

AFP DFW Philanthropy Conference

2016-17 Planning Committee and Subcommittee List

Chairs, Co-chairs & Responsibilities

Speakers Chair: Marti Lawrence

- Update Speaker Invitation letters & Guidelines
- Create & Update FAQs
- Recruitment of Speakers Keynote
- Lunch Tracks/Sessions Round Tables
- Rate Experience Level
- Obtain Titles & Descriptions of Presentation
- Diversify of Topics
- Solicit & Distribute Edit Speaker Bios Speaker Pictures
- Prepare for Website, Social Media, Program (Coordinate with PR/Marketing)
- Prepare Track/Session Schedule
- Coordinate with Logistics for Speaker Set-up & Signage
- Coordinate with P/R Marketing for website & program
- Coordinate AV requirements with logistics
- Provide Speaker Intros to Guest Relations Chairs
- Provide Speaker Names to Guest Relations for Check-in
- Provide# of Speakers that will have Lunch to Logistics Chair
- Speaker Liaison Day of Conference
- Oversee Keynote Chair
- Thank Speakers

Keynote

Sponsors Chairs (Major Sponsors): Jan Muirfeld/Sherri Taylor, Jane Costello

Chairs (Exhibitors & Sponsors): Laura Muniz & Cathy Neece Brown

- Update Forms
- Secure Sponsors
- Title/ Keynote/ Lunch/ Track/ VIP
- Exhibitors (Regular & Association Partners)
- Distribute Logos/URLs to PR/Marketing for Website, Social Media & Program
- Provide Short Descriptions for Lead Sponsors for Website
- Keep/Update Sponsor Spreadsheet
- Coordinate with PR/Marketing about Benefits for Sponsors & Speakers Exhibitors
- Oversee Exhibitor Relations Chair
- Thank Sponsors

Exhibitor Relations Chair: Laura Muniz

- Update Exhibitor FAQs
- Provide Timely Correspondence to Exhibitors
- Welcome/ Exhibitor Pass/ Give-Away Set-up/ Take Down
- Facilitate Booth Assignments
- Produce Exhibitor Pass
- Produce Exhibitor Place Cards for Tables
- Solicit Grand Prize
- Coordinate w/ Logistics about Electricity
- Check-in/ Support Exhibitors

Pr/Marketing Chair: Sherri Taylor

- Communications liaison
- Coordinate PR/Press Releases
- Coordinate Marketing to
- Enhance Attendance To Chapters
- To Region
- To Mailing List
- To Association Partners (AFP, CMN, TANO, etc.)
- Newsletter (Chapters) Website
- PowerPoint
- Social Media (Facebook, Twitter, Hoot Suite, Other)
- Print Materials Save the Date Program
- Coordinate Photography
- Coordinate PowerPoint Kiosks and TVs with Logistics
- Coordinate with Sponsor
- Chair to provide appropriate Marketing Benefits for Sponsors & Exhibitors
- Coordinate with Speaker Chair for Speaker Bios Pictures & Session/ Tracks
- Oversee Website, Social Media, Photography Chairs

Website

Social Media

Photography

Logistics Chair: William Bogie

- Liaison w/ Convention Center
- Coordinate Facilities Set-Up Concierge Desk (Volunteer & Speaker Check-in & General Info)
- Registration & Exhibitors Lunch Keynote
- Tracks/ Sessions VIP Party Sponsors Room
- Coordinate All Signage (print, Electronic)
- Coordinate AV
- Organize Food/Beverage Morning Snack, Lunch Afternoon Snack Speakers Room Coordinate with VIP Party Chair for VIP Party
- Coordination of TV Monitors & Kiosks with Convention Center (Coordinate with PR/Marketing Chair)
- Re-Confirm Speaker Requirements
- Re-Confirm Sponsor/Exhibitor Requirements

Evaluation

Registration Chair: Open

- Create & Update Forms (including rate, early bird date & refund)
- Update Tips for 1st Time Attendees
- Create & Coordinate Collegiate Registration Forms
- Follow up with Schools
- Submit info for CFRE Tracker Form
- Print CFRE Tracker Form for Conference & Give to Guest Relations
- Prepare attendance stats before and after Conference
- Liaison w/ Madeline on Attendance/ Check-In
- Oversee Nametags and Ribbons
- Create & Print Certificate of Attendance at Conference & Give to Guest Relations
- Oversee Scholarship Chair

Scholarship

- Establish Criteria How many/ How to Select/ Value
- Update Forms
- Establish Selection Committee
- Award Scholarship & Notify Recipients
- Send Recipients information to PR/Marketing for Website & Social Media.
- Give Names to Registration & Madeleine
- Collect \$\$ from Partial Scholarship Recipients
- Follow-up to get Write-ups From Recipients after Conference
- Coordinate with Registration Chair

Guest Relations Chair: Open

- Recruit/Train Volunteers: VIP Party; Welcome (Hand out bags/directions to check-in) Check-in Concierge Desk (Volunteer & Speaker Check-in & General info) Speaker Hosts Speaker Room (if needed) Lunch AFP Materials End of Day (Handout CFRE racker/Certificate of Completion) Create/Design & Print AFP Materials (for lunch or needed areas)
- Provide Speaker Gifts
- Provide Goodie Bags
- Get Speaker Intros from Speaker Chair
- Get CFRE Tracker Form & Certificate of Attendance from Registration Chair/ Co-Chair
- Oversee VIP Party Chair

VIP Party Chair: Meredith Commender

- Oversee VIP Party Volunteers
- Coordinate w/ Logistics about Set-Up
- Prepare invitation list and send invites
- Keep RSVPs Sponsors Exhibitors
- Chapter Boards CFRE Class Committee Speakers
- Coordinate Food/ Beverage
- Coordinate w/ Guest Relations Chairs