

ConRunners 11

June 11, 2005

Committee Job Descriptions

Green Room

- concerns over budget
- someplace that programming participants can sit down, talk, get away from the fans
- light snacks and drinks (especially coffee)
- make it look nice
- working the room with program ops – in sleeping area; living room area for green room
- fans and air cleaners considered a good thing
- must take care for the allergy potentials of guests
- maybe some crock pot sides (meatballs, hot dogs)
- for real food, send participants to staff lounge
- cookies, muffins, banana bread, fruit, veggie trays (black olives, baby carrots, green olives, etc.), coffee, bottled water/tea, melted chocolate to dip fruit/pretzels in, etc.
- shop with Staff Lounge to make the most out of the budget
- make a prep list and tape them up so that you can leave the room and the staff left behind can still do what is needed
- arrange for staff and places for them to crash
- 10pm – midnight: not much activity expected except for the adult panels

Website

- old sites need to be taken down after the cons so as not to confuse info years
- policies need to be clearly listed
- properly promoting con as an on-going project
- bad websites hurt the cons
- concerted effort to coordinate policies
- down dirty & now is better than spiffy and late
- forums need to be reset each year
- sales: tshirts, merchandise

Chairman

- choose a committee
- follow up on committee to make certain they are doing ok & progress is being made
- make decisions PROMPTLY
- at-con – if done everything right, can enjoy yourself; putting out fires as they occur
- Decide what convention one wants to have and work towards that; select people to help reach that goal
- Don't over-react
- Delegate to your committee; don't take over for them
- Get people you trust to make a decision; back up their decisions; put out fires that result
- Policy decisions need to be made pre-con and at-con and post-con & make certain they are followed

Mini-ConRunner Topics for AniZona

- how to keep the hotel happy – tipping
- security procedures – when to call, how to deal with situations, how best to interact
- radio etiquette
- committee responsibility – when to be involved, how to be involved, not ignoring stuff
- staff meet & greet
- chain of command – who to go to outside of chain; how to escalate a problem appropriately
- obligating the con: money, deals, sponsors, guests, perks, timeframe, etc.
- registration procedures, money collection, receipt writing
- be kind to your banker – don't make her figure out your mess
- accountability, responsibility
- hotel space allocation
- how your actions affect the organization: interfering with legal liability; making promises; making statements that you have no right to make due to its effect on the organization
- committee etiquette