



"I am the Alpha and the Omega," says the Lord God, "who is, and who was, and who is to come, the Almighty. Revelation 1:8

Author Dinner Positions

Author Dinner Chair:

Co Chair:

Secretary:

Author Selection Team:

Site Selection: visit venues and select

Prayer Team Chair:

Meet and pray once a week; pray for people by name as we know them, pray over seats an hour before event.

Master of Ceremony:

Publicity Team Chair:

Team Members:

Church Contacts: Contact and distribute posters

Desktop Publishing: Producing professional, dynamic and artistic materials

Direct Promotion: Promotional writer for letters, emails etc., Mail, email, phone

Promotional Materials: Planning items such as bookmark, pens and pledge cards

3800 A Hillcrest Dr, Raleigh, NC 27610
(919) 212-8122
www.cli-nc.org

Public Relations: Produce and distribute posters to Christian bookstores or businesses,
press releases

Media Contacts: Write PSAs and contact media to run

Table Sponsor Coordinator:

Keep lists of Sponsors & guests
Stays in contact with Sponsors – send letter to guests
Ask for checks to be sent to CLI

Program Team

Plan the program
Plan seating, table hosts
Photographer:
Purchase author gift:

Guest Receptionist Coordinator:

Check in procedures
Name Badges (with table number)
Guest Receptionists: (greet & help guests find table etc.)

Meeting the Guests: All team members will try to meet folks and welcome them so that we will have a friendly and enjoyable atmosphere where all feel warm and accepted.

Fundraising Team Chair:

1. Engage Underwriters for dinner:
There may be folks or organizations who would like to donate by giving an amount of money to go toward the cost of the dinner. This is also all the team may be on the look out for. Do you know a Christian that may like to help by donating \$100 to \$2,000? This is a great way to raise funds and make sure the dinner is a financial success. Plus even folks, who can't make dinner, may want to help by making a contribution; even \$25 is helpful.

- 2. Contact last year's table sponsors. \$390
Goal: 500 paid seats, 50 sponsored tables.
- 3. Collect ticket sales record and deposit. \$39

Decorations Team Chair:

- 1. Plan the table and room decorations & set up.
- 2. Set up team – 3 - 5 P.M. – need 5

Book Sales Team Chair:

1. Sell books before and after the dinner – Need 3
2. Collect money and make change
3. Keep the money safe

Author Handler:

Assist the author for the evening

Audio-Video Team:

1. Produce video or PowerPoint
2. Set up all A/V equipment and test
3. Operate at correct time
4. Take Video of speaking:

Concierge:

Problem solver. Available to help guests and move guests to accommodate. Very Friendly.

Music Team Chair:

Singer:
Select musicians and songs

Accounting Team Coordinator: T

Team Members:
Collect and count receipts
Collect commitment cards afterwards
Copy checks
Make night deposit

After Dinner Team

Data entry of checks and donor information
Contact potential volunteers and prayers
Mail Thank you