

Book Author Luncheon Chair Responsibilities and Timeline

July 1st → September 1st

- In collaboration with ESP Treasurer, evaluate technology and process alternatives to simplify and improve guest registration, donor records management and communications, event management, and financial record keeping.
- Present alternatives to ESP Board for review and approval, particularly if funding is required.
- Participate in establishing revenue goals by income-type

Author Management

- Assure authors are identified and commitments are obtained and in writing.
- Establish recommended discussion points for authors and assure they are in communication with each other if more than one author.
- Determine book selection with each author.
- Establish individual author honorarium amounts based on specific circumstances.

September → December 31st

- Hold a kick-off meeting
- Update the following materials with the committee / subgroup chairs. Update requirements partly a function of available technology.
 - President's letter
 - Flyer
 - Registration form
 - Auction item form
 - Sponsor form
- Assure leadership **is committed for the** following committee: provide direction and supply needed materials to update
 - Auction & Donation
 - Business Sponsors
 - Guest Registrations, Table Assignments, Table Cards and Guest Check-in
 - Program Book Development: print specifications and content development, production.
 - Finance
 - Website / social media/ media publicity
 - Author management
- Provide newsletter updates monthly
- Establish event ticket types and pricing. Establish Chance Auction raffle ticket packages/pricing.
- Populate on-line registration/payment system with event information, ticket levels/pricing and confirmation email text.

- Update LCV website with event description and links to event ticket sales registration system.
- Obtain Raffle permit from Old Saybrook Police Department for Chance Auction. Conduct at least monthly meetings to update and make sure activities and results are on track
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January 1st → March 15th

- Maintain communication with all subcommittee chairs; support subcommittees as needed. Identify issues/problems on an ongoing basis and work to resolve them.
- Provide information and materials and to each sub-group (i.e. donation from previous year by town and by solicitor, previous years sponsors with solicitor)
- Send reminder email to attendees with event, program schedule, check-in procedures. list of chance and silent auction items.
- Set up payment procedures for book purchases, silent auction items, raffle tickets. Schedule training for those accepting payment (Square)

Treasurer

- Maintain registration list with payment amount. Manage reservations, cancellations and wait-list to maximize revenue and assure guest satisfaction.
- Send out confirmations for each registration received
- Monitor sponsor payments and communicate with sponsor chair about received/outstanding payments.
- Send IRS tax-receipts to sponsors, individual donors and large auction item donors
- Monitor registration platform transaction charges and fees.
- Track all financial data in collaboration with the chairperson

Program Book Chair

- In conjunction sponsorship chair, provide list of advertisers and page sizes, and inside front cover and outside/inside back cover ad placements to Program Book Chair.
- Assure ad copy and logos are provided.
- Develop list of business/auction donors by business type for business listing
- Provide text for author information, event schedule, AAUW background, scholarship flyer/info, membership and “shape the future”, lists of Event Sponsors, and Individual Donors.
- Review program book draft with Program Chair. Assure copy gets to printer for on-time completion and pick up.

Author Management

- Order books from Harbor Books.
- Draw check for honorarium payment. Pay authors
- Thank you letters to authors

Auction Committee

- Obtain targeted silent and chance auction items based on identified auction goals
- Maintain and update auction item (in-kind) donor information including contact information, donation type/value, etc.
- Develop silent and chance auction set up plan and establish volunteer requirements/schedule.
- Assure auction items are packaged for display
- Assure Chance/Silent Auction graphics and bid sheets are developed.
- Establish auction set-up schedule with venue (day/time)
- Schedule volunteers to transport items to event venue.

Sponsorship Chair

- Establish sponsor revenue goals.
- Work with sponsorship solicitors to ensure successful solicitations.
- Monitor progress against goals, payments, and advertising copy/logo submission.
- Maintain sponsor contact and contribution information.
- Assure advertising copy received and provided to Program Book Chair
- Assure donor thank you's, tax receipts and post-event results are made to sponsors (three communications)
- Develop Donor Wall of Honor document with website links, post on LCV website.

Week before event (in conjunction with Treasurer and chairs)

- Obtain and schedule volunteers for day of event responsibilities.
- Develop registration lists for guest check in establish electronic guest check-in technology installed and staff is trained. Train Registration Desk volunteers in "check in" procedures and assure required check-in apps are on their phones to read QR codes.
- Develop list of pre-paid book sales for book sale desk
- Assure Table Seatings are assigned, and table cards are produced. If possible, have table cards indicating meal type to simplify meal distribution for servers (e.g. card color by meal type).
- Train book sale volunteers in distributing pre-paid books and using Square to accept credit card payments for on-site sales.
- Make the invoiced payment to the event venue. Provide final guest count and meal choices and guest allergy listing to venue.
- Pick up books at Harbor Books

Day of Event

- See list of responsibilities (to be attached)

Post event (immediately → 3 weeks post event)

Treasurer

- Pay bills (printer, books, bar bill, reimburse members if needed)
- Provide Financial Summary

- Return unsold books to Harbor books. Assure proper credit is received.
- Schedule and conduct debriefing meeting with BAL Committee.
- Provide feedback to SPI or other Venue
- Schedule BAL Committee celebration / get together
- Thank you letter to BAL Volunteers
- Thank you letter to Celebration event Host
- Determine date for next year's event. Negotiate room requirements, estimated meal price and other costs with event venue.
- Obtain and sign Contract from SPI or other venue
 - Provide down payment

May and June

- **Identify and contract with** book author(s) for following year. Establish and agree upon honorarium for individual authors.
- Send generic thank you note to donors including BAL Results
- Send email to attendees with update BAL results outcome and a save-the-date for the next BAL
- Treasurer - Send IRS statements to anyone required by law
- Update LCV website. Remove current year information and display Save-the-date information.