

Name: _____

Email/Phone: _____

Supporting Events

- Event set-up
- Event breakdown
- Greeting/Ushering
- Traffic management
- Stage/lighting asst.

Marketing and Development

- Design event posters
- Distribute posters
- Design programs
- Press releases
- Social media & website asst.
- Manage member and donor lists

Planning Events

- Plan a film event
- Plan a book event
- Plan a public lecture
- General programming asst.