

## **Guidelines for Events Co-ordinator.**

To be the link person between IHCC and any event

- To respond to any request to perform in a timely manner (24 hours) acknowledging request and confirming 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 and 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.