

MARYLAND SCHOOL NUTRITION ASSOCIATION
DUTIES AND RESPONSIBILITIES OF
SPECIFIC CONVENTION SUB-COMMITTEE

Name of Sub-Committee: Decorations & Door Prizes

Purpose of Sub-Committee: Obtain flowers & decorations appropriate to various sessions % committee theme. Provide corsages for executive committee during the convention.

Preliminary Duties:

1. Contact Florist or make arrangements for decorations, balloons, etc., prior to the convention to discuss needs (place, date, approximate order).
2. Communicate with various sub-committees as to the needs for different sessions.
3. Place order with florist or party company for balloons one week prior to the convention.
4. Stay within the budget allowed.

Duties at the convention:

1. Receive balloons or flowers at the designated time and location.
2. Have appropriate flowers or balloons to sessions for which they were ordered prior to the time the session is scheduled to begin. Check with other committees for needs/locations.
3. Plan for the storage of flowers and balloons if time lapse will occur between needed times. In this case, see that flowers and balloons area again available in the right place at the right time.
4. See that the bill is delivered to the treasurer for payment. Have all bills ready at the same time for payment (such as flowers or balloons).

Follow-up Duties:

1. Receive any comments, complaints, etc.

Contacts Used in Previous Years:

For balloons and decorations you could use: Myers Tool Rental & Parties Your Way, 10714 Ocean Gateway, Berlin, MD 21811-3497; Fax 410-641-0412; Phone 410-641-3497.