

UMWC JOB DESCRIPTION

Event Coordinator

Job Title: Event Coordinator

Reports to: President

Revised July 2023

General Responsibilities:

Works with a co-Event Coordinator to: make arrangements for catering menus, table setup, audiovisual equipment, reservations, and room decorations for Board meetings, Conversation with Women Leaders Luncheons, Fall Welcome, Scholarship Luncheon, Holiday Event and the Annual Meeting and Luncheon in May.

Provides information for the Directory

Provides program information for the newsletter

Provides reports on recent event and upcoming events at board meetings and annual reports at the Annual Meeting

Sets event prices.

Committee:

Assign Program Committee Members as Reservation Agents for all Luncheons and the Holiday Event

Board meetings: September, November, February, April, June and Annual Meeting in May (check current Directory for dates and locations)

Room setup, audiovisual equipment if desired), beverages

Conversation Luncheons: November, February, April [see Conversation Luncheon Checklist for more detailed information]

Meet with event managers at venues to confirm dates and choose menus and plan room set-up

Assign reservation agents for all luncheons

October Scholarship Luncheon

Contact catering manager, DoubleTree Hotel, Roseville (currently Gretchen June)

Reserve venue and sign contract approx. 7 months in advance

Reconfirm venue two months in advance

Obtain guest and scholarship recipient names from the Scholarship Chair

Meet with caterer to set menu, table setups, audiovisual equipment

Arrange for guest name tags and place cards to the Directory Editor

Provide count to hotel caterer via the reservation agent, including special diet requests

Assign UMWC member to provide centerpieces

Holiday Event in December

Reserve the venue as far in advance as possible

Reconfirm venue two months in advance

Work with Reservation Agent for information on number attending

Provide head count to venue event manager

Arrange for the collection of donations for the Hospital

Provide piano music by members (optional)

Annual Meeting and Luncheon – May [Town and Country Club,

Reserve venue a year in advance

Confirm venue two months in advance

Meet with caterer to set menu and table setup
Obtain guest names and AV needs from President
With Reservation Agent, provide head count to Town and Country including special diet requests
Provide guest list to Directory Editor
Assign UMWC member to provide centerpieces
Provide wrapped candies for dessert if dessert is not included in menu

Note: Out of pocket expenses related to the job may be reimbursed. Send the request for reimbursement along with receipts to the treasurer.

TIMELINE

YEAR 1

March

Meet with President-elect and co-Event Planner to choose potential dates for next season.
Contact venues

APRIL

Recruit committee members and assign Reservation Agents for the coming year.

MAY & JUNE

Compile information for the Directory and send to Directory Editor (currently Dorothy Waltz)
Set prices for coming year's luncheons at Midland Hills and Town & Country

JULY

Confirm venues and set menu for Fall Welcome at Midland Hills (current contact is Lisa Ruzika)

AUGUST

Arrange for set up, approx. number count, and beverages for September Board meeting
Finalize arrangement for the Fall Welcome

SEPTEMBER

Finalize arrangement for Scholarship Luncheon at DoubleTree
(current contact is Gretchen June)

OCTOBER

Finalize arrangements for the November Luncheon at Midland Hills

NOVEMBER & DECEMBER

Coordinate final arrangements for the Holiday Event with Event Coordinator
Arrange for music (optional)
Arrange for collecting members' donations for Hospital

YEAR 2

JANUARY

Finalize arrangements for February Luncheon and Board meeting at Midland Hills

MARCH

Finalize arrangements for April Luncheon and board meeting at Midland Hills
Set menu and rooms required for Annual Meeting and Luncheon with Town & Country (current contact is Megan Nash)

APRIL

Finalize arrangements for Annual Meeting
Reserve venue for next year

MAY

Finalize arrangements for Joint Board meeting in June
Submit annual report

Updated: July 2023

UNIVERSITY OF MINNESOTA WOMEN'S CLUB RESERVATION AGENT PROCEDURE

1. The Reservation Agent takes reservations for the Conversation Luncheons and General Club Programs. The deadline is usually 8 days before ALL UMWC events.
2. All reservations are to be in the hands of the Reservation Agent no later than the deadline date published in the Directory.
3. The Reservation Agent will call all persons whose reservations did not meet the deadline and destroy their checks (payment) or offer to place them on a waitlist in case of cancellation(s) before the event date.
4. The Reservation Agent will make a spreadsheet of all reservations of members and guests and dietary restrictions and the day after the deadline email them to 1) the Directory Editor (Dorothy Waltz) The The Program committee member (currently Carole Senty)to make additional name tags for guests and dietary tents and to 2)Both co-Event Planners. Guests 'names should be accompanied by the name of the member who invited them, so the member names can sent to the Membership Committee to be put in the Guest Quest drawing. She should keep the original list for check-in purposes the day of the event.
5. The Reservation Agent will contact the Program Chair with the final count of the reservations. The Program Chair will then notify the venue of the number of luncheons needed and all special dietary restrictions/requirements needed.
6. The day of the event, the Reservation Agent is responsible for greeting attendees and providing them with guest name tags and dietary tents.
7. The Reservation Agent will collect the fees for each event and submit them to the Treasurer along with the spreadsheet used to check off attendees names.

Revised by Carol Cantrell, July 29, 2023