

## **ASALH Local Arrangement Committee (LAC) Conference Responsibilities**

- Identify LAC structure & leadership
- Work with LAC and CVB representatives to identify prospective Volunteer & LAC Coordinator candidates
- Start to circulate Volunteer & LAC Coordinator RFPs
- Receive Volunteer & LAC Coordinator proposals
- Schedule interviews with prospective Volunteer & LAC Coordinator candidates
- Make decision on the Volunteer & LAC Coordinator
- Execute Volunteer & LAC Coordinator contracts
  
- LAC Chair responsibilities:
  - provide input to ASALH Executive Director concerning Volunteer Coordinator and PR Professional
  - Introduce ASALH Executive Director to:
    - local school board(s) representatives
    - potential funders
  - Provide ASALH Office with names and contact information of all governmental officials to request letters of greetings for the souvenir journal
  - Assist ASALH Staff with any last minute arrangements for conference
  
- LAC Coordinator to start work
  - LAC Chairs for current & previous year to hold transition meeting
  - LAC Chair to appoint work group chairs (start thinking about structure for committees)
    - Development and Financial Support
      - Support efforts to find:
        - sponsors
        - advertisers
        - in-kind support
    - Program
      - Identify opportunities to support and collaborate on our arts and social justice initiatives
      - Identify:
        - local ministers, emcees and persons to extend greetings
        - persons of influence and affluence to serve as honorary co-chairs and speakers
        - entertainment for meal functions and consider a local entertainer or group for a concert on Friday night
    - Publicity
      - Identify traditional and social media outlets
      - Work with the National Marketing Committee
      - Set-up interviews with local media outlets for ASALH national and local officers
      - Provide onsite support during the conference including supporting the media desk by:
        - Staffing to check-in media
    - School District Liaison - (Youth Day and Teachers' Workshop)
    - Tours – work with ASALH Conference Planner to identify tour locations, guides and other logistics

- Start monthly conference calls between ASALH and the LAC leadership
- Schedule initial LAC Meeting
  - Present general ASALH and conference information
- Convene and facilitate monthly LAC Meetings
  
- ASALH Office to distribute information about the LAC Meeting to entire ASALH membership
- Identify a local PR professional to work with the LAC work group and the ASALH Office
  - information for above mentioned people to ASALH Office