

## SIGNS

This committee is responsible for making, placing and removing all signs requested to be used during the three regional meetings held during the year.

1. Review “General Duties of all Committee Chairmen” and Conference Organizational Chart.
2. Distribute “Signs Request” form to all committee chairmen to determine type of signs needed.
3. Check with Conference Coordinator as to availability and type of signs that region has in their inventory.
4. Check with Conference Coordinator for facility policy on placement of signs.
5. Obtain estimated costs of materials required to make number of signs required using the Conference budget as a guideline.
6. Design samples and receives approval from Conference Coordinator.
7. Obtain from Conference Coordinator the names of rooms to be used for each function.
8. Coordinate with Coordinator and/or Properties Chairman on easel requirements for signs and storage arrangements when signs are not in use.
9. Develop method and schedule for placing and retrieving signs. Signs should be in place at least ½ hour prior to scheduled event.
10. Check marquees and/or lobby board to ensure information is accurate and spelled correctly.
11. Establish a schedule for all committee members. Ensure that a responsible person can be reached at all times, in case of emergency.

SIGNS REQUEST FORM

Function: \_\_\_\_\_

Room: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

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Signs:

Size: \_\_\_\_\_

Quantity: \_\_\_\_\_

Wording: \_\_\_\_\_

Special Requirements:

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DIAGRAM OF SIGN:

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Mail Requests to:

Signs Chairman:

Requested by: \_\_\_\_\_

Chairman

\_\_\_\_\_  
Committee

Copy to Conference Coordinator

DEADLINE: