

DHU GALA COMMITTEE ROLES AND RESPONSIBILITIES

Catering Committee: Responsible for coordinating with various vendors to ensure a variety of food and beverage options that cater to diverse dietary needs. Also in charge of making sure that the service during the event is top-notch.

Entertainment Committee: Tasked with arranging engaging entertainment activities for the event. This includes hiring performers, arranging for guest speakers, and ensuring smooth transitions between different parts of the program.

Marketing Committee: Handles the promotion of the event. This includes creating and distributing promotional materials, managing social media campaigns, and ensuring that the event reaches the target audience effectively.

Sponsorship Outreach Committee: Responsible for reaching out to potential sponsors, presenting them with sponsorship packages, and securing funding for the event.

Ticket Sales Committee: Handles ticket sales and donations. This includes managing the ticket sales platform, tracking sales progress, and coordinating with the marketing committee to drive ticket sales.

Venue/Logistics Committee: In charge of sourcing and booking the venue, coordinating with the venue's staff, and managing logistics such as seating arrangements, audio/visual equipment, and event flow.

Volunteer Coordination Committee: Responsible for recruiting and managing volunteers. This includes assigning roles, providing necessary training, and ensuring that all volunteers are clear about their responsibilities during the event.

Guest Experience Lead: Ensure positive guest experience. Including check-in, seating, and addressing any guest issues.

Program Development Coordinator: Plan itinerary (speeches, entertainment, auction, acknowledgements).

Auction Management Lead: Solicit and secure auction items or experiences. Organize and catalog items for display or online bidding. Work with an auctioneer (if live auction) and manage logistics.

Onsite Event Manager: Ensuring the event runs smoothly, addressing any last-minute issues, and delivering a seamless experience for guests, staff, and volunteers.