

DECORATIONS

This committee is responsible for all decorations. Simplicity and size of decorations should be considered, as well as appropriateness to meeting theme and wishes of the president.

1. Review “General Duties of all Committee Chairmen” and Organizational Chart.
2. Determine events requiring decorations.
3. Determine meeting site constraints on decorations.
4. Review color schemes and program themes with Coordinator.
5. Determine approximate number decorations needed per event.
6. Design sample of each decoration planned and secure approval.
7. Plan for transportation of decorations to meeting/conference site keeping the size and packing of items under consideration when planning the decorations.
8. Determine estimated cost of decorations staying within your allocated budget.
9. Produce decorations in sufficient quantities to insure adequate coverage.
10. Consult with Coordinator on time decorations may be placed in meeting banquet rooms.
11. Arrange for placement prior to each function and for disposition of close of function. If decorations are to be sold, determine sale price and method to be used.