

CONVENTION MANAGER

Purpose:

The Convention Manager shall organize and coordinate all aspects of the COAHPERD convention.

Organization:

The Convention Manager of COAHPERD is contracted to coordinate all activities associated with the COAHPERD's annual convention. This person is accountable to the Executive Committee.

Responsibilities:

1. Attend all Executive Board meetings.
2. Submit one article per Newsletter.
3. Facilitates the Convention Committee Meeting.
4. Submits a written and verbal report at each Executive Board meeting.
5. Work with the Executive Committee to create a 3 year convention site and schedule timeline.
 - a. hotel contract; references, review, negotiation, deposits and signatures
 - b. hotel menus and meal costs
 - c. hotel rooms; complimentary rooms, sleeping rooms and session rooms
 - d. design and plan exhibit area space
6. Create and maintain a database of presenters and exhibitors
7. Create presenter certificates.
8. Create presider document with presider responsibilities; introduce, troubleshoot, and thank you's.
9. Contact presenter; to verify equipment needs, space concerns, session descriptions, etc.
10. Collaborate with the ED on name tags for; exhibitors, presenters, speakers, keynote and guests.
11. Ensure the finalization of convention Banquet Event Orders and AV requests.
12. Create the convention program- booklet (for participants at convention)
13. Collaborate with the Recognition Chair for the Awards Banquet and program are being completed on schedule.
14. Communicate with the Executive Board the following:
 - a. session proposal deadline.
 - b. session proposals; design form for website/registration brochure (include special needs)
 - c. session data base; name, address, email, phone, day, time, location, division, equipment, special needs, and description
 - d. session schedule; key note, 1.5 hour business lunch meeting, open exhibit time, super stars competition, and round tables, socials (presidents, past presidents).
 - e. session confirmation and rejection letters via email and postal.
 - f. create a board member job signup sheet.
15. Exhibits /sponsors. Including but not limited to:
 - a. keep updated exhibitor database
 - b. solicit potential exhibitors (cover letter, pricing/options)
 - c. solicit and confirm sponsors for meals, door prizes, attendee gift bags
 - d. establish vender shipping and storage policy with convention hotel and sends it to the webmaster.
16. Collaborate with Executive Committee to determine convention registration fees – (based on costs of: rooms, AV, meals, gifts, printing, postage, speaker fees, and Executive Committee expenses).
17. Create a Convention highlights document to be posted online.
18. Confirm that Continuing Education Recertification hours and/or college credit is provided.
19. Organize Future Professional Volunteers with contacts in Higher Ed.
20. Establish Audio Visual plan
21. Coordinate interior and exterior convention signage

21. Oversee future professionals with the implementation of the silent auction and collaborate with the Higher Ed chair.
22. Oversee the Mark Harvey Boom Boom Shakedown with the Dance Chair.
23. Create a document with the off site and other activities ...i.e shopping, restaurants, entertainment, etc.
24. Coordinate convention bag stuffing of vendor materials.
25. Table decorations for lunch and the awards dinner.
26. Ensure there is a convention photographer – possible slideshow to be shown at lunch.

27. Post convention, including but not limited to:
 - a. coordinate with Executive Director and Executive Committee to meet with hotel for final billing
 - b. compile exhibitor evaluation forms
 - c. post-convention report to COAHPERD Executive Board at 1st board meeting following convention
 - d. send exhibitor/sponsor thank yous