

## **Facilities Coordinator**

### ***(General Requirements)***

- Responsible to attend all designated cc meetings
- Return all convention-related inquiries or requests no later than 2-3 business days (if information needed will take longer, a courteous response/update is needed)
- Obtain approval for all letters and publications from the Board and cc' the Convention Coordinator before sending them out
- Notify Volunteer Coordinator of any volunteers needed

### ***(Committee Specific Requirements)***

- Coordinate with Workshop and Exhibit Hall to determine layout of rooms before setup, develop system for establishing identifiable location of items moved, and ensure rooms are setup again per defined layout/request.
- Determine location of items displaced from rooms during Convention
- Responsible for determining number of tables and chairs needed from Committee Heads (based on numbers available for use at Hosting Facility) and, if necessary, ordering chairs/tables for Convention.
- Ensure rooms are set up for workshops (i.e. chairs, podium, equipment needed by Workshop Coordinator).
- Ensure rental equipment is returned and payment is dispersed.
- Coordinate with Exhibit Hall Committee Heads and Convention Coordinator to determine system for Exhibit Hall setup from Exhibitors' vehicles to Exhibit Hall and vice versa when Convention is over
- Obtain/coordinate necessary materials for setup (i.e. dolly, hand trucks).
- During Convention, work with Runner Supervisors and Workshops Coordinator to determine the setup of each room. Personally supervise-along with Runner Supervisor- Exhibit Hall, Used Curriculum, Main Speaker area, Graduation, and any other major teardown/setup
- During Convention, oversee the cleanliness of the facility by personally inspecting area and utilizing Runners/Runner Supervisors for cleaning of areas.
- Post-Convention send thank you notes to volunteers that served in your committee
- Let the Convention Coordinator know if you are willing to volunteer again. If not, obtain Board approval for your recommended replacement so that you may begin training them.

## **BLESSINGS**

To show our appreciation to all the Committee Heads and Volunteers, CAPE would like to bless them with the following items:

<b>Committee Head</b>	<b>Registration</b>	<b>Recordings</b>	<b>Meals</b>	<b>Other</b>
Facilities	Family w/Mmbship	Full stick	TL,TD,FL,SL	