



Volunteer Description: Event Committee Volunteer

As an event committee member, you will help the board and staff at LVGH plan and execute events. The committee will aid others at the organization in planning multiple events throughout the year. Event types may be: recognition, donor appreciation, fundraising, and cultivation events. All committee work will be done in partnership with LVGH staff and board.

Frequency of meetings: Quarterly; more often if needed

Scope of work:

1. Develop ideas for new types of events to plan.
2. Provide insight on what types of events may be of interest to the LVGH community.
3. Help market events to the potential attendees through social media engagement, phone calls, emails, reach out to media.
4. Devise goals for each event. Post-event, review results and evaluate return on investment where appropriate.
5. Take on specific action items related to event planning (ex: making calls to secure auction items, calling potential venues to gain preliminary information).
6. Attend events when possible.