

Announcement Coordinator Job Description

1. Get demonstration/event schedule from Vendor Demo and Event Schedule Coordinator (ASAP)
2. Get program copy for further event information as well as other material necessary for writing announcements (ASAP)
3. Contact chairs who have events to see if they want something announced
4. Find announcement volunteers for Friday night preview party, Saturday & Sunday Show
5. Write separate announcement summary for each volunteer's time slot and day of service
6. Contact volunteers 3 days prior to show to confirm their help
7. Go over announcements, additions, and changes with each volunteer prior to their shift
8. Send thank you notes to volunteers and anyone else you feel needs thanks

January 2015