

EVENTS CHAIR ROLES:

The events chair is a volunteer position that focuses on monthly general meetings, EABA/Main Street outreach events and the annual holiday party. The events chair is an advocate for the organization and can solicit committee members from the general body.

The events chair works closely with the Main Street Coordinator and Membership Chair to plan and execute events and meetings throughout the year.

The events chair reports directly to the executive committee. All plans with specific tasks and support needed are to be reviewed at the monthly board meetings prior to execution.

The events chair is supported by the entire board during events.

The events chair will hold inventory of events related items including banners, signs, serving utensils, plates, and other event materials.

Monthly General Meetings:

- Outreach to members using a closed list to solicit sponsorships for drinks.
- Communication of sponsors and featured businesses to the Main Street Coordinator who communicates to the Marketing Chair.
- Secure location.
- Provide meeting details to marketing chair prior to beginning of the month.
- Main contact for all sponsorship intake, set up and break down of food and drinks with assistance from the board of directors.
- Enroll board of directors to assist at all general meetings where needed.

EAV Farmers Market Table

- Once a month tabling to promote EABA during the season.
- Coordination and solicitation of EABA members to participate and promote their business.
- Set up, conversations and breakdown with support of board members.

- Table, chairs, banner, EABA merch, EABA print-outs (events, membership info, etc)

Outreach Events

- Coordination with Main Street coordinator on any EABA or Main Street events that engage the business and residential community.
- [SEE EABA EVENTS + MEETING CALENDAR](#)

Annual Holiday Party

- Coordination with Main Street coordinator and membership chair to invite current, potential and past members of EABA to attend.
- Assist with set up of food, drinks and breakdown with support from board members.
- Support any raffle and/or giveaways during the event.

[SEE MORE DETAILS ON PROCEDURES HERE](#)

EVENTS CHAIR GOALS:

1. May: Whispers of History tour in collaboration with Battle ATL
2. June: Participate in Make Music Day Atlanta
3. September: Work with East Atlanta Strut to represent businesses, safe streets during the festival and outreach for EABA.
4. October: EAV-O-Ween
5. Signature Fundraising Event
6. December: Lead the Annual Holiday party committee to include purchase and sponsorships of food, drinks and prizes. Set up entertainment and member engagement opportunities. Sell merchandise.
7. 2026 Goals:
 - a. Create a signature EABA event that promotes business members during an off peak time in EAV.
 - b. Participate in Phoenix Flies.
 - c. Collab on events with Atlanta Street Art Maps and ABV Gallery
 - d. Historic Preservation focused events