

SECONDARY POSITIONS

Day-of Logistics Coordinator

The Day-of Logistics Coordinator is responsible for the on-site execution of Chapter events, ensuring all event logistics run smoothly from setup through breakdown. This role partners with the Logistics Committee, who oversees event planning and preparation, and serves as the primary point of contact for day-of operations.

Term:

2 consecutive 1-year terms

Duties & Responsibilities:

- Attend all monthly Board meetings.
- Attend all Chapter events assigned and serve as the primary on-site logistics contact for the Board, venue, vendors, and event volunteers.
- Obtain parking information and other venue logistics and distribute them to registered attendees prior to the event.
- Register all attendees, sponsors, speakers, and event coordinators with building security, as required.
- Arrive early to oversee event setup and ensure the venue is ready for attendees.
- Coordinate with the venue staff, caterer, AV team, photographer, and other vendors throughout the event.
- Set up and manage the registration table, including attendee name badges, signage, event materials, sponsor displays, and panel tables.
- Print and bring the attendee list and any required event materials.
- Welcome attendees upon arrival and assist with guest check-in.
- Greet and assist speakers, sponsors, VIP guests, and panelists, including ushering speakers as needed.
- Assist with walk-in registration and payment processing, if applicable.
- Print and distribute AIA and ACHE continuing education forms, when applicable, and ensure attendee registration is completed.
- Monitor the event agenda and timeline to ensure the program remains on schedule.
- Troubleshoot and resolve logistical issues that arise during the event.
- Coordinate event breakdown, ensuring all Chapter materials, signage, and supplies are collected and removed from the venue.
- Collect reusable name badges and other event materials for future use.
- Communicate any day-of issues, recommendations, or follow-up items to the Logistics Committee and Chapter President following the event.