



‘Bubbles and Brunch’ – May 7, 2023 -Event Committee Member
Volunteer Job Description – Event Assistant

Summary

The Event Assistant will work with the Regional Manager of **Look Good Feel Better** and the event committee in the areas of Admin support, assistant in the planning and coordinating the event. You will play a key role in assisting with the event from start to finish and act in support role day of the event.

Responsibilities

Event Assistant

- Attend monthly meetings (Dec-Feb) and bi-weekly meetings from (March-May) – evening commitment.
- Plan & create Workback document with the Regional Manager & the Event Chair
- Organize meetings, facilitating meetings, take Meeting Minutes at all meetings & distributing to all
- Attend and contribute ideas to event planning committee meetings.
- Work with planning committee on logistics of event, including set up, site map, itinerary, event flow.
- Event day support – directing day of volunteers.

Reports to: Regional Manager

Time Frame: December 2022 to May 2023

Time Commitment: Meetings – 1.5/2 hours Monthly, biweekly, weekly

If you are interested in joining this committee for the 3rd Annual event in Calgary please contact Michelle Pilon, Regional Manager at mpilon@lgfb.ca or 403-554-1118. www.lgfb.ca