



Role Outline: Events Manager

NAME OF CLUB:	Brush Bowls Club
ROLE:	Entertainment Manager
RESPONSIBLE TO:	Club Committee
NAME OF VOLUNTEER:	Name
START DATE: XX/XX/XX	END DATE: XX/XX/XX

Manages performances, events, artistes and entertainers.

Typical Responsibilities:

- Booking Clubhouse venue for events
- Managing budgets, setting ticket prices
- Negotiating contracts and fees with performers
- Booking a wide and engaging range of performers
- Creating themed or event evenings e.g. casino night
- Managing events and functions, including room layout and refreshments
- Creating a Social calendar to be issued to Members
- Assisting with the detail that can be used to create publicity for each event
- Providing a monthly report to the Management Committee
- Arranging handover or succession planning for the position