

## **Event Duties** *(including but definitely not limited to):*

- Create schedule of events
- Answer emails (via email, Facebook messenger)
- Manage discussion on Facebook event page
- Take Phone Calls
- Process Registration
- Manage ad and t-shirt designs
- Order t-shirts, boogie bags
  - Order nice quality shirts, ones that people will WANT to wear long after the boogie! Nice ones I've seen are the Skydive Chicago Nationals hoodies, and some Skydive AZ nicely designed, soft shirts
  - Types of t-shirts I found most popular are heathered colored t's and brands such as:
    - Next Level Men's Premium CVC crew
    - Next Level Ladies' CVC Crew Tee
- Collect useful & creative boogie bag swag and assemble boogie bags together
  - Coupons from local DZ pro shop, riggers or in-town sponsors
  - Packing rubber bands, elastic chest strap keepers, closing loops, pull up cords
- Hire entertainment
- Ensure proper staffing
- Post flyers around DZ
- Invite and be POC for vendors
- Hire load organizers & event photographers, arrange travel and accommodations and be POC
- Seek out raffle prizes
- Be sure office & registration is stocked with additional waivers or any necessary paperwork
- Work with S&TA / DZO / Manifest to discuss safety procedures to be conveyed during the event
- Ensure plenty of places to pack
- Ensure plenty of packers / riggers (with attitude to expect last minute work)