



GCSC Presentation Evening Co-ordinator

Role

Lead the team organising GCSC's annual Presentation Evening

Skills

- Well organised and able to delegate
 - Enthusiastic and good motivator
 - Approachable
-

Main Duties

- Lead a small team to organise and oversee the annual club presentation evening
 - Identify and book appropriate venue and facilities
 - Arrange entertainment
 - Co-ordinate catering input
 - Arrange secure transport and storage of trophies and engraving as appropriate
 - Liaise with Communications Officer to publicise and encourage attendance
 - Liaise with Treasurer to ensure availability of funding and co-ordinate payments
-

Commitment

One-off annual event requires several hours commitment in preparation

Benefits to Self

Ensuring a well-run event to recognise the success of the club and get the new season off to a great start
