHR Marketing Manager is also the Chair for the PR and Marketing Committee. This committee creates the vital link between the event and the community, working with the Event Producer to create collateral materials, the Website, print and broadcast releases and scheduling appearances on television and radio shows. This committee is also responsible for producing signage for the event and creating the roll credits and other information to be viewed on the video screens at the event.

Responsibilities include:

Recruit committee members as needed with expertise in public relations, print, broadcast and electronic medias to work with the Habitat SHR Marketing Committee ● Manage media contact list and update as needed ● Develop a strategic plan for publicizing the event through press releases, public service announcements, e-mail releases, television and radio appearances and promotional materials ● Evaluate past promotional materials and offer suggestions for re-designing and updating ● Update Website ● Work with WVEC-TV on video presentation ● Work with the Event Producer to design and produce the Event program

- Recruit volunteers from:
 - Past supporters

VOLUNTEER AND HOST COMMITTEE

The Volunteer and Hospitality Committee plays an important dual role in the Bash by offering volunteer assistance to all committees as needed throughout the planning phase, and on the evening of the Bash. This committee is responsible for securing and managing some 100 plus volunteers for committee workdays and at the event

Responsibilities include:

Recruit volunteers from past supporters and new prospects ● Work with Committee Chairs to determine specific needs and times for volunteer support ● Provide orientation as needed for individual committee assignments ● Train and supervise hospitality volunteers in welcoming and directing guests at the event ● Manage all volunteers throughout assignments