

Template for Committee Chair

The purpose of this document is to preserve all the experience and wisdom that you have gained this year, for the benefit of next year's Committee Chair. It is designed to cover many different aspects of our various activities, some of which will not be relevant to your committee. Please be as thorough as possible, so that SHS Band can continue to have successful events with the least amount of pain possible 😊

Name of Committee or Event:
School Year:
Description of Committee/Event

Name of Chair:
Phone number: home cell
Email
Name of committee members:
Contact info about committee members who will be available to answer questions next year:

Budget and Expenses

Allocated Budget:

Actual Expenses:

If additional funds were needed, how did you get them? (eg donations, asked the Board)

Details of expenses: how was the money actually spent this year:

The Work that needs to be done

Timeline:

How much lead time does the committee need? When should the committee FIRST meet to start planning: _____ days/weeks before the event

Overall categories of planning required: Check all that apply: **How far before event should this be arranged:**
(e.g 9 months, 2 months, 1 week)

- ___ booking a venue
- ___ decorations
- ___ food
 - ___ catered
 - ___ purchased at store (e.g. pizza, subs, hamburgers)
 - ___ provided by volunteers
- ___ drink
 - ___ catered
 - ___ purchased at store
 - ___ provided by volunteers
- ___ invitations
 - ___ designing and printing
 - ___ distribution
- ___ tickets
 - ___ deciding on cost of tickets
 - ___ getting tickets printed
 - ___ arranging how tickets will be sold (e.g. order form, at door)

- selling tickets
- publicity
 - flyer
 - mass email
 - article on website
 - article in Band Beat
- request for volunteers

Types of volunteers needed:

- chaperones
- decorations
- pick up food and drink
- provide food and drink
- serve food and drink
- clean up
- other: specify:
- arranging for transporting the product to/from location
- entertainment (e.g. DJ)
- reserving hotel rooms
- arranging for busses/transportation
- collecting money from students (e.g. fundraisers, trip fees)

On the Day of the Event, and the few days leading up to the event, please list, in order, what had to be done/prepared:

Days leading up to event:

The Day of the Event:

Recommendations and Advice

Best Practices:

What did you do this year that worked very well? What contributed to the success of the event?
What did the participants seem to enjoy?

Lessons learned:

What difficulties popped up, and how did you solve them? Any last-minute challenges?

What would you do differently next year if you were chairing the event again:

Resources for next year: people or companies who should be contacted for this event next year:

Frank, practical overall advice to next year's Committee Chair:

Additional documentation:

Name of any additional files that you are submitting (ticket layout, flyer, sign-in form etc)

Do you also have a paper binder/folder for this committee? Yes _____ No _____

When you are done transferring all your knowledge and wisdom to this document, please do the following:

1. Rename it as "Name of CommitteeMonthYear.doc" (e.g. SeniorNightOct2007.doc or BandTripMarch2007.doc). No spaces, no apostrophes.
2. Upload it to the secure area of the band website, where it can be accessed by future generations of committee chairs for your event.
3. Submit your paper folder/binder to the assigned storage spot. Thank you!