

HOTEL COORDINATOR

Chair and Co-Chair

Responsibilities:

- Work with Board, Committee Chairs, and Hotel Representative to schedule and plan room usage, catered events, and all other facilities and equipment arrangements with the hotel
- Meet with Board Chair and Treasurer to establish a master account with the Hotel
- Coordinate meeting schedule and room usage plan with Hotel Rep and committee
- Coordinate all catered events, including Alanon Luncheon. Determine all menus, pricing with Hotel. Provide final count for these events to Catering Dept., coordinate service and set-up
- Coordinate guidelines for Entertainment personnel with Committee and Hotel Rep. Keep Entertainment Chair in the loop.
- Coordinate parking requirements with Hotel Representatives
- Plan and co-ordinate booth and table set-up, lobby requirements and layout with Committee Chairs, Hotel Rep and Board
- Arrange placement of large banners with Committee and Hotel
- Chair gets a paid room for Friday and Saturday nights to accommodate being available to Hotel Representative throughout the convention
- Chair or Co-Chair should be on convention site for any trouble shooting at all times from Friday noon until Sunday noon

Budget: none

March 2018