



GUEST EXPERIENCE COMMITTEE

COMMITTEE TIME COMMITMENT

- September: One meeting to lay out the plan for the next year.
- November: One meeting to look through menu and continue plans.
- January: One meeting at Grand River Center to determine menu.
- March: One meeting about two weeks before to make seating chart and follow up on anyone who does not have money turned in.
- April:
 - Thursday before to confirm tables are arranged correctly with the correct number of chairs.
 - Friday before during the day to help decorate tables and make sure any materials (event programs, bid cards, etc) are placed at each setting.
 - One wrap-up meeting in mid-April.

COMMITTEE EXPECTATIONS

- Attend the meetings if at all 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.

CHAIRPERSON RESPONSIBILITIES (One Year)

- Provide leadership to the committee.
- Attend chairperson meetings that are scheduled by the Advancement Office.
- Leads the making of the seating chart and making sure correct layout at the Grand River Center.
- Schedule Guest Experience Committee meetings.

VICE CHAIRPERSON RESPONSIBILITIES (One Year)

- Assists Chairperson with tasks as needed.