

## **Decorations Committee**

Chair, Co-Chairperson and committee required  
(Recommend 2 –co-chairs)

Responsibilities: Coordinate all Convention Center decorations

- Establish color theme with Ways And Means Chairperson and Convention Chairperson
- Determine linen colors for banquet with Hotel Coordinator
- Coordinate all props (scenery sets, stage settings, etc.)
- Arrange transportation and placement of above (coordinate hotel assistance/ restrictions with Hotel Coordinator Chairperson)
- Provide table decorations for all tables, including head tables at all functions (coordinate with Al-Anon, Special Events, Hotel Coordination)
- Determine how center-pieces will be awarded at the banquet
- Coordinate with Meeting Leader to award the centerpieces at banquet
- Coordinate tear-down and removal of all decorations after Sunday meeting

Budget: \$650.00

To include: all materials purchases and rentals,  
Any overages require Board approval

Proposed Revision March 2010