

IPSWICH HOSPITAL COMMUNITY CHOIR

Events Co-ordinator guidelines:

The following guidelines outline the role and responsibilities of the IHCC Events Co-ordinator:

Committee role:

- To feedback to the committee information on past and future events.
- To be an active member and contribute to the wider work of the committee in supporting the various functions of the choir, e.g. social activities, performance support, marketing, taking on specific roles etc.

Events Co-ordinator role:

- To be the link person between IHCC and any event
- To respond to any request to perform in a timely manner (24 hours) to acknowledge the request and confirm process.
- Once a request has been made to first check with committee and MD that they are available and in agreement
- If MD available and committee in agreement, put a poll onto IHCC website (with a two-week closing date) and email IHCC members to inform them of the poll. Monitor responses and remind members to complete poll
- Feedback to committee numbers able to attend in order to make final decision.
- If IHCC committee in agreement, to confirm the performance and details of timings/ uniform/ format of set/ payment if required, with event organiser and IHCC members.
- To add event to choir website (front page and future events)
- To engage in any marketing of the event/ and or help to sell tickets.
- To monitor any ticket sales
- To keep information about each event and contacts made
- To proactively make contact with regular event contacts and look for further suitable events
- To feedback event information to the committee.

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