

Ice Gala Chair

Job Description:

The Ice Gala Chair shall be responsible for overseeing & assisting with the planning and production of the Club's Annual Ice Gala or similar production in conjunction with the Ice Gala Committee.

Duties of Chair include:

- Coordinates (with committee, subcommittees and coaches) all aspects for the Ice Gala
- Chair Meetings; invite President
- Acquire theme from coaches by the beginning of November per coaches' contracts
- Works within the time frame of scheduled Ice Gala set by the board of directors at the start of the season.
- Provides administrator with registration information to be posted on the web site
- Forward notices to be e-mailed or posted for members/registrants including:
 - Notice of registration open & closing dates
 - Request for volunteers
 - Distribution of sponsorship letter
- Assist/Notify coaches regarding organizing the production routines ie. Props, scene backdrops etc
- Notify board of any extra ice requirements or practices
- Organize volunteers including:
 - Preshow preparations (props, costumes etc)
 - Show day volunteers (dressing rooms, admission desk, sales tables)
- Update template letter for sponsorship
- Send thank you letters to sponsors
- Create poster & other advertising opportunities
- Create and print programs
- Seek out and hire photographer or videoing as approved by the board
- Organize any fundraising ideas
- Secure permits for fundraising if required
- Arrange for thank you gifts
- In absence of a volunteer to fill this position, these tasks will be distributed among the board members and/or cancellation of the event