

STRATEGIC EVENTS OPPORTUNITIES

THE SUMMIT EVENT

The Summit event, usually held in March, is a one-day educational event featuring a keynote session, break-outs, and an exhibit area.

Role:

Speaker Management:

- Source Speakers for the Summit
- Send out RFP for speakers
- Manage speaker travel
- Secure speaker presentations, graphics, and logos for Summit
- Create run of show and speaker agenda
- Manager speaker set up, green room and provide onsite assistance

Time Commitment

1-2 hours per week for the 4 months prior to the event; plus participation on monthly committee calls.

Onsite / Remote:

Mostly remote. It is expected that you will register for and attend the event.

THE SUMMIT EVENT

The Summit event, usually held in March, is a one-day educational event featuring a keynote session, break-outs, and an exhibit area.

Role:

Exhibitor Management:

- Create floor plan and layout for exhibitors
- Manage exhibitor logistics
- Provide onsite assistance for exhibitors

Time Commitment

1-2 hours per week for the 4 months prior to the event; plus participation on monthly committee calls.

Onsite / Remote:

Mostly remote. It is expected that you will register for and attend the event.

FALL CLASSIC

The Fall Classic, usually held in November, is a one-day golf and bocce tournament designed for networking, fun, and a little bit of competition.

Role:

Planning includes site selection, golf, box lunches, reception with bocce ball, awards, dinner, raffle/silent auction and sponsor recruitment.

Time Commitment

- Monthly face-to-face (or conference call) committee meeting(s) in July, August, September & October.
- Weekly face-to-face (or conference call) committee meeting(s) in October/November.

Onsite / Remote:

Mostly remote. Onsite for actual event

FALL CLASSIC

The Fall Classic, usually held in November, is a one-day golf and bocce tournament designed for networking, fun, and a little bit of competition.

Role:

Chair/Co-Chair (1-2 people):

- Manage Fall Classic timeline and project list
- Lead and manage volunteer committee
- Schedule and host all committee calls/meetings
- Ensure all event logistics are being managed against the budget
- Ensure Smartsheet is being utilized by all committee members to house information and documentation
- Ensure timely and effective communication with all sponsors
- Partner with MPI Georgia staff to ensure sponsorship goals are met

Time Commitment

5 hours per week, for the 4 months prior to the event; plus participation on monthly committee calls.

Onsite / Remote:

Mostly remote. It is expected that you will register for and attend the event.

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FALL CLASSIC

The Fall Classic, usually held in November, is a one-day golf and bocce tournament designed for networking, fun, and a little bit of competition.

Role:

Logistics Management:

- Create floor plans and layout for event
- Manage all logistics with venue for food and beverage functions
- Manage all logistics with selected entertainment
- Manage all logistics with selected décor company(ies)
- Manage onsite parking and direction of attendees
- Create vendor schedule to manage arrivals, load-in, set up and breakdown

Time Commitment

2-3 hours per week for the 2 months prior to the event; plus participation on monthly committee calls.

Onsite / Remote:

Mostly remote. It is expected that you will register for and attend the event.

FALL CLASSIC

The Fall Classic, usually held in November, is a one-day golf and bocce tournament designed for networking, fun, and a little bit of competition.

Role:

Marketing:

- Work with Chair and the communications team to deliver marketing message for the event. Ensure all communications deadlines are met in order to market the event properly.
- Complete communications form(s) to provide information about the event to the communications team.

Time Commitment

1-2 hours per week for the 4 months prior to the event; plus participation on monthly committee calls.

Onsite / Remote:

Mostly remote. It is expected that you will register for and attend the event.

FALL CLASSIC

The Fall Classic, usually held in November, is a one-day golf and bocce tournament designed for networking, fun, and a little bit of competition.

Role:

Exhibitor Management:

- Create floor plan and layout for exhibitors
- Manage exhibitor logistics
- Provide onsite assistance for exhibitors

Time Commitment

1-2 hours per week for the 4 months prior to the event; plus participation on monthly committee calls.

