

## RMASFAA Annual Conference 2022 Committees

### Publicity Committee

- Create articles and messages about the conference
- Create a game/contest/trivia about Utah that will post at least monthly but could increase as we get closer to the conference.
- Work with Corporate Support and Registration to create give away at the check-in

### Registration Committee

- Work with RMASFAA EIC Chair to create registration form
- Compile a list of registrants
- Create name tags for all registrants
- Prepare packets/handouts for attendees
- Solicit volunteers and prepare schedule of to work the check-in during the conference

### Entertainment Committee

- Select and schedule entertainment for the opening session and awards banquet
- Determine activities for free night (Monday)
- Work with registration to prepare packets with information things to do and see if SLC
- Select additional activities such as morning walks, yoga, etc.
- Prepare list of restaurants and/or bars to be included in packets

### Travel

- Work with Publicity Committee to inform attendees about transportation options to the conference
- Work with Program Committee to set up transportation for invited speakers, if needed
- Work with Site Committee to inform attendees about parking options at the hotel

### Site/Decorations

- Work with the hotel to plan food for board meetings, conference and Leadership Pipeline
- Prepare signage for sessions and sponsors (may be digital)
- Plan and place table decorations for meals and/or general sessions
- Working with the hotel, determine parking requirements and payments
- With Corporate Support, determine vendor set up and configuration

### Technology Committee

- With the Program Committee, determine technology needs for sessions
- Working with the hotel, determine technical set up for general sessions
- With Corporate Support, determine technology needs for vendor set-up

Program Committee – Chair – John Curl (no additional volunteers needed)

- Solicit proposals for conference sessions including NASFAA Credential sessions
- Solicit presenters
- Plan schedule of all sessions
- Working with Technology Committee, determine technical needs for presenters
- Plan Keynote and Closing Speakers
- Work with NASFAA to set up representative for general session
- Work with Department of Education to set up ED Update