The Att

Job Description Worksheet

Event Overview

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ame:ate:ace:
esign your committee "job descriptions" using their specific tasks and responsibilitie
ework the information from your Tasks Worksheet into job areas:
ain POC Name:
sks: 1
2
3
4
5
6
R/Marketing Chairperson Name:
sks: 1
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Entertain	nment Chairperson Name:
	·
Food and	d Beverage Chairperson Name:
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Hospitali	ity Chairperson Name:
Tasks: 1	
	}
Operation	ons Chairperson Name:
Tasks: 1	
	3
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•	airperson Name:				
asks: 1					
2					
4					
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			·		
-	erson Name:				
Tasks: 1					
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3					
4		· · · · · · · · · · · · · · · · · · ·			
Other:					
Tasks: 1					
2					
3				, , , , , , , , , , , , , , , , , , , ,	
4					
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Other:			·		
Tasks: 1					
2					
3		- · · · · · · · · · · · · · · · · · · ·			
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