**2022-2023**

**Professional Dimensions Charitable Fund**

**Imprint Awards Subcommittees**

**Chair**

* Provide committee oversight and keep up to date with each subcommittee.
* Lead regular (monthly or bi-monthly) committee of the whole meetings to record the status of each subcommittee.
* Serve on the PDCF board as a representative of the Imprint Awards Committee and share regular updates at monthly PDCF board meetings.
* Actively participate in the sponsorship committee to help raise funds for the event and charitable fund.

**Vice Chair**

* Assist the Chair with committee oversight and running regular committee of the whole meetings.
* Take notes during the committee meetings and share with the rest of the committee.
* Serve on the PDCF board as a representative of the Imprint Awards Committee and share regular updates at monthly PDCF board meetings if the Chair cannot attend.
* Commit to chairing the committee the following year.

**Sponsorship Committee**

* Organize, delegate and implement a target list for sponsorships.
* Work with the Chair and Communications Committee to create a sponsorship packet for distribution.
* Communicate regularly with the Communications Committee to update the packet to reflect “sold out” sponsorships.
* Delegate one committee member to record all activities including: asks, responses, commitments, payments, assets and benefits fulfilled.
* Share assets with the Communications Committee and the PD office to fulfill benefits like social media posts, listing in the program and table cards.
* Reconcile with the PDCF treasurer and the PD office on a monthly basis all dollars received and invoices that need to be created and sent.

**Nominations Committee**

* Review and edit the nomination forms for both the winners and the artist.
* Distribute the forms for nominations and create a deadline for submissions.
* Once submissions are received, organize the information on the Google Drive and secure the folders for only the committee, Chair and Vice Chair to be able to view.
* Recruit committee members to help with the selection.
* Organize a review date to go over all of the submissions and select a winner.
* Communicate the winners and artist to the Chair and Vice Chair and keep confidential.
* Contact the winners and artist to confirm their acceptance of the honor and tasks.
* Work with the Communications Committee to share the bio, photos, and any other information on the winners and artist for press releases, website and program development.
* Select liaisons within the committee that will be guiding the winners and artist through the event prep, coordinate the video production and invite them to PD events throughout the year.
* The Liaisons will also be the “go-to” person for questions, “hosting” the night of the event.

**Communications Committee**

* Review and edit the sponsorship packet with each level available and a brief description of the benefits.
* Maintain communication with the Sponsorship Committee to keep it updated with “sold out” opportunities and distribute to the committee on a regular basis.
* Receive assets (logos and ads) from the Sponsorship Committee for creation of the program, updates on the website and for social media. Work with the office to fulfil social media post benefits.
* Coordinate with the Nominations Committee once winners and an artist are selected to create press releases for media distribution.
* Connect with the media sponsor for preliminary coverage of the winners.
* Distribute the release more widely.
* Work with the PD Office to put the release on the website.
* Create an ad for the media partner to advertise the event for sponsorships and ticket sales.
* Create a program to be printed for the event. This should include information on the winners, artist, signature project, sponsors, past winners and any other information deemed appropriate.
* Coordinate with a printer and have the programs available for the event.
* Coordinate with the Logistics Committee to create a presentation that reflects the run of show.
* Edit the presentation as necessary and provide a final file to the production company for the event.
* Work with the PD Office to create regular email communications to be sent to the PD membership about the event, deadlines, donation opportunities and thank you’s.

**Logistics Committee**

* Select a location and sign a contract to secure the date.
* Arrange for space for pre-event activities and the main event.
* Select the menu – through tastings, cost review, etc.
* Secure a location and date for the artist reception.
* Create a schedule for each location and day-of activities and distribute to the committee.
* Work with the on-site location team to arrange seating, floor plan and electricity needs.
* Collaborate with the sponsorship committee to arrange sponsor tables.
* Have continuous contact with the on-site team day-of the event(s) in case of questions or changes.
* Select an A/V Vendor for day-of production.
* Select a photographer or work with the PD photographer to capture the event.
* Select a video production vendor for the winner videos.
* Create a production schedule and coordinate logistics with the winners and artist for recording days.
* Arrange with influencers of each winner to be interviewed and included in the video.
* Review the final video and offer edits.
* Distribute the video to the Chair and Vice Chair for edits.
* Provide the final video to the A/V production vendor for day-of event.
* Work with the A/V vendor day of to ensure set-up and assets all work and look good.
* Be on-site during the event to help direct volunteers.
* Help clean-up after the event.

**Raffle Committee**

* Solicit committee members, PD members and outside vendors for raffle donations.
* Collect, document and arrange raffle items into packages worth $100 or more.
* Package items to be displayed.
* Share with the Communications team who donated for inclusion in the program and social media.
* Create signage for each package and work with the Communications team and printing sponsor to print signage (if needed).
* Work with the Logistics team to make sure you have enough room in the pre-event space for all packages and items.
* Work with the Volunteer committee to make sure you have enough volunteers to collect money and hand out raffle tickets.
* Train volunteers the day-of for selling tickets.
* Be on-site day of to set up packages and help volunteers.
* Draw winners once the program starts and make a list of each winner to be copied and distributed to each table.
* Distribute the prizes after the event and make arrangements for any left over prizes.
* Help clean-up after the event.

**Volunteer Committee**

* Solicit volunteers from committee, PD membership and outside vendors.
* Request number of needed volunteers from each committee and keep documentation of requests.
* Create a document to be filled in with volunteers. Include contact information.
* Contact volunteers the week of the event with information on timing, parking, placement, etc.
* Be on-site to direct volunteers and answer questions.
* Reach out following the event to thank the volunteers.