

# 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 \_\_\_\_\_

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 \_\_\_\_\_

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 \_\_\_\_\_