# 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
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| **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
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| **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
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| **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
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| **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
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| **Accounts & Invoicing:** | * Pay for drinks
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| **Volunteer Recruitment & Management:** | * Appeal for volunteers
* Confirm volunteer names and numbers and inform guest-list manager
* Brief volunteers
* Assign them tasks on the day
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| **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
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| **Drinks & Bar:** | * Order drinks
* Book after-drinks venue
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| **Venue Liaison:** | * Confirm date and booking with venue
* Be the contact point for any venue/security concerns
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| **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
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