

Annex B - Duties and Responsibilities of Event Coordinator

1. Abide by all Branch policies and procedures.
2. Meet with clients and plan meal etc.
3. Identify food requirements and arrange for purchase.
4. Prepare an event budget and track expenses to ensure the event remains within budget.
5. Determine volunteer requirements for event.
6. Advise the Branch Volunteer Coordinator of volunteer requirements and ensure they are met.
7. Prepare work schedules and advise volunteer members of their duties.
8. Supervise room set-up.
9. Supervise preparation and serving of food.
10. Supervise final clean-up of food, kitchen and room.
11. Ensure linens etc. are cleaned and readied for next use.
12. Provide a final report of the event to the Chair.