

TYPICAL ROLES FOR RMSAWWA COMMITTEES & STAFF WHEN PLANNING EVENTS		
Activity	Committee/Chair	Staff
Planning	Lead	Provide input
Scheduling	Lead	Provide input
Determine pricing	Provide input	Lead
Research & Identify Venue	Lead	Provide support
Sign contracts	n/a	Lead
Choose Format/Technology (if virtual)	Provide input	Lead
Coordination with Speaker(s)	Lead	As needed
Solicit Sponsors (if needed)	Leader	Provide support
Submit TUs/Credits for Approval	Provide info	Lead
Set up registration/tickets online	n/a	Lead
Develop Marketing Plan/Messages	Provide input	Lead
Implement Marketing	Provide support	Lead
Coordination with venue (food/details, etc)	Lead	Provide support
Solicit Moderator(s) if needed	Lead	n/a
Technology coordination during virtual event	n/a	Lead
Create evaluation survey	Provide input	As needed
Send evaluation	n/a	Lead
Award TUs/Certificates	n/a	Lead
Maintain attendance records	n/a	Lead