

Southwest Bluegrass Club Committees



Facility Setup – Johnny Tate, Chairperson

- Committee members:
 - Johnny Tate, Liz Patton, Kirk Green, Bob Hatfield...
- Duties include:
 - Coordinating with Facility Management for use and entry to facility
 - Photographing of facility before rearranging furniture
 - Arranging of chairs and tables at club events
 - Resetting of facilities to original configuration
 - Load-in and load-out of club property at events
 - Posting of club signage
 - Erecting pop-up awnings for outdoor events
 - Assisting Bands with stage setup
 - Delivering Status Report at monthly Board meetings

Show & Jam Planning – Bob Hatfield, Chairperson

- Committee members:
 - Bob Hatfield, Kirk Green, Glenda Martin, Liz Patton, Carol Smith
- Duties include:
 - Setting dates and times for events
 - Determining locations for events
 - Booking bands
 - Working with Marketing Committee to promote events
 - Responsibility for adequate sound equipment being in place in a timely manner for each show
 - Responsibility for handling Gate Admissions, paying the bands and turning over monies to the Treasurer. Counting the attendance for possible analysis and review
 - Delivering Status Report at monthly Board meetings

Merchandise – Charlie Campbell, Chairperson

- Committee members:
 - Judy Rogers, Paul Smith, Ron Selman, Darwin Slaughter
- Duties include:
 - Managing inventory of merchandise
 - Setting up table displays and signage
 - Sales of products
 - Receiving cash, check, credit card payments via Stripe Card Reader
 - Delivering Status Report at monthly Board meetings

Marketing / Social Media - Glenda Martin, Chairperson

- Committee members:
 - Webmaster - Kirk Green, Braeden Paul, Bob Hatfield, Liz Patton, Registrar - Carol Smith, Flora Tate

- Duties include:
 - Club Table at events
 - Signing in members and visitors
 - Assisting with membership signup or renewals
 - Informing attendees of the schedule of events and facilities
 - Maintaining Website, Facebook, Instagram, Youtube, Meetup, and Email accounts to provide the community and club members with fresh content that promotes the club and the regional bluegrass scene
 - Coordinating with Newsletter Editor and channel administrators to target content for general public vs. members only
 - Delivering Status Report at monthly Board meetings

Hospitality – Leesa Green, Chairperson

- Committee members:
 - Flora Tate, Judy Helner, Debbie Morrow
- Duties include:
 - Organizing food, drinks, ice, paperware, etc. for club events, including ordering, arranging for pickup or drop-off, and cleanup after event
 - Monitoring food and drink area during events
 - Greeting members and visitors upon arrival
 - Assisting Marketing Committee at Sign-in table if needed
 - Checking on members whose attendance has dropped
 - Delivering Status Report at monthly Board meetings

50th Anniversary Celebration - Bob Hatfield, Chairperson

- Committee members:
 - Kirk Green, Liz Patton, Laurie Baker, Darwin Slaughter, Braeden Paul
- Duties include:
 - Developing plan for celebration events
 - Acquiring sponsors and funding
 - Booking bands, venues, hotels
 - Promoting the celebration
 - Managing the events
 - Delivering Status Report at monthly Board meetings

Scholarship – Laurie Baker, Chairperson

- Committee members:
 - Dan Kanady
- Duties include:
 - Recommending to the Board of Directors institutions in which to have scholarship funds established
 - Providing Scholarship Application Forms and related documentation to approved institutions for distribution to candidates
 - Selecting scholarship recipient(s) from candidates returning the Application Form
 - Identifying organizations that qualify as exempt organizations under Section 501(c) (3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, that the corporation may make distributions to