

## **AGC Event Coordinator**

1. Make flyers for events.
  - a. Ensure that all the pertinent information is clearly visible and correct.
  - b. Make flyers visually appealing and attention grabbing
2. Keep notes during officer meeting on all topics regarding events
  - a. Events details are group decisions but keeping track of said details is the event coordinator's job.
3. Take a proactive role in planning social events
  - a. Work closely with Presidents and VP's to plan out social events
  - b. Make suggestions and problem solve
4. Lead the team in setting up for events
  - a. Ensure proper number of officers
  - b. Plan setup
    - i. Time
    - ii. Materials
    - iii. Equipment
    - iv. Who does what