

Showcase 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)

- Present suggestions for guidelines for showcase performers and obtain approval from Board
- Send Showcase invite with guidelines to Communique Editor for Fall Communique (request deadline from Editor)
- Review all applications for Showcase, deadline for auditions is March 16th
- Based on criteria, select applicants
- Call all applicants of acceptance status by March 25th
- Send Final Showcase Participant info to Program Publications by March 16th
- Schedule sound checks and order for Showcase performances
- Notify all performers of sound check times and notify registration of any guest passes needed
- Work with Facility Host and Convention Coordinator to set up mics and stage for Showcase
- Post-Convention send thank you notes to volunteers that served in your committee
- Post-convention sends 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.