



General Description of Committee Chairpersons Duties for the Guild

Administrative

Committee Coordinator Chair: corresponds with Committee Chairs to keep Guild President updated

Box Office Chair (EMMA Board position): in charge of all aspects of ticket sales for all concerts

Membership Chair: in charge of all aspects of membership maintenance and promotion

Mailing Chair: in charge of preparation and mailing of approximately 6 mailings per season

Telephone Chair: in charge of organizing and making telephone calls to keep members updated

Hospitality

Hospitality Chair: in charge of lobby refreshments service, Guild meeting refreshments and working with individual fund raising events chairs for the Gala, Spring Dinner Dance, Silent Auction and Annual Guild Dinner

Fund raising events

Gala: Ranges from August to October

Spring Dinner Dance: January to March

Silent Auction: January to March

Annual Guild Dinner: February to April

Each fund raising Chair coordinates with the Hospitality Chair and the event team to party plan every detail of the event.

Concert Operations

Concert Operations Chair (EMMA Board position): coordinates from artist contracts backstage needs

Usher Chair: in charge of all usher, greeter, promotional sales duties before and after concerts

Membership Chair: in charge of scheduling membership table greeter and supplying materials

Advertising & P.R.

Paid Advertising Chair: coordinates ad placement and timing

Footnotes Chair: in charge of all aspects of selling advertising space in programs

Public Relations Chair: in charge of all aspects of public relations to do with press and photos

Graphics Chair: in charge of all aspects of designing Guild invitations and advertisements

Historian: in charge of maintaining scrapbook of EMMA Guild events and coordinating photographer

Area Ambassador Chair: In charge of coordinating Ambassadors

Questions? Want to know more details about the Chair duties? For more information:

- ◆ visit www.emmaconcerts.com
- ◆ email emmainfo@bellsouth.net
- ◆ call the EMMA office 797-2800