

	<b>Friendship Quilters Of Linthicum Guild</b>	Standard Operating Procedure		Effective Date	Page
		<b>Special Events Coordinator</b>	<b>FQG- 15</b>	10/01/2023	1 of 2

Supersedes	1/7/16 – Standard Operating Procedure for Special Events Coordinator of Guild
Current and Previous Chairpersons	See Website
Job Description	<p>The Special Events Coordinator schedules, maintains, and executes all monetary transactions for classes and special events for the Guild. Responsible for maintaining any assigned budget targets.</p> <p>The Special Events Coordinator is member of the General Board of the Guild. It is a volunteer position.</p> <p>Will attend Board Committee Chair meetings when relevant.</p>
Procedure	The following table identifies the actions to be performed and the individual or function responsible.

	Item	Action
<b><u>Retreats-Planning</u></b>	1.	Six months to one year prior to the intended retreat, contact the facility where the retreat will be held. Discussions with the site's Group Sales rep should include the contract for the use of the facility, and rooms, and meals if included.
	2.	Six months prior to the scheduled retreat, provide membership with dates, location, and costs for the retreat. Provide an article to the Newsletter with specifics of the event.
	3.	Establish and publish the date when the sign-up will be open and how many applicants the venue will accommodate. All applicants beyond that number will be added to the Waiting List according to the post mark on their applications.
	4.	The event will be available only to members in good standing.
	5.	If desired, 90 days prior to the retreat start date, ask local vendor if they want to come to the retreat to sell their wares.
	6.	Solicit volunteers to make name tags
	7.	Solicit volunteers to bring cutting mats, irons/ironing boards, and table risers.
	8.	Finalize roommate combinations unless room arrangements are being made by the participants per the contract.
	9.	Thirty-five days prior to the retreat start date ensure that all monies have been submitted and recorded. Provide monies to the Treasurer.
	10.	Thirty days prior to the retreat start date, contact the facilities Group Sales rep with Count/Room Assignments if the Guild is coordinating rooms. Alert them to special dietary requirements if food is included.
	11.	Obtain from the Treasurer two checks: <ul style="list-style-type: none"> <li>• Final payment to the retreat center</li> <li>• Deposit for next retreat</li> </ul>

<u>During the Retreat</u>	12.	Be the first to arrive and check in with the front desk. Ensure that the sewing room is set up prior to members entering.	
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<u>During the Retreat cont.</u>	13.	Keep attendance as members arrive.	
	14.	Once the majority of members have arrived make the following announcements: <ul style="list-style-type: none"> <li>• Schedule of meals, if any</li> <li>• Any facility requirements</li> <li>• Check out time</li> <li>• Dates for next retreat</li> </ul>	
	15.	Ensure that the doors to the sewing room are locked at night and opened in the morning.	
	16.	Pay the facility. Give the receipt to Treasurer upon your return.	
	17.	Check the sewing room for any items left behind.	
	18.	Be the last to leave on Sunday afternoon.	
	<u>Tickets</u>	19.	Provide and distribute tickets for Quilt Bingo
	<u>Classes</u>	20.	Coordinate attendance list with Program Chairperson. Collect payments for classes and provide them to the Treasurer.