**BLACK HISTORY MONTH CELEBRATION, Saturday, 3 FEB 2018**

**COMMITTEE OPERATIONS: Duties, Tasks and Areas of Responsibility(AOR)**

1. **Budget/ Program /Entertainment Team**

 **Area of Responsibility Assigned To: CSO Executives**

* **Establish Budget and financial goals for BHMC**
* **Ensure 300 tickets are printed, numbered and ready for issuing IAW with issuing date.**
* **Find a Guest Speaker/Decide on Theme**
* **Coordinate and Fill the Program Entries/Secure Info, Bio, Intros of, Song, etc.**
* **Determine the Musical Entertainment for Program**
* **Create a Program Sequence/Timeline in synch with Key Team Leaders**
* **Designate EMCEE /Program Navigator**
* **Create certificates and secure gifts; prepare certificates and gifts for presentation**
* **Designate leader of the Black National Anthem**
* **Create and Print paper copies of the program**
* **Provide Programs to Reception Team for Handing out to Guests**
* **Coordinate seating with Reception Team for Guest Speaker, Entertainers, Program participants and VIPs.**
1. **Protocol/Executive Services Team**

**Area of Responsibility Assigned To: ROCKS, Inc. and CSO Executives**

* **This team serves as the liaison between CSO and the Guest Speaker**
* **Provide an Escort Officer to receive, pick-up and escort Guest Speaker**
* **Handle all matters concerning flags, decorum as related to General Officers**
* **Coordinate with Guest Speaker’s Executive Officer at Guest Speaker’s Hdqts if Guest Speaker is global.**
* **Coordinate and Determine Lodging, Transportation and Other Requirements for the arrival of the Guest Speaker if Guest Speaker comes in from out of town.**
* **Provide a Welcome Basket to be placed in the Guest Speaker’s Room prior to arrival or prior to the day of program if Guest Speaker is local.**
1. **Ticket Broker/Ticket Outlet Team: Handles all matters regarding event-ticket sales.**

**Area of Responsibility Assigned To: RACC&M (William Wallace)/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Work closely with CSO Treasurer for collecting and accounting for ticket money.**
* **Provide a report to the CSO Treasurer of the total ticket sales and turn the proceeds in to the treasurer showing close-out of all ticket sales accounts.**
* **Log, account and issue tickets to designated ticket outlets. (RACC&M, June’s and PBJ)**
* **Log, account and issue tickets (bulk) to POCs for CSO orgs.**
* **Maintain close contact and unbroken communication with all hand-receipt holders of issued tickets.**
* **Be available to collect/receipt money at meetings (January 22, 2018- January 30, 2018) for tickets sold and at the established date for advance tickets sales to end. (if extended)\_\_\_\_\_\_\_\_\_\_\_**
* **Ensure that all advance-ticket selling ends by cutoff date, and all unsold tickets issued are turned in prior to the start of the event. Ensuring no ticket money/ticket turn-in activity will take place at the door during event.**
* **By January 30, 2018, account for sold and unsold tickets to determine the headcount for food requirements, seating, and estimates of how many seats can be sold at the door based on advance ticket sales.**
1. **Dining/Food Service/Facility Coordinator Team**

**Area of Responsibility Assigned To: CSO Caterer/Socialite and Les Novelettes Clubs**

* **This team is led by the CSO Caterer and Facility Coordinator, Mrs. Debbie Pixley-Clark.**
* **Coordinate with the facility manager, June Meyer for invoice and contract agreement.**
* **Coordinate all menu items and food serving time to**
* **Coordinate and decide the “Dinner is Served” time to be placed on flyer and in program flow.**
* **Format the event space at the facility-and create schematic to show how the hall will be set-up including buffet line, raffle stations, DJ and band area, reception table, etc.**
* **Coordinate with Reception/Hospitality and Host(ess) Team to determine how guests going through food line will be regulated.**
* **Coordinate and provide food servers to augment June’s catering staff, if needed.**
* **Set internal control measures to determine the number of guests served above the number in contractual agreement with the facility.**
* **Coordinate with and inform the people who are needed to support “set-up” the details of those requirements.**
1. **Reception/Hospitality and Host(ess) Team**

**Area of Responsibility Assigned To: Mount Olive Lodge #3 & FCCI**

* **This team serves as the meet(ers), greet(ers) and seat(ers) of the ‘eaters’ for the event.**
* **Provide members to work the Ticket Reception Table(s)/ Meal Ticket Collection Table.**
* **Manage, Direct and Control Guest Seating and Movement during the Event.**
* **Members of this team are required to be in place 45 minutes prior to start of event to receive guests as they arrive.**
* **Provide Ushers and Guides to Direct and Inform Guests of ‘housekeeping’ information as needed. (Loc of restrooms, bar, no smoking, parking, pic taking, raffle sales, seating, movement, etc.)**
* **Receive and seat VIPs and entertainers in pre-designated seating area.**
* **Coordinate with “Team Food Service” to direct movement and regulate positive control of guests through the Buffet Line IAW with program flow.**
1. **Organization BHM Exhibits Team (Virtual via Digital Means)**

 **Area of Responsibility Assigned To: RACC&M and All Organizations**

* **Team leader will coordinate with CSO organizations to provide format for virtual slide show and get input by established deadline.**
* **This team will be responsible for creating a virtual display via digital means.**
* **The virtual display will be shown doing the event on the big screen and show start playing 45 minutes prior to start of program.**
* **Because of space limitations this year, we are restrained in physically creating the BHM displays that have been traditionally set-up at this event.**
* **All organizations within the CSO Network will be responsible for providing input to this team by requested deadline of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**
1. **~~Org Banner Display Team~~**

**Banners will not be hung this year, but placed in the organization’s virtual slide show.**

1. **Raffles/Prize Drawings Team**

 **Area of Responsibility Assigned To: CSO, Treasurer and Selected Team Members**

* **Team leader determines a fund-raising goal for the raffle prize income.**
* **Team leader will coordinate with CSO organizations in soliciting of prizes, details on donations and delivery/and receiving items donated by suspense date:\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **This team handles all matters regarding raffles and prizes for the event.**
* **Collects and accounts for income from raffle sales.**
* **Coordinate with Facility Team Leader to determine area of set-up for raffle station.**
* **Sets-up, displays and runs the raffle operation/sales at the event and announces the winner IAW the program flow.**
1. **Photography/Videographer Team/Publicity**

 **Area of Responsibility Assigned To: CSO Vice President and Kappa Alpha Psi**

* **Coordinates photographer to come to the event and take photos.**
* **Coordinates to have the program recorded.**
* **Regulates the line for guests lining up to take pics with guest speaker.**
* **Submit Article for Publishing in Leavenworth Times**
1. **ALL Organizations:**
* **Publicize the event by disseminating flyers/information to members, families and supporters.**
* **Support the event by Selling Event Tickets and accounting for ticket-money income and turn-in.**
* **Meet the ticket brokers’ deadlines for “ticket money and unsold and ticket” turn-in dates.**
* **Support the event by donating to the BHMC: two (2) raffle gifts valued at $25 each.**
* **Meet the raffle team leader’s deadlines for “donations, packaging, and delivery dates for raffles turn-in.**
* **Coordinate support/cross bridge with team leaders’ on their tasks/responsibilities, while respecting the process… (Especially if your organization has gifts, talents, resources or substance to offer in support of the overall goal)**
* **CCDC--- Coordinate, Communicate, Disseminate and Cooperate through all phases of the event.**

CHECK

**** CHECK

**** DOUBLE CHECK