

Job Description Worksheet

Event Overview

Name Overview

Name: _____

Date: _____

Place: _____

Design your committee "job descriptions" using their specific tasks and responsibilities.

Rework the information from your Tasks Worksheet into job areas:

Main POC Name: _____

- Tasks: 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

PR/Marketing Chairperson Name: _____

- Tasks: 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Appendix AA

Entertainment Chairperson Name: _____

- Tasks: 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Food and Beverage Chairperson Name: _____

- Tasks: 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Hospitality Chairperson Name: _____

- Tasks: 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Operations Chairperson Name: _____

- Tasks: 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Appendix AA

Sponsorship Chairperson Name: _____

- Tasks: 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Volunteer Chairperson Name: _____

- Tasks: 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Other: _____

- Tasks: 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____

Other: _____

- Tasks: 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____
- 6 _____