

## **Local Food Summit Team Responsibilities**

### **Content** - Ideally 5-7 members

- Develop dynamic program that engages participants in seeing issues from multiple perspectives and that provides opportunities to meet and learn from each other. Program should include a variety of formats for learning and interaction.
- Recruit keynote speakers and workshop presenters, providing them with all necessary information to deliver a successful session
- Create program document
- Update website

### **Finance** - Ideally 3-5 members

- Recruit monetary, food, & other sponsors/donations
- Communicate with sponsors regarding tabling
- Create & track budget

### **Food** - Ideally 3-5 members

- Work with host location to (locally) source, prepare, serve and clean up breakfast, snack and lunch
- Create menu that can be share online
- Prioritize zero-waste: washable dishware or compostables, plan for and dispose of compost

### **PR/Media** - Ideally 3-5 members

- Recruit Summit participants via online and print communication
- Set up website, plan and implement website content including: online tickets and registration process, conference program online, list of sponsors, list of organizational participants
- Create day-of signage
- Update social media (Twitter, Facebook, etc.)
- Write press releases and send to relevant media outlets

### **Volunteers** - Ideally 2-4 members

- Define and delegate day-of jobs
- Recruit, train and admin volunteers

### **Logistics** - Ideally 3-4 members

- Work with host location and the rest of the team to successfully run the Summit with regard to: permitting, space and technical setup for presenters, day-of registration process and signage, room reservations, other overarching needs