

*WebEOC Workshop Committee
Sub-Committees
Assignments: December 14,, 2010*

Committee Assignments for December meeting:

- ALL COMMITTEE MEMBERS:
 - ❖ We will need to set deadline dates for the following:
 - ✓ Save the Date Flyers
 - ✓ Brochures
 - ✓ Cut off dates for registration and fees
 - ✓ Sponsorship levels
 - ✓ Bring prospective sponsors list and contact information, so that we can get letters out asap

- Facility/Food/Theme/Sponsors Committee:
 - ❖ Finalize the workshop theme and designs

- Registration Committee:
 - ❖ Finalize the workshop registration process

- Class/Instructors Committee:
 - ❖ Discuss the TWIRP 20 Boards, what they are
 - ❖ Discuss potential instructors

- Speaker/Networking Committee:
 - ❖ Discuss the Wednesday night social hour
 - ✓ Set-up
 - ✓ Speaker
 - ✓ Program/Dinner plans

- IT Tech Committee:
 - ❖ Update from Megas Production