

Seminar Job Guidelines

Seminar Chairperson: _____

Duties:

1. Provides overall seminar committee leadership.
 - Sets up and chairs all preliminary meetings.
 - Provides agenda for each preliminary meeting.
 - Tracks necessary action items for timely completion.
2. Makes initial contact with UBCC for Seminar date.
3. Works with Committee to establish a price for the seminar (to include room rent, taxes, gratuity, lunch, breaks, brochure/poster costs, mailing costs, raffle items, other)
4. Manages the seminar budget and the recording of all income and expenses. Includes the Society's Treasurer in working with expenses and income.
5. Secures a speaker and handles all speaker issues (written agreement covering all issues; equipment requirements; table for books/CD's/etc. (do they need someone to sell items for them?); syllabus (will syllabus have a bibliography?).
6. Arranges receipt of the speakers' syllabus well ahead of time so copies can be made for each participant.
7. Determines the schedule for the day of the seminar.
Note: make sure speaker allows time for questions either at the end of each segment or at the end of the day.
8. Acts as the MC at the seminar.
9. Prepares, prints and tallies the evaluations.
10. Chairs a final review after the event to identify where things can be improved.

Committee Chairs:

General Duties:

1. Ensures that all income and expense receipts are handed in to the seminar chairperson.
2. Reports all problems or concerns to the seminar chairperson.
3. Attends all seminar meetings including the final review.

Registration and Seminar Packet Committee

Chairperson: _____

Duties:

1. Receive seminar registrations and checks and send confirmations to registrants.
2. Maintains a list of all registrants (name, address, phone, e-mail, payment info, special food requirements, etc.)
Note: info on special food requirements should be passed along to the facility committee.
3. Works out a process with the society's Treasurer for depositing checks.
4. Responds to registration questions from attendees.
5. Keeps the seminar committee apprised of the number of attendees.
6. Determines the contents of the registration packets (schedule for the day, raffle ticket, menu ticket, name tag, syllabus, list of raffle items/door prizes and who gave them, etc.)
Note: syllabus will require coordination with speaker re: how and when it will be provided.
7. Arranges for members to greet participants at the door and direct them to the room.
8. Arranges for members to sit at the registration table to check people in and hand out packets, etc.

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Facility and Event Day Committee

Chairperson: _____

Duties:

1. Coordinates the menu selections/special diet needs with the Registrar and the Useless Bay facility by the required deadlines.
Note: do this early and get a concrete agreement.
2. Becomes main contact with and coordinates any problems/questions with Useless Bay.
3. Reviews the facility's layout and facilitates accurate setup on the day of the seminar.
Note: Ensures there is a table or area for each requirement (speakers' book sales; raffle/door prizes; cookbook/cemetery book sales; Heritage Quest; registration/packets; coffee/tea/water, etc.)
4. Decides on table decorations (if any); makes necessary purchases and coordinates table setup. (2002 – flowers, 2004 – rosemary, 2006 & 2008 pictures)
5. Arranges for any equipment the speaker may require and any tables they need for book sales (podium, mike, projector, etc.).
Note: coordinate this with the seminar chairperson.
6. Solicits society members to help with jobs needed on the day of the event (beginning announcer (usu. President), check-in, raffle ticket sales and drawing of tickets/transcribing winners, cookbook/cemetery book sales, speakers book sales, etc.)

Raffle, Door Prize and Goodie Bag Committee

Chairperson: _____

Duties:

1. Determines the number and type of door prizes and raffle items.
Note: Some ideas for door prizes/raffle items: Photo copying at Linds, photo processing, archival safe products, gift certificate to Book Bay, gift certificate to Office Max, donations from members, book from Heritage Quest,
2. Solicits door prizes/raffle items from local businesses (other than the one(s) paid for by the society).
3. Determines when/how door prizes will be done on the day of the seminar and how winners will be notified (i.e. by MC)
4. Advertises raffle items so more tickets will be sold.
5. Makes sure each raffle item has a corresponding raffle box.
6. Determines if we will have a 'goodie bag' and what it will contain.
Note: keep # of items to 5-6)
7. Solicits items for and assembles goodie bag.
8. Determines what GSSWI will offer as a raffle item (subject to GSSWI board approval) and purchases the item.
9. Makes sure each raffle item and/or door prize has a 'thank you' postcard to the donor (including items donated by members).

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Publicity Committee

Chairperson: _____

Duties:

1. Sends early seminar information to other societies to generate interest in the seminar.
2. Creates and publishes the seminar brochure, seminar posters, flyers, etc.
3. Organizes and sends out seminar brochures and/or posters to Genealogy Societies, libraries, historical societies, senior centers, WA State Gene. Soc. (both online and newsletter), local family history centers, previous years participants from outside our society, etc.

Note: update and use mailing labels for all recipients.

Note: send 6 brochures to each society in NW Washington and 2 to all other societies.

4. Maintains a list of locations for poster distribution and ensures that posters are distributed to these locations (i.e. kiosks, and community information bulletin boards, post offices, etc. around the island. – SBS, Linds, Bayview, Greenbank Store, Kens Corner)

Note: these locations can be both on and off the island.

5. Coordinates newspaper publicity and deadlines with the society's Publicity Director.

Note: Whidbey Record, Coupeville newspaper, Oak Harbor newspaper, Everett Herald, Marketplace, etc.

(Try to make the newspapers understand the value of putting in the information well ahead of time so people can plan for the event.)

6. Coordinates seminar information for the GSSWI website with the society's Web manager.

Note: use PDF 8 ½ x 11 version of seminar information for the website.

7. Distributes brochure via e-mail to all GSSWI members.
8. Ensures the seminar information is put in the GSSWI newsletter.

Heritage Quest Contact:

1. Contacts Heritage Quest for book sales.
2. Are there books that the speaker will recommend in bibliography? If so, tell HQ so they can have as many as possible available.
3. When will they need to have access to the facility for setup (typically 7 am).
4. How many tables do they need (typically 8).
5. Will they be donating any raffle items? (typically they donate a book)

Supplies needed:

1. Blank name tags
2. 8 X 11 manila envelopes (for syllabus).
3. Smaller manila envelopes for mailing brochure.
4. Colored paper for brochures and posters.