

## **“I Stand” Planning Committee Member Job Description**

**Location:** Phoenix and Tucson

With nearly 2,000 attendees each year, the *I Stand with Planned Parenthood* events are among the largest progressive events in Arizona and essential to the success of Planned Parenthood’s statewide political work.

The Event Committee, along with the Event Co-Chair(s), is responsible for ensuring their event is a financial success and represents Planned Parenthood positively in their community. The committee’s main roles are to promote the event through table and ticket sales, provide valuable input into the “look and feel” of the event, and offer hands-on support on the day of the event.

All Event Committee Members are responsible for:

- Personally committing to sponsor or host a table at the event
- Make solicitation calls to key invitees and potential table hosts, in coordination with Co-Chairs
- Recruit other community members to serve on the committee
- Attend committee meetings
- Advise and assist with event logistics, including speakers, honorees, decorations, and pre- and post-event activities
- Participate in a post-event briefing

### **Logistics Sub-Committee**

The logistics sub-committee ensures all logistics, such as décor, food selection, and day-of activities for the event are handled. Responsibilities include:

- Liaise with venue staff to coordinate event décor (ie: table centerpieces) and food
- Choose background music – played during registration, breaks, and end of program
- Support recruitment of additional volunteers to help with registration, ushering, and other day-of responsibilities
- Day-of activities:
  - Support event set up including décor and materials
  - Manage teardown, ensuring all materials are well packed and inventoried for the next year’s committee

### **Raffle Sub-Committee (Phoenix-only)**

The raffle sub-committee will handle all logistics related to the raffle. Responsibilities include:

- Solicit and package raffle prizes from local businesses
- Create signage for raffle items
- Manage day-of sales, including drawing and announcement of winners and presentation of prizes to winners

Time commitment: Committee meetings are held twice a month. Frequency of meetings increases as the events approach. In addition, committee members will spend a few hours a week on events sales and other assignments.