

**Volunteer Job Description:**

**Logistics and Event Planning Subcommittee members**

Position Overview:

As a Logistics and Event Planning Member for National Philanthropy Day, you will play a vital role in ensuring the seamless execution of the event. This volunteer position offers an exciting opportunity for individuals with a passion for event management, organization, and attention to detail to contribute to the success of National Philanthropy Day.

Responsibilities & Tasks:

1. VIP Reception:

* Coordinate logistics for the VIP reception, including guest lists, catering, and special accommodations.

1. Registration:

* Oversee the registration process, ensuring a smooth check-in experience for attendees.
* Coordinate with the Registration team to distribute materials, badges, and event information.

1. Set Up & Take Down:

* Develop and execute a comprehensive set-up and take-down plan for the event venue.
* Coordinate with volunteers to ensure all elements of the event space are prepared and dismantled efficiently.

1. Event Programming:

* Develop an event program to ensure the seamless flow of event programming.
* Assist in coordinating speakers, presentations, and any special segments during the event.

1. Photography:

* Work with the Photography team to coordinate coverage of key moments and activities.
* Ensure that photographers are positioned strategically to capture event highlights.

1. Ticket Sales:

* Collaborate with the Ticket Sales team to manage the sale and distribution of event tickets.
* Coordinate ticketing logistics, including online sales, at-the-door purchases, and ticket-related inquiries.

1. Luncheon Program:

* Oversee the luncheon program, ensuring that it aligns with the event's objectives and schedule.
* Coordinate with presenters and speakers to ensure a cohesive and engaging program.

1. Table Seating Plans:

* Develop and manage table seating plans, taking into consideration VIPs, sponsors, and special guests.
* Work closely with the Registration team to ensure accurate seating assignments.

1. Name Tags:

* Coordinate the creation and distribution of name tags for attendees, presenters, and VIPs.
* Ensure that name tags are accurate and easily visible during the event.

Qualifications:

* Previous experience in event planning, logistics, or a related field is preferred.
* Excellent organizational and multitasking skills, with a keen eye for detail.
* Strong communication and interpersonal skills for effective collaboration with volunteers and committee members.
* Ability to work well under pressure and adapt to changing circumstances.
* Enthusiasm for philanthropy and a commitment to creating a positive event experience.