

PROGRAM EVENT CHAIR(S) RESPONSIBILITIES 2024-25

TOP 5 THINGS PROGRAM EVENT CHAIRS NEED TO KNOW

Here are the **Top 5 things that Program Event 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:** You will need to submit your floor plan with any special instructions **by the 1st day of the previous month before your event** to Programs Director Alison Deal (4alisondeal@gmail.com) and the Programs Committee swcprogramscommittee@gmail.com. For example, if your event is on November 10th, then your floor plan and instructions should be emailed to the Alison Deal and the Programs Committee no later than October 1st. 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 Technology 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 ten (10) days after your event. Submit them in an organized fashion with the names of everyone who needs to be reimbursed to our Treasurer, [Carlin Walker](#). 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, please let Programs Director Alison Deal or the Programs Committee swcprogramscommittee@gmail.com know.

Thank you!