

SWC PROGRAM EVENT CHAIR(S) RESPONSIBILITIES

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 Program Co-Chairs Tia Hensler and Renee Maher at programsswc@gmail.com. For example, if your event is on November 10th, then your floor plan and instructions should be emailed to Tia and Renee no later than October 1st. You can download the floor plan template on the SWC program chair webpage. Once floor plans have been submitted, they should not be changed, as the club contracts with an outside company to help set up. Revisions cause confusion and additional fees for the club.

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. 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 reach out to Program Co-Chairs Tia Hensler and Renee Maher at programssmwc@gmail.com. Thank you!