



Venue Committee

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Objectives: Identify and allocate various venue resources for programs/events and ensure that all the facility requirements are adequately met for a smooth and successful convention.

Scope of the Committee:

- Assume primary responsibility for the venue and support programs/events
- Prepare venue lay-out and support vendor exhibits layout
- Allocate venue for each of the programs/events including Registration
- Prepare and set-up signs/banners/directions/guides
- Identify Parking lot and setup directions
- Facilitate appropriate venue and staging areas for guests/performing artists
- Provide/ensure facilities for all the event guests/registered members

Input Sought from other committees:

We're seeking input from the concerned committees with respect to venue, which include but are not limited to:

- Name of the committee submitting venue requirements
- Program/event title, Primary contact person and email (Chair/co-chair/member)
- Program date(s), duration and approximate timings (start/end) of the program/event

- (d) Expected number of members/guests/audience attending your committee program/event
- (e) Special requirements for seating arrangement (lay-out), if any
- (f) A/V, Wi-Fi, Computer, Projector, and any other special media requirements, if applicable
- (g) Facilities requirements for performing artists/visiting guests, if any
- (h) Banners/signs requirements, if applicable
- (i) List any special requirements

We'll continue to expand the above list and work closely with every committee in developing all the respective specifications and requirements.

Please feel free to contact any or all of us with queries, questions, and/or suggestions. We're excited to work with all of you and we hope that our collective efforts and close coordination will ensure successful convention.