

## **Recording**

### ***(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)***

- Obtain supplies needed (CD's, thumb drives, labels, etc.) (Coordinate with Board Treasurer for payment info)
- Prepare all intros and recordings needed for each session
- Responsible for training all volunteers as to specific needs in each area of recording (devices, computer clean-up, dubbing, etc.)
- Obtain all equipment two months prior to convention for checking and requesting any change/upgrades/replacements from the Board
- During convention, will set up each session for recording and verify that each speaker understands how their recording device works
- Will obtain all recorded sessions after they end and clean up recording in preparation for dubbing
- Will prepare recordings (i.e., CD's, thumb drives, mp3s, etc.) and make available for purchase during convention
- Collect all money from complete Recording purchases and give to Treasurer at the end of each day.
- Post-Convention, complete any recording purchases and mail out to buyers
- Post-Convention, pack up all equipment and make notes of any equipment issues to be dealt with during the off season
- Post-Convention send thank you notes to volunteers that served in your committee
- Post-Convention send any reports requested by Convention Coordinator or Board within 30 days of convention
- 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.