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## LOGISTICS CHAIR JOB DESCRIPTION

### Position Summary:

Responsible for the coordination, setup, and teardown of event

### Accountable to:

CnC Event Chair

### Responsibilities:

- Coordinate with all Committee Chairs, Event Chair, and Partners with timeline for Event
- Coordinate with all non-committee logistical groups
  - Venue staff
    - Time when venue is open for setup
    - Time when venue is closed and teardown needs to be complete
    - Garbage cans are available and in appropriate locations
  - Band
    - Coordinate with Chair(s) to hire a Band
    - Time when Band will setup and test sound system
    - Duration of concert
  - Sound System
    - Coordinate with Chair(s) to hire a sound company, if venue doesn't provide one
    - Time when Band will setup and test sound system
    - Time when Emcee will test sound system
    - Coordinate the usage of sound system for duration of Event
  - Photographer
    - Coordinate with Sponsorship for potential In-Kind photographer
    - Have a list of certain photos that you would like taken during Event
      - VIP photos with Cowboys
      - Committee group photo
      - Full crown shots (showing number of attendees and Event setup)
      - Attendee(s) riding Mighty Bucky
      - Attendee(s) roping
  - Port-a-potty Service
    - Coordinate rental of service
    - Coordinate early arrival of service
    - Coordinate pickup time
  - Security

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- Coordinate hiring security for duration of Event
- Coordinate Event setup, ensuring following is available:
  - Mighty Bucky
  - Ropes
  - Hay Bales
  - Barrels
  - Panels
  - Bull Horn
  - Generator
  - Sound System
- Coordinate with Committee Chairs
  - Work closely with VIP Chair to establish VIP area, photos, and VIP bar and food
  - Work with Hospitality Chair to ensure setup includes any special needs, including pre-event venue site visit
  - Work with FoodCaterer
    - Coordinate with Chair(s) to determine food will be hosted
    - Time when food will arrive and be served
  - Bar/Bartender
    - Coordinate with Chair(s) to determine what alcohol will be hosted
    - Time when alcohol will arrive and be served
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  - Work with Sponsorship Chair to determine location(s) of sponsor vendor tables
  - Work with Chair(s) to determine ideal location for CnC Information desk
  - Work with Registration Chair to setup Check-In desk
- Responsible for setup and teardown of Event
- Keep well informed of issues before the Committee
- Must take part in discussion and action on all business of Local CnC
- Attend majority of Committee Meetings.
  - If you cannot attend a Meeting, please inform the Chair in advance
- Make announcements, as needed
- Participate in the development and implementation of strategic short-term and long-term planning for Local CnC
- Complete other assignments as requested by the Chair(s)