

SITES CHAIRPERSON – JOB DESCRIPTION

Sites Chairperson

The AWP Sites Chairperson is elected for a two-year term. The board meets every other month, typically on the first Friday of that month.

1. Determine locations appropriate for AWP meetings

- Hotels, restaurants, catering halls, clubs, etc, that host weddings or related events

2. Contact catering manager or director

- Describe AWP and the benefits to the facility of hosting us (exposure to wedding professionals, etc.)
- Email the AWP Meeting Site Prospectus, which describes what AWP is, what we do at a meeting, what we need at a meeting from the facility and what we can afford to pay

3. Follow up by phone and/or email until a decision is made

4. Get a written agreement from the facility to lock in the date

- Agreement to include date and times of event, price of \$25 per person inclusive of tax and gratuity, and what's included in that price (as described in the AWP Meeting Site Prospectus)

5. Contact facility 1 month out to get a Banquet Event Order (BEO)

- Will go more in depth on exactly what they are providing us, to include the menu, bar service, tables for registration and promotional materials, and any audio/visual equipment needed

6. Contact facility the Friday before the meeting with a count

- Will get this number from the emails of web registrations and the voice mail registrations (members/guests have until 5 p.m. Friday to register at lower rate).
- Will probably have to contact the facility again on Monday or Tuesday to up the count, as our group is notoriously late in registering

7. Send thank you notes to facility and caterer (if outside caterer), immediately following the event

8. Miscellaneous

- Keep a calendar of the yearly meetings, to show the dates and locations of the 9 regular meetings (3 in MD, 3 in DC, 3 in VA), as well as the "fun" meeting.