

## 2019 'BUILD PEOPLE NOT PRISONS' EVENT COMMITTEE ROLES & RESPONSIBILITIES

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### **Purpose**

The purpose of the Spring Events' Committee is to contribute to the success the **2019 'Build People Not Prisons' Spring Fundraising Event to take place** on Thursday March 21<sup>st</sup> from 5:30pm - 8:00pm at Warehouse 242 (located in West Charlotte). Members of the committee will assist in advising and strategizing on activities relating to the event including increasing CCT's visibility and fundraising potential.

### **Committee Make-Up**

The Awards Committee meetings will be lead by CCT's Development Director. The committee is ideally comprised of at least one CCT Board member and other (4+) community members at-large. The Board representative will be responsible for reporting committee activities at monthly Board meetings.

### **Commitment**

Committee members are expected to attend bi-weekly meetings and assist with event related activities. The term of a committee member is January 20, 2019 through April 1, 2019.

### **Responsibilities:**

- 1) Assist in the solicitation of raffle (or live auction) items for the event.
- 2) Assist in planning, participation in, and marketing of the Build People Not Prisons (BPNP) 2019 event. Members are encouraged to sell 4+ tickets (one bistro table) to the event and send out e-mails, social media posts and other reminders to personal contacts to increase event attendance.
- 3) Each member will assist with the identification and/or solicitation of at least one event sponsorship (from organization or company) for the event.
- 4) Provide feedback on event marketing materials and other event logistics including event program agenda, event speaker, room set up, food etc.
- 5) Assist with recruitment of other volunteers to help on day of event as needed, including set up, registration, check-out, clean-up etc.
- 6) Attend one follow up meeting after the event to discuss pros/cons and provide recommendations for the 2020 BPNP event.

*Please email the Development Director, Laura Heiser, at [LHeiser@centerforcommunitytransitions.org](mailto:LHeiser@centerforcommunitytransitions.org) if you are interested in joining this committee. Thank you!*