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|  | **Formation Division****Office of Religious Education****Archdiocese of Los Angeles** |
| Event: | Annual Special Needs Workshop |
| **Committee Roles and Responsibilities:** |
| **1 | REGISTRATION:** * Pre-Workshop: Collects registrations
	+ Enter registrations into database and field questions pertaining to event
	+ Copy handouts and Program Guide flyer
	+ Print badges
	+ Stuff attendee bags
* Onsite: Staffs “Registration Table”
	+ Onsite Registration
	+ Coordinate Check-In and badge/bag pick-up
	+ Registration-related issues
* Post-Workshop: Thank you…
	+ “Thank you” e-mails to participants
		- Resources available on website
		- Query regarding participation in Commission and receipt of monthly e-mails
	+ Report back to Commission at November/December meeting

**2 | exhibitors:*** Pre-Workshop: Invites publishers to participate in our event
	+ There is NO CHARGE to exhibit but we do ask for raffle prizes and hospitality sponsorship.
	+ Develop “Exhibitor Packet”
* Onsite: Primary Contact for Exhibitors on the day of event
	+ Coordinate table set-up
	+ Distribute “Exhibitor Packets”
	+ Coordinate lunch for exhibitors during “Session 2” with Catering Committee
	+ MC for “Lunchtime Raffle”
* Post-Workshop: Thank you…
	+ “Thank you” e-mails to exhibitors
		- Direct to “Publishers” page on website
	+ Report back to Commission at November/December meeting

**3 | Publicity:** * Pre-Workshop: Promotes event
	+ Develop event flyer
	+ E-mail flyer, on behalf of Commission, to Distribution List
	+ Develop and update workshop page on website
	+ Develop and forward content for social media page(s)
* Onsite: Welcome attendees, speakers, exhibitors, media and guests to event
	+ Direct to appropriate room(s) from parking lot and in building
	+ Distribute “Program Guides” not picked up at Registration
	+ Assist media representatives as needed (badges available at Registration Table)
	+ Assist in other areas, as needed, on day of event
* Post-Workshop: Thank you…
	+ Develop “Thank you” e-mails for other Committees
	+ Update pages on website
	+ Report back to Commission at November/December meeting

**4 | speakers:** * Pre-Workshop: Invite speakers to participate in event
	+ At November/December Commission meeting, review previous workshops and develop an “Interest Survey” for Special Needs RE Community
		- Propose themes/topics for workshop to Commission for approval based on results of survey
	+ Work with ORE Staff to find speakers based on themes/topics
		- Congress, Regional Congress, Other (Arch)Diocese, Department of Catholic Schools, etc.
	+ E-mail inquiries to potential speakers
		- Submit “Speaker Form” to those interested
		- Finalize session titles and descriptions
		- Submit to Publicity Committee for flyer
* Onsite: Primary Contact for Speakers on the day of event
	+ Staff “Speaker’s Lounge”
	+ Distribute “Speaker Packets”
	+ Coordinates lunch for speakers with Catering Committee
	+ Introduces speakers before session
	+ Collects Evaluations for later review
* Post-Workshop: Thank you…
	+ Develop “Thank you” e-mails for other Committees
	+ Ensure site is updated with speaker’s presentation and handouts
	+ Report back to Commission at November/December meeting

**5 | technology & media:** * Pre-Workshop: Periodic updates to web and social media for event
	+ Website
	+ Facebook, Twitter and others?
* Onsite: Technology and Media go to
	+ A/V and Internet-connection assistance for event
	+ Take pictures and post to social media, real-time
		- Encourage attendees, speakers and exhibitors to post, re-tweet, etc.
	+ *Charging Stations* in lobby and lunch areas (Exhibitor-sponsored)
* Post-Workshop: Updates to web and social media
	+ Website
	+ Facebook, Twitter and others?
	+ Report back to Commission at November/December meeting

**5 | catering:** * Pre-Workshop: Secure a vendor for morning hospitality and lunch
	+ Morning Hospitality
	+ Lunch
	+ Purchase candies and mints
* Onsite: Coordinate hospitality
	+ Speakers’ Lounge food and drinks
	+ Lunch
	+ Candy and mints in rooms AFTER lunch
* Post-Workshop: “Thank you…”
	+ “Thank you” e-mails to vendor(s)
	+ Report back to Commission at November/December meeting
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