

CMG Conference Signs Chair and Assistant Chair Job Description

Sign Chair and Assistant Chair are responsible for placement of signs throughout the venue to allow conference attendees to find the events and presentations that they want to attend.

Time Requirements:

Pre-conference

CMG HQ orders all the new signs for the conference and ships them to the conference site. However the Signs Chair should coordinate with HQ, to make sure all of the correct signs are ordered.

At the Conference:

- Friday/Saturday morning - before the conference actually starts
 - Unpack the signs and organize them
 - Organize the temp worker(s)
 - Arrange the spreadsheet that serves as the week's task list
 - Visit all the sites to understand the directional sign needs
 - Plan and acquire the number of easels needed

- Saturday afternoon through Friday noon
 - Insure signs are set out and retrieved in an orderly manner
 - Signs are set up prior to breakfast and during the day. They are taken down after PARS (approx. 0630-2300)
 - Supervise temp worker(s)
 - Create/change signs for late additions/changes, BOFs and special events

- Friday afternoon at end of conference
 - Collect and pack all material for shipment back to HQ
 - Verify hours worked by temp(s) for payroll purposes
 - Pack up computer after saving all necessary files for next year