

JOB DESCRIPTION – HOME and GARDEN TOUR CHAIR



RESPONSIBILITIES

BASIC DUTIES

- Receives event date from Garden Club President
- Determines and coordinates all Tour specifics with Garden Club President and Board, including Tour date, dining times, menu and costs, raffle items / descriptions, homes to be toured, event hand-outs, ticket sales procedure, reservation deadline, etc.
- Enlists sub-committee members and designates responsibilities, including coordinating raffle, printing event hand-outs, decorating tables, obtaining home hostesses, etc.
- Reviews information with home owner, prepares description for event hand-outs, and provides information to committee member responsible for printing event hand-outs
- Contacts dining representative to obtain specifics, including menu, time, cost, reservation deadline, etc. and provides information to committee member responsible for printing event hand-outs
- Coordinates raffle items, prepares description of items, and provides information to committee member responsible for printing event hand-outs
- Forwards event information, including contact information for ticket sales, date and time to Media Chair for flyer preparation and posting, informational emails to members, Facebook posting, website posting, and Chamber notification
- Completes ticket sales with attendees, prepares wrist bands or tickets for distribution to event participants in advance or on day of event, as required
- Provides final count to luncheon representative and reviews other specifics, as required
- Assures all aspects of Tour are coordinated prior to and on day of Tour

ADMINISTRATIVE DUTIES

- Submits receipts, with prior authorization for purchases, to Treasurer for reimbursement
- Submits report (May through August) to Garden Club Board