



NEW ENGLAND FOUNDATION FOR THE ARTS

145 Tremont St. TEL 617.951.0010
Seventh Floor FAX 617.951.0016
Boston, MA 02111 www.nefa.org

Creative Communities Exchange Local Host Roles & Responsibilities SAMPLE

The Creative Communities Exchange (CCX) is an event in which community leaders share practical information about implementing creative economy projects and learn about actionable tools that can be executed to strengthen their own communities. This is a peer exchange to share successes, challenges, and lessons learned from New England creative economy projects – an event that is by and for its participants.

Date of CCX:

Location of CCX:

This list of roles and responsibilities is not comprehensive, and may be added to and amended by joint agreement of NEFA and [the local host]. NEFA and [the local host] are equally responsible for the completion of event planning and tasks within budget and established deadlines.

The local host will:

- Designate a single point person to communicate with NEFA and be accountable for completion of the local host responsibilities
- Meet with NEFA during the planning at appropriate intervals to complete the tasks and communicate about the event
- Identify local vendors for catering, supplies, printing, etc.
- Identify appropriate event spaces
- Identify appropriate lodging options
- Suggest discounts or in-kind donations from vendors
- Identify a local designer to create the CCX logo for 2017
- Manage local VIP's
- Serve on the CCX Advisory Committee
- Form and manage a local host committee (as needed)
- Plan and promote optional local events for CCX participants (in town and one additional location in close proximity to the event) – share details with NEFA
- Recruit and train volunteers to staff the event – especially the local info table
- Manage local press outreach
- Publicize the event with their constituents through newsletters, list serves, social media, etc.
- Receive credit on all CCX promotional materials
- Stay within budget for complimentary and discounted registrations
- Suggest potential local cash and in-kind event sponsors; coordinate with NEFA on the implementation of fundraising strategies



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NEFA will:

- Approve the event format and content based on prior experience and feedback from other events
- Manage the budget, including receiving donations, sponsorship revenue, and registrations; and issuing payment to vendors
- Manage all aspects of the creative economy award, including logistics and funding
- Recommend local optional events for the local host to manage
- Form and manage an advisory committee to give input on event activities. This committee will include perspectives from other New England states and help NEFA and [the local host] to promote the event to potential funders, workshop leaders, and participants.
- Create and host the content for the 2017 CCX webpage
- Promote the event through all NEFA networks
- Manage marketing materials (design and production of event logo, web & print materials, event documentation (photography/videography), others as necessary.)
- Manage event staff and volunteers
- Manage vendor logistics and contracts
- Collect event feedback after the CCX
- Oversee crediting and acknowledgment of sponsors
- Define CCX sponsorship levels and benefits, identify potential sponsors, create a fundraising plan, and solicit sponsorships and other funding
- Coordinate with [the local host] on the implementation of fundraising strategies
- Define the selection criteria for CCX workshop leaders, according to the goals and format of the CCX
- Create and manage the mechanism by which prospective workshop leaders apply to participate in the CCX
- Recruit diverse workshop leaders and participants
- Organize the selection/approval/guidance process for workshop leaders
- Communicate with chosen workshop leaders and vet their presentations prior to the CCX
- Serve as primary contact for workshop leader logistics
- Manage online event registrations and serve as primary contact for general event and registration questions
- Manage any scholarships or registration discounts given

Signed:

New England Foundation for the Arts

[the local host]

Date

Date