

## 2015 VWC Symposium

August 1, 2015, Piedmont Virginia Community College, Charlottesville, VA

We need volunteers to help pull off the 2015 Navigating Your Writing Life Symposium. Please look at the tasks and sub-tasks below, and if you can assist in any of them, please contact First Vice President Maggie Duncan at [phyllisduncan52@gmail.com](mailto:phyllisduncan52@gmail.com) or call her at (703) 371-4396 (mobile) or (540) 256-7601 (home).

Thank you for helping to make our symposium a success.

### Tasks:

Set registration fees/set up web site for registration (main Symposium Committee)

Facility (Maggie Duncan, Linda Layne – need volunteers for subtasks)

Venue rental/placing of individual workshops and panels

Pre-symposium/afternoon refreshments

Lunch Catering

Book Fair/selection of vendor

Set-up/Break-down

Registration Table

Coordinating volunteers

Signage for rooms (Chuck Lumpkin)

Coordinating Speakers/Keynote Speaker/Schedule (Linda Ensign – need volunteers for subtasks)

Collecting bios/handouts (Susan Elliot)

Matching presenters to panels/workshops

“Herding cats”

Determine morning panels/moderators

Determine afternoon workshops

Set length of each

Symposium Booklet (Betsy Ashton)

Accumulating handouts from each presenter (needed by June 15)

Layout/Design (Maggie Duncan)

Selection of printer

Printing/Pick-up (booklets must be ready by mid-July)

Publicity (Kimba Dalferes)

News releases/social media

Ads

Obtain Sponsors (Point Person needed)

Raffle (Point Person needed)

Obtain writing related items from sponsors/others

Obtain tickets for sale

Hold drawing