

# **THE VHA EVENT PLANNER GUIDE**

**GUEST CONTACT PERSON:**

**VHA TEAM LEADER HOSTS AT VHA TABLE**

**MASTER OF CEREMONIES**

**ROOM SET-UP COORDINATOR/CONTACT PERSON**

**MEMBERSHIP TABLE STAFF**

**GREETERS**

**50/50 TABLE STAFF**

**SOUND SYSTEM CHECK/TROUBLESHOOTER**

**LIGHTING**

**GUEST COUNTER**

**VOLUNTEER RECRUITMENT/INQUIRY TABLE STAFF**

**SUPPLIES/HANDOUTS NEEDED TO BE PROVIDED BY VHA:**

**SPECIAL NEEDS/NOTES:**