

VIP Liaison

Job Description



The VIP Liaison Coordinator will act as an ambassador and representative of Region 31 RMT throughout the Convention

The VIP Liaison Coordinator will be required to be available throughout the convention weekend to guide and support the region's VIPs and special representatives

VIPs will be selected by the RMT and invitations to the annual convention will be sent which may include the chair of LABBS, chair of BABS, chair of IABS, chair of SNOBS, chair of Holland Harmony, chair of BING, and others selected by the RMT. VIPs will receive a complimentary AET to the convention and seats will be reserved for them in the auditorium. No travel/accommodation is provided to VIPs

Role of Liaison

Have an understanding of who the VIPs are and the value of their relationship to Region 31 and Sweet Adelines International

Assisting the RMT Team Coordinator in creating a list of VIPs and send invitations

Contact the VIPs in advance of Convention to confirm their arrival arrangements and any other details (additional guest, dietary requirements etc)

Help to coordinate and organize the VIP drinks reception with the events and team coordinator.

Work with the Registration Coordinator to ensure AETs are prepared and ensure the VIPs are allocated to their correct seating

Welcome the VIPs to convention both at the venue and during the Show of Champions

Coordinating and providing "Goody Bags" for each VIP attending which will include a Region 31 lanyard, a cereal bar or similar, some sweets, a small bottle of water, a card welcoming them to our convention (provided by the team coordinator) and a pen/pencil. These will be placed on the registration table for collection.

Attend the VIP drinks reception during the convention

Proactively look for solutions to issues that might affect the VIPs during the convention

Collect any feedback received from VIPs about their convention experience

Competencies

- Excellent interpersonal and communication skills
- Reliable, proactive and willingness to get involved
- Strong organisational and coordination skills
- Warm, welcoming and confident in interacting with VIPs