Onsite / Remote:

Mostly remote. It is expected that you will register for and attend the event.

PHOENIX AWARDS

The Phoenix Awards is our annual awards banquet. A semi-formal event honoring our amazing volunteer members that have made significant contributions to the association throughout the year.

Role:

Planning includes site selection, reception, dinner, theme design, décor, entertainment and awards.

Time Commitment

- Monthly face-to-face (or conference call) committee meeting(s) in January, February, March, April & May.
- Weekly face-to-face (or conference call) committee meeting(s) in June.

Onsite / Remote:

Emails done remotely. Onsite for actual event.

STRATEGIC EVENTS OPPORTUNITIES

PHOENIX AWARDS

The Phoenix Awards is our annual awards banquet. A semi-formal event honoring our amazing volunteer members that have made significant contributions to the association throughout the year.

Role:

Chair/Co-Chair (2 people):

- Manage The Phoenix Awards timeline and project list
- Manage volunteer committee
- Schedule and host all committee calls/meetings
- Ensure all logistics are being handled and within budget
- Ensure all sponsors are communicated with and their needs are being met
- Solicit in-kind sponsors, as needed

Time Commitment

5-7 hours per week for the 4 months prior to the event; plus participation on monthly committee calls.

Onsite / Remote:

It is expected that you will register for and attend the event.

PHOENIX AWARDS

The Phoenix Awards is our annual awards banquet. A semi-formal event honoring our amazing volunteer members that have made significant contributions to the association throughout the year.

Role:

Sponsor Solicitation and Management (1-2 people):

- Solicit in-kind sponsors from industry and non-industry sources. A list of warm leads and past supporters can be provided.
- Manage sponsor relationship(s) once sponsors have committed.
- Ensure sponsors receive all promised recognition and benefits

Time Commitment

2 hours per week for the 4 months prior to the event; plus participation on monthly committee calls.

Onsite / Remote:

It is expected that you will register for and attend the event.

PHOENIX AWARDS

The Phoenix Awards is our annual awards banquet. A semi-formal event honoring our amazing volunteer members that have made significant contributions to the association throughout the year.

Role:

Logistics Management:

- Manage all logistics with venue for food and beverage functions
- Manage all logistics with selected entertainment
- Manage all logistics with selected décor company(ies)

Time Commitment

2-3 hours per week for the 2 months prior to the event; plus participation on monthly committee calls.

Onsite / Remote:

It is expected that you will register for and attend the event.

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The Phoenix Awards is our annual awards banquet. A semi-formal event honoring our amazing volunteer members that have made significant contributions to the association throughout the year.

Role:

Production/Audio Visual Management:

- Work with production partner to manage all audio visual/staging details
- Create Run of Show document and script

Time Commitment

2-3 hours per week for the 2 months prior to the event; plus participation on monthly committee calls.

Onsite / Remote:

It is expected that you will register for and attend the event.

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PHOENIX AWARDS

The Phoenix Awards is our annual awards banquet. A semi-formal event honoring our amazing volunteer members that have made significant contributions to the association throughout the year.

Role:

Marketing:

- Work with Chair and the communications team to deliver marketing messaging. Ensure all communications deadlines are met.
- Complete communications form(s) to provide information about event to the communications team.

Time Commitment

1-2 hours per week for the 4 months prior to the event; plus participation on monthly committee calls.

Onsite / Remote:

It is expected that you will register for and attend the event.

DECEMBER LUNCHEON

Annual Philanthropic Lunch where we partner with IAEE and PCMA - We rotate selection of the charity every year

Role:

Liaison to provide PCMA and IAEE with all MPI Georgia's content for the program (including weekly updates on registration, sponsorship sales, PowerPoint slides).

Time Commitment

2-3 hours per week for the 2 months prior to the event; plus participation on monthly committee calls.

Onsite / Remote:

Remotely - calls and emails, and then ideally onsite during event

