



Site Manager Roles and Responsibilities

Thank you for your willingness to host the 2017 Governor's Summit on Career Connected Learning
Your contact for questions is: Janine Koffel (509) 684-2588 or janine.koffel@wsu.edu

You will be the public figure and principle point of contact with the planning team. You are mobilizing a team of people to create a dynamite program that will help remote sites be successful, and we are here to help you with that success. In addition to you, each site needs a minimum of one Group Facilitator and a Technology Coordinator. **Prior to the Summit: Participate in, or view the archived, pre-summit "Site Managers' Webinar" to learn about your role and responsibilities of your team. Scheduled: April 4, 10:00 am and April 13, 10:00 am.**

1. Identify a facility; requirements include:

- Ability to connect to the Internet (wireless is not adequate).
- Laptop and computer with speakers with adequate volume for the size of the room.
- Projector and screen, or large enough monitor for audience viewing the webinar.
- Registration/sign in area.
- Seating area with tables and chairs for group exercises.
- Permission to allow food consumption in the room.

2. Identify a Group Facilitator (or more depending on the size of your audience) and a Technology Coordinator.

Your role:

- Review and understand the additional job descriptions.
- Communicate regularly with your Group Facilitator to ensure effective day-of-event participation.
- Work collaboratively with your Technology Coordinator to ensure the event facility will support the conference technological requirements and accommodate anticipated group size and activities. Consider a "Plan B" in the event of illness or unexpected unavailability.
- Confirm Technology facilitator's participation in pre-event "Tech Check" and Group Facilitator's participation in the pre-event "Group Facilitator Webinar."
- Day before the event, reconfirm readiness with your Technology Coordinator and Group Facilitator.

3. Marketing and Promotions (you will be able to personalize some of them)

You will be provided:

- These items will be available for distribution to promote the event.
- Email invitation with links to the registration sites.
 - News release templates
 - Poster / Flyer
 - Website
 - Web graphics for social media
 - A list of list of potential participants

Your role:

- Recruit and secure partnerships, including any sponsorships.
- Identify and invite key participants.
- Coordinate local media promotion of event (print, radio and social media). Please collect artifacts of promotions, i.e., copies of print articles, audio files of radio broadcast interviews, etc.
- Consider developing a display of services, local programs, or upcoming events involving businesses or organizations, or a shared resources table, where organizations can bring pamphlets, fliers, business cards, etc.

4. Catering and Food		
Requirements include:	Your role:	Budget:
<ul style="list-style-type: none"> <input type="checkbox"/> Select your food service option: <input type="checkbox"/> Option #1: Price per participant is \$17 <input type="checkbox"/> Option #2: No charge to participants (Secure a sponsor or identify another way to provide lunch). <input type="checkbox"/> Please identify a caterer for your location. <input type="checkbox"/> It possible select someone who uses local products or support a local small business, but this is not required. 	<ul style="list-style-type: none"> <input type="checkbox"/> Please be frugal with your costs and at the same time serve nice-looking food. <input type="checkbox"/> Coordinate with Janine for staying under budget and getting the vendors paid. Once they provide a detailed receipt, they will be paid via credit card or will need to submit an invoice. <input type="checkbox"/> The registration process asks about meal accommodations (allergies, diabetic, etc.) Work with your caterer to accommodate these. 	<p>If charging your participants - the maximum cost of all catering expenses (food, tax and tip), must not exceed \$15.</p> <p>(Note: \$15, lowest per diem in the state, plus \$2 registration handling fee).</p>

5. Program Items	
You will be provided:	Your role:
<ul style="list-style-type: none"> <input type="checkbox"/> A detailed agenda for the day. <input type="checkbox"/> Sign in sheet. 	<p>Provide miscellaneous office supplies.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Customize and print copies of the agenda <input type="checkbox"/> Extra pens and pencils <input type="checkbox"/> Name badges <input type="checkbox"/> Easel, pad and pens

6. Day of the Summit
Your role:
<ul style="list-style-type: none"> <input type="checkbox"/> Arrive early to open facility, stage sign-in sheets, name badges, and activity supplies. <input type="checkbox"/> Double-check set up. <input type="checkbox"/> Coordinate with caterer to deliver and set up food to minimize disruption during the conference. Have a plan for caterer equipment pick-up that will not disturb the group process. <input type="checkbox"/> Welcome and mingle with participants as they arrive. Take pictures throughout the day for later use in the after-conference press release or other promotion materials. <input type="checkbox"/> Serve as the MC for the day or delegate this to another member of your regional site team.

7. Post Summit
You will be provided:
<ul style="list-style-type: none"> <input type="checkbox"/> An online survey to provide feedback to summit organizers about your role. <input type="checkbox"/> An online form to provide feedback for the Summary of the Day. <input type="checkbox"/> A mechanism for sending in photos.