

Book Author Luncheon Chair Responsibilities and Timeline

July 1st → September 1st

- In collaboration with ESP Treasurer, evaluates technology and process alternatives to simplify and improve guest registration, donor records management and communications, event management, and financial record keeping.
- Recommends continued use of current software programs or presents alternatives to ESP Board for review and approval, particularly if funding is required.
- Participates in establishing revenue goals by income-type
- Develops Committee Member Assignments
- Assigns leadership for the following committee. Structures plans.
 - Auction solicitation, management and recordkeeping.
 - Sponsorship solicitation, management and communications including sponsorship levels/benefits and recognition including signage, table materials, Donor Wall of Honor.). Develops content and production specifications and scheduling.
 - Guest Registrations, Table Assignments, Table Cards and Guest Check-in
 - Website / social media/ media publicity
- Sends Scholarship recipient information to sponsors and major auction item donors.

September 1st → January 1st

- Conducts BAL Committee kick-off meeting
- Establishes the event ticket types and pricing, including patron benefits. Establishes Chance Auction raffle ticket packages/pricing.
- Finalizes solicitation materials and forms. .
 - Ticket Tailor event setup, registration form and guest communications
 - Auction Solicitation Materials
 - Sponsorship levels, benefits and solicitation materials/forms
 - Donor and Guest Communications/Donation Acknowledgement
- Orders books for on-site sales with Harbor Books. Establishes book pricing. Assigns book pick up and return responsibility.
- Contract with Taylor Rental in Westbrook for speaker platform set up/tear down schedule. Provides ESP Credit Card information.
- Updates LCV website with event description and links to event ticket sales registration system.
- Obtains Raffle permit from Old Saybrook Police Department for Chance Auction
- Conducts periodic committee meetings to identify needs, track progress and share results.

January 1st → March 15th

- Updates LCV newsletter monthly with BAL information.
- Maintains communication with all subcommittee chairs; supports subcommittees as needed. Identifies issues/problems on an ongoing basis and works to resolve them.
- Provides historical data and materials to sponsor/auction committees (i.e. prior year data, results by town and solicitor).
- Sends pre-event email to guests with event, program schedule, check-in procedures, list of chance and silent auction items. (two weeks before the event)
- Maintains the registration list by ticket type (Regular/Patron). Manages reservations, cancellations and wait-list to maximize revenue and assure guest satisfaction.

- Provides guest names/meal choices and seating preferences to committee making table seating assignments, allergies, patron benefit packages and name tags.
- Provides Saybrook Point Banquet Staff meal choice summaries, guest table assignments, allergies, etc. as required .
- Orders books from Harbor Books.
- Establishes sponsor revenue goals.
- Sponsor solicitation and management.
 - Works with sponsorship solicitors to ensure successful solicitations. Maintains sponsor contact and contribution information.
 - Monitors progress against goals, payments.
 - Develops sponsor recognition materials. Develops copy for printed materials, obtains sponsor logos/website information. Develops and posts. Donor Wall of Honor on LCV website.
 - Develops print-based sponsor recognition materials and contracts for printed materials production.
- Assures donor thank you's, tax receipts and post-event results are made to sponsors (three communications)

Week before event (in conjunction with Treasurer and chairs)

- Obtains and schedules volunteers for day of event responsibilities.
- Develops registration lists for on-site guest materials.
- Assures Table Seatings are assigned, and table cards are produced with place cards indicating meal type to simplify meal distribution for the venue's staff
- Trains book sale volunteers to use using Square to accept credit card payments for on-site sales.
- Makes the invoiced payment to the event venue. Provides final guest count and meal choices and guest allergy listing to venue.
- Picks up books at Harbor Books
- Confirms speaker platform set up and removal schedule with Taylor Rental – Westbook.
- Requests check to pay author(s) at luncheon.

Day of Event

- See list of responsibilities (to be attached)

Post event (immediately → 3 weeks post event)

- BAL Committee Management
 - Schedules and conducts a debriefing meeting with BAL Committee.
 - Schedules BAL Committee celebration / get together including venue selection, schedule, food selection. Arranges for venue/food purchase payment with Treasurer.
 - Sends thank you letter to BAL Volunteers
- BAL Venue Feedback
 - Provides feedback to the event venue and documents changes/recommendations for next year's luncheon.
 - Determines date for next year's event. Negotiates room requirements, estimated meal price and other costs with event venue.
 - Defines following year's event contract. Signs contract and makes required deposits.
- Sends thank you letters to author(s)

- Vendor Payment management. Assures payment of printer, Taylor Rental, event venue, and Harbor Books. Assures expense reimbursement requests submitted to Treasurer by committee members including Guest materials (name tags, table tags), signage and tips.

May and June

- Author Management – following year's event
 - Establishes author honorarium amounts
 - Identifies potential featured author(s). Consults with ESP and LCV Boards. Makes author(s) selections and obtains author written commitment to event, book selection and honorarium.
- Donor communication: Sends generic thank you notes to sponsor and large auction donors including BAL results.
- Guest Communication: Sends emails to attendees with gratitude, event results and BAL results and save-the-date for the next BAL
- Announces following year BAL event date, venue and author in LCV newsletter.
- Updates LCV website including Donor Wall of Honor. Removes current year's information and displays Save-the-Date information for following year's event.