

OVERVIEW OF DIVISION OF RESPONSIBILITIES

	Program Organizers (You!)	NYC NoWC Staff (Andrea Jácome & Tammy Shapiro)
Internal Communication <i>How organizers and NYC NoWC staff are communicating and planning together</i>	• Member driven programming orientation in August or September. • Mid-year check in January/February • Regular communication with staff leading up to the event. This includes planning a call one month out to discuss remaining logistics before the program date • In light of any changes, Program Organizers must be in communication about any changes that occur through the year, as we know things might change. NYC NOWC staff will check in on progress indicators mid-year. If the project is not making progress, budget will be redirected toward staff driven programs needed to reach grant numbers.	
Scheduling	• Schedule either on weekends or during weekday evenings hours.	• Work with program organizers to identify a time and date for the program that does not have other programming conflicts.
Space Reservation	• Select a venue that can be publicly advertised OR list a nearby intersection and day of contact (phone number) with auto response listing address • Select an ADA accessible venue to the best of your ability. If unable, be sure to collective information about any accessibility notes of the venue. • Communicate with staff about reservation process for respective venue.	• Provide a spreadsheet of recommended rental spaces • Communicate & place reservation as needed. • Process payment
Catering Reservation	• Budget & state catering preference on Logistics Form • Be day-of point of contact for delivery drop off and give check as needed.	• Communicate & place reservation according to what's listed on Logistics Form. • Process payment
Interpretation Reservation <i>Coordinating for</i>	• Budget for Simultaneous Interpretation	• Communicate with interpreter coop vendor to place reservation.

<i>simultaneous translators so that programs can be accessible for Spanish & English audiences at program.</i>	- Request it in Logistics Form - Pick up interpretation equipment and drop it off within 2 days of program, or sooner if needed for another purpose.	Provide interpretation equipment.
Communications & Branding <i>How we are advertising the program</i>	7 weeks before event, will fill out Communications Form (<i>including the date, location, and any pictures you'd like to see utilized for flyer</i>) - Venue location must be publicly advertised - Will give round of feedback on finalized language & flyer	- Will utilize NYC NOWC branding templates to design flyers of program - Will host the event
Outreach & Promotion <i>How we are spreading the word to people & organizations.</i>	Responsible for targeted outreach including individual emails and phone calls	- Promote the program through NYCNoWC online communications. - Will manage the registration form and update organizers with the number of registrations. - Co sponsor all events
On Translating Documents	<i>If there are major documents or handouts for the program,</i> organizers will communicate with NYC NOWC staff and budget to get materials translated by Caracol.	Will provide translation for outreach and promotional materials. This includes translation for outreach over email, social media, and event page on our website.
Program Reporting	- Distribute & return filled out Sign In Sheets - Distribute & return	Provide required reporting forms (ie. sign in sheets, etc)

	Evaluation Forms • Follow up with attendees	• Report to the funding grant
Payment	• Record organizing hours • Submit W9 form	• Process payment to organizers after completion of Reporting Form • Process all vendor payments