

#### Coordinator – Rules and Events:

- Develop all rules and events for Greek Week
- Chair grievance committee
- Develop information packet for all chapters
- Assign chapters to run events
- Develop schedule of events
- Meet with judges, participants, and coaches for events
- Create and monitor point system
- Order trophies

#### Vice Chair of Communications

- Coordinate sign up of week with committee
- Recruit volunteers to help with the week
- Assign two chairs per event to help judge the event
- Insure all codes of conduct are turned in
- Reserve rooms for chapter chairs meetings
- Make sure all chapters have bills paid for Greek Week

#### Vice Chair of Logistics

- Reserve all necessary facilities and grounds for events
- Reserve all necessary equipment, recreational, AV equipment, ect...
- Work directly with the other chairs to schedule the week in a manner that will compliment each other as well as protect the academic needs of the students
- Inventory all Greek Week supplies and equipment
- Purchase supplies and equipment for events and get them to the locations
- Develop a sign out process for all Greek Week supplies and equipment to insure their return
- Make sure all necessary permits are obtained (ex. water permit for rope pull)
- Coordinate any special needs with the appropriate university office
- Anticipate rain date reservations
- Confirm all reservations prior to the week and create a log book of all events and reservation forms
- Establish advance logistical deadlines for major events.

#### Vice Chair of Public Relations

- Chair the PR Committee
- Develop a theme and logo for Greek Week
- Maintain a liaison with the media and coordinate all on and off campus media coverage
- Invite community to special Greek Week events
- Create advertising, promotions, and publicity for all events and activities
- Develop a Greek Week poster
- Notify faculty of Greek Week dates
- Select committee sports wear
- Develop the Greek Week promotional item
- Secure financial or goods sponsorships for Greek Week

### Treasurer

- Prepare the budget
- Collect and deposit variety show money
- Inform all chairs of their budget
- Approve any non-budget items
- Handle all meals for committee during Greek Week
- Provide breakfast for chair meetings

### Risk Manager

- Monitor safety and potential risk exposure of the week
- Determine if all events comply with all local laws and campus policies
- Inspect locations for public safety
- Develop a waiver for the week and assure that every member of the Greek Community has signed one and has it on file
- Check all waivers of participants before members compete in events
- Insure that rosters are up to date and accurate
- Reserve security for events
- Monitor the Greek Week alcohol policy and insure compliance
- Crowd control
- Make sure certificates of Insurance are on file for all chapters
- Have emergency first aid planned for all events
- Make sure events are appropriate for all chapters to participate
- Serve on the Grievance Committee

### Vice Chair of Special Events

- Coordinate selection of judges and judging criteria for Philanthropy, Variety Show, Banner, and Sing
- Coordinate the Greek BBQ
  - Order supplies
- Coordinate Variety Show

### Vice Chair of Civics

- Recruit IFC & Panhel support and assistance with can castle
- Organize faculty luncheon with the GCEC's
  - Order food
  - Invite faculty – 30 tables
- Coordinate Greek III
- Coordinate Can Castle
  - Contact Food bank
- Create variety show tickets