

ENTERTAINMENT COMMITTEE 2015-2016

Personnel:

Co-chairpersons:

Priscilla Peterson
Betty Ewing

Vice Chairmen

John Peterson
Doug Cheney

Committee Members:

Manager of Publicity: (to be named)

Manager of Ticket Sales: (to be named)

Manager of Accounting: (to be named)

Manager of event set up and decorations: (to be named)

Manager of logistics: (to be named)

Manager of Volunteers (to be named)

Volunteer Pool:

These are individual who have said they would assist on a request by request basis. This list of individuals should be recruited, maintained and provided to the Managers by the Entertainment Committee Chairpersons.

Responsibilities:

Co-chairpersons:

Overall responsibility for the activities assigned to the Entertainment Committee by the HOA board. These include selection and scheduling of events and dances to be held through the 2015-2016 season; recruitment of committee members and volunteers; scheduling of committee meetings; coordination of events with other organizations providing Del Tura activities; supervision of various committee managers; supervision of selection of entertainers, communications with and contracts entered into with them; coordination with the HOA Board member assigned to the committee; attendance at various showcase events to select the future entertainers; mentoring of future chairperson candidates; personal announcement made to HOA sponsored events; attendance at HOA meetings as requested; and other duties as dictated by events.

Vice Chairmen:

Assist in duties assigned to Chairpersons as directed by them.

Manager of Publicity:

This individual is responsible for the following:

Design and printing of posters, flyers, and entrance sign screens, tickets, Tower submissions and any other activity that promotes forthcoming Entertainment Committee events, shows and dances. This person will also coordinate all printing with the current volunteer that does the layout software and with Staples, which currently does Committee printing.

This is a major committee responsibility and requires knowledge of Microsoft Office software, a creative mind, and the willingness to spend approximately 8 hours a month committee business.

Manager of Ticket Sales:

This individual is responsible for the following:

All ticket sales activities, which under current policies requires manning purchase activities three different days for each scheduled event. On months with two events a willingness to commit approximately 15 hours a month is required.

This person should have skills appropriate for dealing with consumers and the issues they bring forth. Because detailed records are kept on ticket purchases, this person should be willing to provide attention to detail and have some basic spreadsheet experience.

Manager of Accounting:

This individual is responsible to all accounting reports required by the HOA Board, timely deposits of ticket sales receipts and share the wealth sales, reimbursement of out of pocket expenses incurred by Committee members, pre-event budget planning, entertainers payments, and close coordination with the HOA Treasurer.

All ticket sales proceeds and event expenses are reported in an existing format. This person needs to familiarize his/her self with these requirements and work closely with the Chairpersons to insure that standard accounting practices are followed.

This person should have pre-existing bookkeeping or accounting experiences, a wiliness to use their own computer for compiling required reports and to commit approximately 15 hours a month to Committee activities.

Manager of event set up and decorations:

This person is responsible for preparing the event venues in an attractive manner for each event. This is as simple as putting placements, ice buckets and table numbers out of a dance (less than a one hour time requirement for most dances) or as complex as decorating the entire room for theme dances, such as the New Year's Eve dance, which requires multiple volunteers and hours of time. Duties also include removal of decorations in a timely manner and recruitment of individuals for post event clean up.

This person will work closely with the Manager of Logistics to insure all covered to insure smoothly running events.

This person should have a creative mind, a willingness to recruit others for assistance and able to spend approximately 4 to 15 hours a month, depending on the complexity of events.

Manager of Logistics:

This person is responsible for assigning and supervising personnel required to manage actual event activities. These duties include, notification of the entrance gate to allow entertainers in, assignment of volunteer personnel to (1) take tickets, (2) provide directions to assigned seating, (3) sell and administer "share the wealth" tickets, distribute door prize tickets, and fill and assist customers using the ice distribution container. Coordination with the entertainers prior to the event will be the responsibility of the Chairpersons. Additionally the individuals responsible for sound and lighting need to be informed of the event schedule and any special request from the individual performers. Usually the personnel manning the event assist in post event clean up.

This person will work closely with the Manager of Event Set Up and decorations. Planning skills are an important asset for this person.

This person should have a detail oriented mind and a willingness to recruit others and willing to give approximately 15 hours a month to his /her duties. Because most events are on a Saturday, this person must have that part of their weekly schedule free.

Manager of Volunteers:

This person is responsible for maintaining and recruiting a volunteer group available to perform the various duties and jobs require to put on the Entertainment Committee events.

The manager of volunteers is responsible to maintaining a pool of people willing to provide some of their time to event functions. A list of prospective volunteers will have been established. Managers of the other units of the Entertainment Committee will depend upon this person to provid personnel to assist them in their various duties.

This person should be outgoing and not hesitant to ask people to volunteer their time. Person should also have some word processing skills to maintain volunteer lists and a telephone available to make recruiting calls. Initially this job will require quite a bit of time, but once it is maintenance mode, very little.