



## DECORATIONS COMMITTEE

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### COMMITTEE TIME COMMITMENT

- September: One meeting to start discussing ideas for the next year.
- November: One meeting to finalize plan and determine if anything needs to be ordered.
- February: One work night to do any preparation possible – like cleaning vases, wrapping vases, etc. Usually about 2 hours in length.
- March: One work night to finish prepping any pieces possible. Usually about 2 hours in length.
- April:
  - Thursday before in the late afternoon/evening to help haul things down and start arranging items in order. Recent years it has been 3:30-7 p.m. with people coming/leaving when needed.
  - Friday before during the day to decorate. Recent years we have started at 9 a.m. and finished silent auction no later than 5 p.m. (table decorating didn't start until around 3 p.m. though)
  - One wrap-up meeting in mid-April.

### COMMITTEE EXPECTATIONS

- Attend the meetings if possible. If not able to, stay in contact with the Chairperson.
- Be available to help the two days before Circle – does not need to be full days.
- Helps to brainstorm new ideas.

### CHAIRPERSON RESPONSIBILITIES (One Year)

- Provide leadership to the committee.
- Attend chairperson meetings that are scheduled by the Advancement Office.
- Determine centerpieces for all dining tables and décor on the stage.
- Leads the work nights and table decorating at Grand River Center.
- Schedule Decorations Committee meetings.

### VICE CHAIRPERSON RESPONSIBILITIES (One Year)

- Assists Chairperson with their tasks as needed.