

NW Justice Forum Planning Committee
Subcommittee Descriptions
(Final 10/2012)

Marketing

2013 Chairs: Carolina, Chip, Jeff

Mission: To increase the number of attendees at the forum to reach or exceed 250 and to create a presence for the Forum in all NW states in order to continue to grow.

Duties:

- Create a marketing plan
- Develop Brochures
- Construct reminder emails
- Reach all NW states/regions
- Reach out to all groups necessary: schools, juvenile departments, counties, non-profits, professional organizations, etc.
- Develop and disseminate emails/flyers/contact with any persons or people (in coordination with the registration sub-committee)
- Work with registration subcommittee to maintain updated email list
- Propose changes/updates to website content/structure
- Save the date emails x 2
- Brochure emails x 2-3 reminders
- Email correspondence during forum planning
- Update and maintain email list

Volunteers/Day-of Logistics/ Audio Visual

2013 Chairs: Cara, Carolina

Mission: Manage volunteers and logistics in order to create a welcoming and satisfying experience for all in attendance in order to create a positive culture that will help to reach our goals for the following years.

Duties:

- Create email for Marketing committee to disseminate about volunteer recruitment
- Recruit Volunteers, manage applications/acceptances
- Create a plan for Volunteers to follow on the day of the Forum
- Prepare volunteers ahead of time with all information they need to be prepared for day-of activities
- Train volunteers on all activities, locations, signage, evaluations
- Manage evaluation process including: making evaluations, and passing them out and collecting at each and every session.
- Provide volunteer recognition
- Create a Day-of Logistics plan to accommodate for all subcommittee leaders to participate
 - o Make sure everyone is where they need to be including: presenters, PCs, and volunteers

- Make sure all AV equipment is in place/working – work with Venue subcommittee on this
- Make sure all food and tables/chairs are where they need to be – work with venue subcommittee on this

Registration

2013 Chair: Betsy

Primary responsibility: to provide pre/post and during forum registration support to NWJF planning committee.

Duties:

- **Pre-registration:**
 - Maintain emails current for marketing committee to use as people register.
- **Registration:**
 - Fielding calls from registrants – mostly June
 - Responding to emails from planning committee
 - PayPal transfers
 - Peachtree entries
 - Processing checks and making deposits
 - Processing refunds (if needed)
 - Tracking dinner reservations (coordinate with Keynote Dinner sub-committee)
 - Tracking certificate requests (CLE/NASW)
 - Tracking volunteers (coordinate with Volunteer Sub-Committee)
 - Tracking presenters (Coordinate with RFP/Presenter Coordination Sub-Committee)
 - Tracking committee
 - Sending receipts as requested
 - Preparing registration list
 - Nametags
 - Ordering office supplies
 - Photocopying
 - Affixing labels to folders
 - Assembling Participant Folders
 - Covering registration table
 - Processing payments to venues/presenters/vendors
 - Invoices sent to “pay later” registrants
 - Preparing financial reports
- **Forum:**
 - Request adequate registration space/tables in lobby
 - Check in registrants and collect unpaid fees
 - Provide continuing education credit paperwork to those requesting credit
 - Covering registration table with at least one person throughout the entire forum. (Can be coordinated with volunteers).

Venue/Food

2013 Chairs: Kris, Deena

Primary responsibilities: a) liaison with venue to ensure adequate workshop and plenary space, audio/visual equipment and other venue needs; b) communicate and negotiate with onsite catering service.

Duties:

- Pre-forum Venue:

- Confirm dates and projected space needs in fall preceding forum
- Ongoing communication as space needs change
- Communicate a/v requests pre-forum
- Work with registration to align room assignments with # registrants
- Request extra tables for: displays, raffle baskets, etc.
- Communicate with catering as needed
- Work with venue to make sure there is adequate signage for registration, food area, classrooms, bathrooms, etc.

- Pre-Forum - Food:

- Confirm forum dates and food service needs (continental breakfast, coffee service, lunch, afternoon breaks)
- Request estimate for food costs
- Review menu and make selections (within budgeted allowances)
- Provide catering service with estimated count 2-3 weeks in advance
- Provide catering service with final count 5 days before event
- Communicate with venue liaison as needed
- Assure there is water available in breakout rooms or area

- Day Of Forum - Venue:

- Create a Venue plan for day-of to include resolution of issues such as room temperature, chair set up, AV equipment, trash, recycling, food set up/clean up, bathroom signage, venue signage, etc.
- Provide volunteers with a/v needs for each room
- Provide volunteers with room assignments
- Check set up of plenary session/lunch spaces
- Communicate with facilities around a/v or space glitches

- Day of Forum - Food:

- Check in with catering about set up/break down times
- Communicate with catering as needed

- Post-Forum - Food:

- Review invoice and make payment
- Begin planning and research for next year's Forum venue

- Plan for Next time

- Look for possibilities for different venue (colleges, law schools, hotels, etc.)
- Find out pricing, AV, space, etc.

Keynote Dinner

2013 Chairs: Rachel, Ellen

Mission: To create an event that will be enjoyable for all in attendance in order to reach our goals and which will make participants want to continue attending each year.

Duties:

- Work to reach or exceed our participation goals
- Manage Keynote dinner menu
- Manage communications with Keynote Dinner venue about costs, times, dates, menu, tables, etc.
- Provide information to marketing sub-committee for flier to be created
- Invite/recruit people to attend the Keynote dinner as a separate event – work with entire PC if necessary

RFP/Presenter Coordination

2013 Chairs: Kevin, Matthew

Mission: To develop and manage the RFP process in order to reach our presentation goals and provide adequate and professional support to presenters.

Duties:

- **Overall Process:** Develop an RFP process which expands our capacity to reach our goals and creates a professional and welcoming environment for presenters.
- **RFP Application Form:** Change or maintain RFP application form and coordinate with marketing committee to disseminate/advertise it.
- **Management of RFP Submissions**
 - o Collect submissions
 - o Review submissions to assure sufficient completion/information
 - o Communicate RFPs to NWJF Planning Committee for approval/rejection
 - o Notification to approved and rejected submissions
- **Liaison for Presenters**
 - o Provide a clear articulation of expectations for presenters.
 - o Collection of workshop materials for Forum participants and CEU applications by CEU deadlines.
 - o Address inquiries or issues that arise for presenters.
 - o Create an email with all information pertinent for presenters to send out before the Forum (to help them with directions, room numbers, AV equipment, etc.)
- **Post-Forum Support**
 - o Collect workshop and Forum evaluations.
 - o Enter data for reporting to Planning Committee.
 - o Disseminate workshop evaluation data to presenters

Fundraising

2013 Chairs: Matthew, Eric, Rachel

Mission: To examine all avenues for expanding revenue of the forum in order to meet our revenue goals for current and future expenses.

Duties:

- Design and implement fundraising plan to reach our revenue goals.
- Research and expand list of potential funders (individuals and agencies/foundations).
- Plan fundraising activities for on-site fundraising at the Forum.
- Write proposals for funding opportunities.
- Create recognition sign and/or insert for those sponsoring/funding the Forum

Work with all other sub-committees in order to implement the fundraising plan.