

POLICY FOR EVENTS COMMITTEE

Adopted 2-13-2012

- 1) The Chair of the Events Committee will be appointed by the Board of Directors.
- 2) The Events Committee, open to all Santa Cruz Mountains Art Center members, will meet at regular intervals which will be posted on the monthly calendar.
- 3) ANNUAL BUDGET: It will be the responsibility of the Events Committee to develop a year's program of events, and projects. In addition, they will estimate future needs for supplies, equipment, maintenance and facilities needs along with a yearly budget. These documents will be submitted by the Chair to the Board of Directors no later than October of each year for the Board's approval.
  - a) The Events Committee Chairperson and the Events Committee will select events and programs appropriate to the mission of the Art Center.
  - b) The Events Committee Chairperson will meet with the Finance Committee before submitting the year's proposal to the Board for assistance and advice. The Grants Chair will assist in a funding search if funding cannot be derived from the usual sources.
  - c) The Events Committee Chair will meet with the Facilities Chair on a regular basis to determine Events facility needs, and the Facilities Chair will help provide a working schedule and budget.
- 4) CALENDAR SCHEDULE: The Events Committee Chairperson will enter the Board approved scheduled events on the Master Calendar. The Office Manager will enter those dates on the Google public calendar.
- 5) SAFETY: All who use the Events facilities at the Center will abide by the "General Facility Safety Policy".
- 6) EVENT CHECKLIST:
  - a) 2 months before the scheduled event, provide Publicity/Marketing with information for publicity releases.
  - b) 1 month before the scheduled event, review the calendar for other events occurring at the same time and meet with the responsible party to coordinate efforts and resolve any conflicts.
  - c) 1 week before the scheduled event, determine if a yard/space cleanup is needed. Coordinate with Events Committee members/volunteers for a clean up day. During that effort, conduct a "walk through" to check on needed facilities: power outlets, lights, bathroom supplies, amplification system. If there are repairs needed, or safety issues noticed, please report these to the Facility Chair immediately.
  - d) Day of Event: make sure everything you need for the event is on location (trash cans, trash bags, toilet paper, paper towels, etc.)
  - e) After the Event: Clean up! Take trash out, clean up bathroom and kitchen areas (sweep floors, clean up any spills, resupply paper towels & toilet paper as needed). Review the calendar. If there is a class scheduled the next day, please make sure you complete your clean up prior to that class.