This Way to Sustainability Conference
Volunteer Position Description

POSITION: Special Events Team
(8-10 volunteers, +2 Gurus)

Timeline: November through dates of conference

DESCRIPTION:
This team will coordinate the various events that happen within the conference. These have included in the past: Welcome Reception, Eco Fashion Show, Student Celebration, Greenie Awards, “Night on the Town,” and more. You will be working closely with the all other student volunteers groups to ensure the overall success of the events.

TASKS:
• Plan and coordinate special events logistics within the conference in time to include in the final conference program.
• Work to engage other volunteers to help throughout the planning process.
• Compile and implement ideas for special events to engage conference participants.
• Plan and coordinate decorations for each event.
• Plan to utilize donated items within events and work with outreach volunteers to promote donors at each event.
• Ongoing communication and coordination with the lead conference coordinators and conference volunteers/gurus throughout the planning process.
• Attend student volunteer meetings and keep others up to date of plans and ideas as they unfold.
• Coordinate entertainment for events and work with lead conference coordinator to ensure that all necessary paperwork and approvals are obtained.
• Assure staffing for setup and cleanup of events

RECOMMENDATIONS:
• Stay well organized
• Build community contacts early
• Start looking for donations early
• Communicate with overall conference team

PAST EVENTS:
• Welcome Reception
  o Held at the Chico Women’s Club on the first night of the conference
  o Live music included
  o Catering included appetizers, coffee, water, alcoholic beverages
  o RSVP required.
• “Night on the Town”
  o Held on the second night of the conference
  o Attendees signed up to go to various restaurants as a group to socialize with other attendees and/or speakers, at the registration table. Seating is reserved within downtown Chico restaurants.
• Student Celebration
  o May be held the last night of the conference; previously at Common Grounds in the BMU for students from other schools to speak with one another about what sustainable efforts they are doing on their campus, and talk about the conference and presenters.
  o Catered by AS Catering
• Greenie Awards
  o Attendees who perform “green” tasks throughout the conference are entered into a drawing to win a prize.
  o Awards announced at the Welcome Reception
• Eco Fashion Show
  o Have clothing vendors that are sustainable and local to showcase their clothing.
  o Entertainment during lunch break and to draw people into the BMU Auditorium
• Competitions
  o Bike building competition
  o Sustainable plate competition
  o You make one up!!