

## Winter Social coordinator/s

Each winter (January or February) the QCNR GSC is organizing a Winter Social to raise money for the QCNR and EC Medical Emergency Fund. The event includes a band performance, dancing and socializing. People attend in a semi-formal attire. If possible we try to organize the social at a venue that allows us to run our own bar.

The Winter Social coordinator/s is/are responsible for:

1. Selecting a date for the Social
2. Booking a venue
3. Booking a band
4. Coordinating a sign-up sheet for people to bring appetizers
5. Advertising the event and arranging ticket sales in the QCNR dean's office
6. Coordinating a sign-up sheet for volunteers (bartend, prepare the venue, sell tickets at the door, clean the venue)
7. Making people aware of bottle donations (if the venue allows us to have our own bar)
8. Prepare the venue and bar (if we have our own bar)
9. Clean the venue after the event

Information from previous years (like posters, tickets, etc.) is saved in a folder that will be passed on to the person in this position.