

TOP 5 RESPONSIBILITIES 2023-24

Hi Program Chairs,

As we start having more programs in person at the club, we wanted to make sure that everyone is clear about their responsibilities as Program Chairs and Co-Chairs.

Here are **the Top 5 things that Program Chairs are Responsible for:**

1. Marketing Your Program: You are responsible for marketing your program and making sure people attend. This includes providing us with a written copy about your program and a photo for the SWC website if you haven't already done so. Learn more and get ideas on how to market your event on the [SWC program chair webpage](#).

2. Cleaning up & Securing the Clubhouse: You are responsible for cleaning up after your program (washing/sanitizing/putting away all dishes, taking out garbage from both the kitchen and bathrooms, etc.). We recommend that you ask some of your SWC friends to form a committee to help you as cleaning up can take more time than you think. [Download this Event Lockup checklist](#) to learn more.

3. Providing a Floor Plan the Wednesday Before Your Event: You need to send us a sketch of your floor plan the Wednesday before your event. You can download the floor plan template on the [SWC program chair webpage](#).

4. Getting Help for Your A/V & Tech Needs: You are responsible for contacting the Tech Committee to find someone to help you with any a/v needs such as using the projector and/or microphones. You can also find instructions on how to use the A/V equipment on the [SWC program chair webpage](#).

5. Reimbursement for Yourself & Everyone on Your Committee: You are responsible for getting reimbursed and for getting your committee members reimbursed. Fill out the Program Reimbursement Form and take photos/scan your receipts within 10 business days of your event. Submit them in an organized fashion with the names of everyone who needs to be reimbursed to our Treasurer, [Renee Lee](#). You will receive your reimbursement check in the mail. Learn more and download the Program Reimbursement Form on the [SWC program chair webpage](#).

We have a great calendar of events this year and hopefully this will make things run smoothly. If you have any questions, just let us the program co-chairs know.

Thank you!

