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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 | |