# January 2016 Meetup Roles & Responsibilities

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| **Responsibility** | **Tasks** | **Assigned To** |
| **EVENT LEAD** | * Ensuring the overall smooth running of the event * Responsible for making sure everyone completes their project on time * Work with speaker and lightning pitch managers to compile running order and distribute |  |
| **Meetup/Eventbrite & Guest List:** | * Create event on Meetup * Create event on Eventbrite * Add confirmed speakers, lightning pitches and sponsors * Compile final guest list by 2pm on the day of the event |  |
| **Fundraising and Sponsorship:** | * Secure a sponsor * Invoice sponsor * Chase sponsor payment * Welcome and oversee sponsors on the day (make sure they have a drink, etc) * Send post-event thank you to sponsors |  |
| **Speaker Planning, Selection & Management:** | * Email directors for speaker ideas * Find and confirm speakers * Brief those speaking * Get slides ahead of time * Welcome and oversee speakers on the day (make sure they have a drink, etc) * Send post-event thank you to speakers |  |
| **Lightning Pitch Planning, Selection & Management:** | * Contact community and directors for lightning pitches * Find and confirm lightning pitches * Brief those doing lightning pitches * Organise pitches on the day |  |
| **Accounts & Invoicing:** | * Pay for drinks |  |
| **Volunteer Recruitment & Management:** | * Appeal for volunteers * Confirm volunteer names and numbers and inform guest-list manager * Brief volunteers * Assign them tasks on the day |  |
| **Pre, During & Post-Event Social Media:** | * Respond (politely) to comments from Meetup and Eventbrite * Send out notification when each speaker is secured. * Send out notification when event registration opens * Send out notification when registration is closed * Post and RT key quotes and links from speakers and lightning pitches during event (incl. Hashtag and speaker’s name) * Thank speakers after the event |  |
| **Drinks & Bar:** | * Order drinks * Book after-drinks venue |  |
| **Venue Liaison:** | * Confirm date and booking with venue * Be the contact point for any venue/security concerns |  |
| **AV Tech & Recording:** | * Contact venue and liaise with AV specialists * Ensure tech requirements are in place to record event * Work with speaker and pitch managers to ensure we have permission to record |  |