

Skirting

(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 Facilities, Exhibit Hall, and Convention Coordinator for any needs of new skirting, table clips, table cover, or drape
- Responsible for coordination of skirting ironing
- Responsible for distributing and seeing that all skirting and drapes are appropriately hung and displayed
- Work with Facility Coordinator to determine order of table covering and skirting applications (i.e., no skirting on tables until tables are covered)
- Post-Convention, responsible for packing and storage of skirting
- 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.