

INTERNATIONAL FEST COMMITTEE COORDINATOR RESPONSIBILITIES

TREASURER

- Check-in weekly to update budget and keep track of all funds coming in and going out of the International Fest budget.
- Create a spreadsheet in Microsoft Excel to keep track of all advertising funds.
- Give weekly budget updates by committee.
- Do a balance budget sheet using Microsoft Excel.
- Help individual committees stay on top of their spending.
- Write summary and follow-up report including suggestions for next year.

RECORDING SECRETARY

- Take minutes at all general meetings and have copies ready-made for subsequent meetings.
- Email weekly minutes to all International Fest committee members, co-chairs, etc.
- Make sure there are copies of agendas for all general meetings.
- Make calls to committee chairs when necessary.
- Handle all correspondence related to International Fest.
- Create special invitations to the college's President, Vice Presidents, and Deans.

PUBLICITY COORDINATOR(S)

- Keep the Griffin informed of the committees' plans and activities for International Fest.
- Work with the college's Public Relations Office, which sends out press releases.
- Develop radio promo for the college's radio station.
- Get coverage in the yearbook.
- Design and distribute posters/flyers of the events.
- Develop creative strategies in keeping the campus informed about International Fest.
- Make sure all faculties, administration, and staff is aware of the events of International Fest.
- Contact the "Chronicle" to include an invitation for alumni and parents in the February and March editions.
- Work with all committee chairs to publicize the events.
- Write final report and thank you letters.

FUNDRAISING COORDINATOR(S)

- Research and present ideas for raising money to the International Fest committee.
- Take charge of each fundraising event.
- Work closely with all student organizations involved with International Fest to gain their support.
- Give reports of fundraising activities at all International Fest committee meetings.
- Supervise the collection of contributions raised from participating organizations.
- Solicit and collect on-campus donations from on-campus offices.
- Solicit and collect raffle donations from off-campus venues.
- Write summary and follow-up report.
- Write thank you letters.

FOOD COORDINATOR(S)

- Arrange for food/snacks for all International Fest general meetings and for the International Fest kick-off party.
- Coordinate the international buffet for the event by working with all ethnic clubs on campus as well as local restaurants.
- Work with Chartwells Food Service for setup needs and food layout plans prior to ordering food.
- Report about food arrangements at International Fest committee meetings.
- Construct food signs and labels for all dishes including country of origin, which made the food, ingredients, etc.
- Prepare a detailed listing of the menu items for the international buffet to put in the event programs.
- Work with Campus Ministry to coordinate donations to local food banks after International Fest is over.
- Write summary of events, follow-up report for files, and thanks you letters.

ARRANGEMENTS COORDINATOR(S)

- Take charge of audio-visual needs for the event.
- Work with all events coordinators on their setup needs for the week.
- Plan decorations, contact locations to purchase/rent decorations and pick-up materials.
- Arrange and decorate rooms for events.
- Supervise cleanup for all events.
- Work with Mike Odojewski in the Student Center on arrangements.
- Write summary and follow-up report.
- Write thank you letters.

CULTURAL EVENTS COORDINATOR(S)

- Work with involved clubs, students, and faculty to create the activities for the evening.
- Work with are ethnic stores to display and sell goods.
- Create contact list for organizations and local stores that you work with.
- Work with international students and students with diverse ethnic backgrounds to demonstrate their cultures (ex. Japanese tea ceremony).
- Work with publicity to publicize event.
- Arrange for refreshments after the program.
- Work with arrangements coordinator about setup.
- Write follow-up report and thank you letters.

PROGRAM COORDINATOR(S)

- Work with publicity and fundraising to gather on-campus and off-campus ads.
- Design and produce a written program for the evening.