



Logistics Chair

Role Description

The Logistics Chair position is for an organized, driven volunteer who enjoys party planning and creative thinking. They will be in charge of working with the Auction Committee to create a festive, friendly, and generous atmosphere. They will also work with event leadership to solicit in-kind donations and services for the evening.

Responsibilities include:

- Plan and organize table centerpieces and other decorations for the event.
- Plan and organize the photo booth set-up at the event.
- Manage the solicitation of in-kind donations for the event.
 - o Book two photographers: an event photographer and a photo booth photographer.
 - o Coordinate the booking of entertainment for the evening.
 - o Coordinate solicitation of donated wine and beer for the event.
- Delegate tasks during set-up and break-down of the event.
- Help conceive of and manage creative ways to display auction items.