

# AFP DFW Philanthropy Conference

## 2016-17 Planning Committee and Subcommittee List

### Chairs, Co-chairs & Responsibilities

Speakers Chair: Marti Lawrence	Sponsors Chairs (Major Sponsors): Jan Muirfeld/Sherri Taylor, Jane Costello  Chairs (Exhibitors & Sponsors): Laura Muniz & Cathy Neece Brown	Pr/Marketing Chair: Sherri Taylor	Logistics Chair: William Bogie	Registration Chair: Open	Guest Relations Chair: Open
<ul style="list-style-type: none"> <li>Update Speaker Invitation letters &amp; Guidelines</li> <li>Create &amp; Update FAQs</li> <li>Recruitment of Speakers</li> <li>Keynote</li> <li>Lunch</li> <li>Tracks/Sessions</li> <li>Round Tables</li> <li>Rate Experience Level</li> <li>Obtain Titles &amp; Descriptions of Presentation</li> <li>Diversify of Topics</li> <li>Solicit &amp; Distribute</li> <li>Edit Speaker Bios</li> <li>Speaker Pictures</li> <li>Prepare for Website, Social Media, Program (Coordinate with PR/Marketing)</li> <li>Prepare Track/Session Schedule</li> <li>Coordinate with Logistics for Speaker Set-up &amp; Signage</li> <li>Coordinate with P/R Marketing for website &amp; program</li> <li>Coordinate AV requirements with logistics</li> <li>Provide Speaker Intros to Guest Relations Chairs</li> <li>Provide Speaker Names to Guest Relations for Check-in</li> <li>Provide# of Speakers that will have Lunch to Logistics Chair</li> <li>Speaker Liaison Day of Conference</li> <li>Oversee Keynote Chair</li> <li>Thank Speakers</li> </ul>	<ul style="list-style-type: none"> <li>Update Forms</li> <li>Secure Sponsors</li> <li>Title/ Keynote/ Lunch/ Track/ VIP</li> <li>Exhibitors (Regular &amp; Association Partners)</li> <li>Distribute Logos/URLs to PR/Marketing for Website, Social Media &amp; Program</li> <li>Provide Short Descriptions for Lead Sponsors for Website</li> <li>Keep/Update Sponsor Spreadsheet</li> <li>Coordinate with PR/Marketing about Benefits for Sponsors &amp; Speakers Exhibitors</li> <li>Oversee Exhibitor Relations Chair</li> <li>Thank Sponsors</li> </ul> <p><b>Exhibitor Relations</b> Chair: Laura Muniz</p> <ul style="list-style-type: none"> <li>Update Exhibitor FAQs</li> <li>Provide Timely Correspondence to Exhibitors</li> <li>Welcome/ Exhibitor Pass/ Give-Away</li> <li>Set-up/ Take Down</li> <li>Facilitate Booth Assignments</li> <li>Produce Exhibitor Pass</li> <li>Produce Exhibitor Place Cards for Tables</li> <li>Solicit Grand Prize</li> <li>Coordinate w/ Logistics about Electricity</li> <li>Check-in/ Support Exhibitors</li> </ul>	<ul style="list-style-type: none"> <li>Communications liaison</li> <li>Coordinate PR/Press Releases</li> <li>Coordinate Marketing to</li> <li>Enhance Attendance To Chapters</li> <li>To Region</li> <li>To Mailing List</li> <li>To Association Partners (AFP,CMN,TANO,etc.)</li> <li>Newsletter (Chapters) Website</li> <li>PowerPoint</li> <li>Social Media (Facebook, Twitter, Hoot Suite, Other)</li> <li>Print Materials Save the Date Program</li> <li>Coordinate Photography</li> <li>Coordinate PowerPoint Kiosks and TVs with Logistics</li> <li>Coordinate with Sponsor</li> <li>Chair to provide appropriate Marketing Benefits for Sponsors &amp; Exhibitors</li> <li>Coordinate with Speaker Chair for Speaker Bios Pictures &amp; Session/ Tracks</li> <li>Oversee Website, Social Media, Photography Chairs</li> </ul> <p><b>Website</b></p> <p><b>Social Media</b></p> <p><b>Photography</b></p>	<ul style="list-style-type: none"> <li>Liaison w/ Convention Center</li> <li>Coordinate Facilities Set-Up Concierge Desk (Volunteer &amp; Speaker Check-in &amp; General Info)</li> <li>Registration &amp; Exhibitors Lunch Keynote</li> <li>Tracks/ Sessions VIP Party Sponsors Room</li> <li>Coordinate All Signage (print, Electronic)</li> <li>Coordinate AV</li> <li>Organize Food/Beverage Morning Snack, Lunch Afternoon Snack Speakers Room Coordinate with VIP Party Chair for VIP Party</li> <li>Coordination of TV Monitors &amp; Kiosks with Convention Center (Coordinate with PR/Marketing Chair)</li> <li>Re-Confirm Speaker Requirements</li> <li>Re-Confirm Sponsor/Exhibitor Requirements</li> </ul>	<p><b>Scholarship</b></p> <ul style="list-style-type: none"> <li>Establish Criteria</li> <li>How many/ How to Select/ Value</li> <li>Update Forms</li> <li>Establish Selection Committee</li> <li>Award Scholarship &amp; Notify Recipients</li> <li>Send Recipients information to PR/Marketing for Website &amp; Social Media.</li> <li>Give Names to Registration &amp; Madeleine</li> <li>Collect \$s from Partial Scholarship Recipients</li> <li>Follow-up to get Write-ups From Recipients after Conference</li> <li>Coordinate with Registration Chair</li> </ul> <p><b>Evaluation</b></p>	<ul style="list-style-type: none"> <li>Recruit/Train Volunteers:</li> <li>VIP Party; Welcome (Hand out bags/directions to check-in) Check-in Concierge Desk (Volunteer &amp; Speaker Check-in &amp; General Info)</li> <li>Speaker Hosts</li> <li>Speaker Room (if needed) Lunch AFP Materials</li> <li>End of Day (Handout CFRE racker/Certificate of Completion)</li> <li>Create/Design &amp; Print AFP Materials (for lunch or needed areas)</li> <li>Provide Speaker Gifts</li> <li>Provide Goodie Bags</li> <li>Get Speaker Intros from Speaker Chair</li> <li>Get CFRE Tracker Form &amp; Certificate of Attendance from Registration Chair/ Co-Chair</li> <li>Oversee VIP Party Chair</li> </ul> <p><b>VIP Party</b> Chair: Meredith Commander</p> <ul style="list-style-type: none"> <li>Oversee VIP Party Volunteers</li> <li>Coordinate w/ Logistics about Set-Up</li> <li>Prepare invitation list and send invites</li> <li>Keep RSVPs Sponsors Exhibitors</li> <li>Chapter Boards CFRE Class Committee</li> <li>Speakers</li> <li>Coordinate Food/ Beverage</li> <li>Coordinate w/ Guest Relations Chairs</li> </ul>