



## **Special Events Committee Overview**

The primary goal of Impact on Education's Special Events Committee is to elevate and engage new and current supporters in Impact on Education event experiences. Make each special and third-party fundraising event feel fun, exciting, and welcoming for guests.

The secondary goals of the committee are to introduce more people to Impact on Education's work and to raise funds for the organization.

### **Committee Roles and Responsibilities**

The Special Events committee is responsible for

- Developing committee goals to achieve special event revenue and engagement goals each year.
- Planning special events on behalf of IOE: Developing a theme, securing entertainment and activities, designing the space and sourcing and selecting decor
- Assisting in the executing of events on behalf of IOE, specifically the annual Gala
- Working with other organizations, volunteers, and committee members to organize third-party events and activities
- Attending committee meetings monthly and other events and functions as requested.
- Acting as ambassadors and advocates for IOE in personal and professional settings.
- Assisting in the identification and recruitment of new committee members.

The Special Events Committee will have the following sub-committees

- Program content and entertainment sub-committee
- Funding sub-committee
- Decorating sub-committee
- Volunteer sub-committee

Sub-Committees can include members outside of the Special Events Committee and will report to the full committee.

### **Time Commitment:**

- Attend meetings monthly for 1-2 hrs
- Event preparation 2-4 hours per month (when events/event planning is happening)
- Attend special events 2-3 hrs per event