



### *Administrative*

Ticketing: Help box office sell tickets at all concerts

Membership data entry: Keep Guild directory and membership information up-to-date

Mailings: Prepare approximately 6 mailings per season

Telephone: Make telephone calls to Guild members to communicate information

Email: Prepare and send email blasts to Guild members to communicate information

### *Hospitality*

Lobby refreshment service: Manage water table at all concerts

Guild meeting refreshments: Furnish refreshments for 3 Guild meetings (reimbursable exp.)

Fund raising events: Focus on the food and beverage arrangements at fund raising events

### *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

*Become part of the fund raising team which coordinates everything from: designing and ordering invitations, hiring a caterer, decorating the room, in other words the EMMA Guild party planners!*

### *Concert Operations*

Artist's needs backstage: Assist with backstage needs and refreshment delivery and set-up

Ushers and greeters: Take tickets, hand-out programs, usher people to seats at concerts, tidy after concert

Promotional (cds, etc.) table: Set-up and sell compact discs

Membership table: Set-up materials, greet and answer patron membership questions during concerts

### *Advertising & P.R.*

Sell Footnotes ad space: Sell ad space in programs and deliver a copy to advertiser with thank you letter

Media press release writer: Write press releases for publications of Guild events

Graphics designer: Design Guild invitations and advertisements

Photographer: Take digital photographs of EMMA events for Guild Historian and website use

Area Ambassador: Identify an area to keep informed of EMMA concerts and events

Questions? Want to know who the Chair is of a specific committee?

For more information:

- ◆ visit [www.emmaconcerts.com](http://www.emmaconcerts.com)
- ◆ check the inside back cover of the EMMA Guild Directory
- ◆ email [emmainfo@bellsouth.net](mailto:emmainfo@bellsouth.net)
- ◆ call the EMMA office 797-2800