

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

Name of Sub-Committee: Entertainment

Purpose of Sub-Committee: Provide entertainment for the final evening that is suitable to the Convention theme

Preliminary Duties:

1. Determine the types of entertainment most appropriate for the evening theme (formal/informal, serious/humorous, musical/nonmusical, participatory/nonparticipatory.)
2. Contact several groups, booking agents, etc. and make a list of available options.
3. Go see and preview the options most appropriate for theme.
4. Choose between the options.
5. Get a contract developed and signed between MSNA and the selected group.
6. Contact facility where entertainment will take place and after discussion of needs of the group provide a detailed list for the facility to use in setting up.
7. Contact other groups such as chapter presidents that may be involved in evening activities.
8. Work with Convention Committee to determine registration fees in line with cost of entertainment.
9. Work with Executive Secretary on tickets for registration Packet.
10. Work with decorations committee for table centerpieces if needed.
11. Secure hostesses to take tickets at entry into entertainment.
12. Secure door prizes if needed.

Duties at the Convention:

1. Meet with the entertainers to go over their needs.
2. Help with last minute arrangements such as set-up, decorating, lights, meals for entertainers, etc.
3. Help with break down and clean up if necessary.
4. Obtain a check from Treasurer to pay the group the night of the entertainment.
5. Secure area to satisfaction of facility.

Follow-up Duties:

1. Write a thank you letter to the group providing entertainment.