

2020 PLANNING COMMITTEES ROLES AND RESPONSIBILITIES

Marketing and Promotions Committee

- This committee is responsible for assisting with Marketing and Promotions of the 2020 Nicholas House Dream Builders Luncheon. Activities include collaboration with Nicholas House regarding the design and distribution of Marketing materials (invitation, flyers, emails etc.) as well as planning and executing promotional activities to raise awareness, interest and participation in the event to include email marketing and as necessary social media activities. As necessary, assist with the recruitment of other committee members.

Sponsorship and In-Kind Committee

- This committee is responsible for assisting with the solicitation and acquisition of event sponsors and in-kind services or products for the 2020 Nicholas House Dream Builders Luncheon. As necessary, assist with the recruitment of other committee members.

Table Hosting Committee

- This committee is responsible for assisting with the acquisition of table hosts for the 2020 Nicholas House Dream Builders Luncheon. Activities include soliciting and securing table hosts and inviting prospects to Nicholas House Open Door Tours to engage potential Table Hosts. As necessary, assist with the recruitment of other committee members.

Hospitality and Registration Committee

- This committee is responsible for assisting with guest registration and guest check out for the 2020 Nicholas House Dream Builders Luncheon. Activities include managing rsvps, guest lists, table assignments, floor plans, guest check in and check out procedures. As necessary, assist with the recruitment of other committee members.

Requirements and Details

- Monthly involvement and meetings are *required* for all committee members.
- Each committee will elect a Chair and Vice Chair to manage activities.
- *Minimum* commitment of each committee member is *3 hours per month*. Increased number of hours may be necessary for Chair and Vice Chair positions.
- As necessary, increased hours for all members 90 days prior to the event. (est. max 6 hours per month)
- An individual may serve on 1 *additional* committee if desired.



2020 PLANNING COMMITTEE COMMITMENT FORM

Yes, I will take a leadership role in helping solve family homelessness by supporting the Nicholas House Dream Builder's Luncheon as a member of the 2020 Planning Committee.

Please print.

Name: _____

Address: _____

Phone Number: _____

E-mail: _____

Please Check Desired Committee:

- Marketing and Promotions Committee
- Sponsorship and In-Kind Committee
- Table Hosting Committee
- Hospitality and Registration Committee

RETURN TO:

Please return to the attention of Terrisita Terry, Director of Development
Email: tterry@nicholashouse.org | Phone: 404-622-0793 ext. 105 | FAX: 404-622-0388
Mail: Nicholas House, PO Box 15577, Atlanta, GA 30333