

2018 Navy-Marine Corps Ball Committee Job Descriptions

Chair:

- **Appointed by lead Honorary Chair**
- Solicit members to serve on the Committee
- Coordinate all Committee functions
- Maintain a constant exchange of information with the Honorary Chairs and Advisors
- Set up monthly Committee meeting dates
- Renew the employment contract, bond and duties for the Office Manager
- Present donation check to NMCRS
- Get Ball date put on the USN and USMC Master Calendars
- Sign contracts with the Venue provider
- Set up calendar and timeline
- Work with Auction to coordinate auction plan and write donation request and thank- you letters
- Work with Contributions to coordinate donation request plan and write donation request and thank-you letters
- Work with the USN and USMC Liaisons to review and approve Script
- Establish coordination for USN and USMC support
- Work with Co-Chairs, Contributions and Reservations to determine seating arrangements

USN & USMC Co-Chairs:

- **Appointed by respective Honorary Chairs**
- Assist the Chair as needed
- In the absence of the Chair, assume the duties as Chair
- Coordinate the BIO Reception at the event to include nametags, volunteers, etc.
- Arrange for the portrait photographer at the event
- Assist with seating arrangements

Acknowledgements:

- Write thank-you notes to individuals who make donations
- Write thank-you notes to individuals who donate to the sponsorship program
- Write thank-you notes to individuals who assisted with the execution of the event: Chaplain, Ceremonial Guard, SNA, etc.

Auction:

- Establish procedures and plan to present a Silent Auction during the event
- Obtain donated items for the Auction
- Work with the Chair and the Office Manager on the financial aspects of the Auction
- Work with the Chair on donation request and thank-you letters
- Generate a printed program for the Silent Auction items
- Work with Website/Social Media chair to ensure auction items are promoted

Contributions:

- Establish a plan to solicit and track monetary donations from organizations, businesses and individuals
- Maintain a donation database
- Work with the Chair, Co-Chairs and Seating Chair for seating assignments for donors at the event
- Work with the Co-Chairs for donor attendance at the BIO Reception at the event
- Work with Signage for donor information on signage (both large posters and tent cards) at event
- Send thank-you letters and acknowledgments to corporate donors
- Provide corporate donors with follow up information needed after the event

Database:

- Maintain a current database for invitations
- Work with the USN and USMC military liaisons to obtain flag and general officer (active duty and retired) rosters and any available officer rosters
- Work with Invitations to generate mailing labels
- Work with the Chair to determine electronic invitations to flag and general officers

Decorations:

- Responsible for table centerpieces and decorations at the event
- Obtain table centerpieces and decorations for the BIO Reception at the event
- Establish a decorating plan for the day of the event
- Responsible for collecting any items belonging to Committee from venue and returning to the ball office for storage

Invitations:

- Establish a plan for invitations for the event
- With the support of the Chair, edit the invite information
- Obtain a contract with a printer to get invitation packet printed
- Compile invitation packets and prepare for mailing or distribution
- Determine use of bulk mailing

MOSC & NOSC Liaisons:

- Establish coordination and communication between area Spouse Clubs
- Solicit clubs for volunteers and support

Program:

- Establish a plan to generate the Program for the event
- Work with the Chair, Contributions, Reservations and the Office Manager to determine source of data for the Program
- Obtain a contract with a printer to print the Program
- Determine number of Programs to be printed for the event
- Ensure Programs are distributed appropriately the night of the event
- Establish a plan to provide a framed copy of the Program with an engraved plate for display in the ball office

Publicity:

- Establish a plan for publicity
- Responsible for disseminating details about the event to those eligible to attend (flyers, notices, articles in magazine and newspapers, etc...)
- Coordinate with Website/Social Media chair to update information on the NMCBC website and Facebook and the NMCRS website

Reservations:

- Establish a reservations plan for the event
- Record and process all reservations
- Send out a Reservation Confirmation and Information Sheet to each attendee
- Work with the Chair, Co-Chairs, Contributions, Seating chair to determine seating arrangement
- During the week prior to the event, send emails to flag and general officers, corporate donors and other appropriate people with BIO Reception or general reception information, seating assignments, etc...
- Work with Chair, Co-Chairs and Seating chair to generate the Master Seating Chart and Master Seating Book

Signage:

- Establish a signage plan for the Ball
- Work with the Chair, Contributions, Auction and Co-Chairs to determine type and location of signs
- Ensure signs are set up at the event
- Ensure signs are retrieved after the event and stored in the Ball Office.

Sponsorship:

- Establish a plan for sponsorship of junior enlisted Sailors and Marines, Midshipmen and ROTC to attend the event
- As sponsorship money is received from donors, coordinate with POCs for various enlisted programs to obtain names of Sailors and Marines to attend
- Work with Reservations to ensure reservation information is provided to attendees

Venue:

- Serve as liaison between the venue and the Committee
- Establish a plan for venue use, staging rooms, reception areas
- Work with the Chair and Co-Chairs to determine a table diagram
- Set up Tasting Lunch to select the menu for the event
- Set up venue “walk through” meetings
- Work with Chair to determine parking plan for VVIPs
- Work with Chair to determine use of any complimentary rooms
- Work with Chair and incoming Service Lead to determine venue contract for following year event
- Work with Chair and Office Manager to review final hotel bill before payment is made and then submit bill to Office Manager for payment

Website/Social Media:

- Responsible for the information displayed on the Committee’s website/Facebook page
- Work with the Chair, Auction, Contributions, Office Manager for appropriate information