



## Association of Fundraising Professionals

### Advancing Philanthropy through Education, Training and Advocacy

#### CENTRAL IOWA CHAPTER - 2008 MIDWEST CONFERENCE

#### **WORKING COMMITTEE DESCRIPTIONS**

##### Program Development – [Jane Flanagan](#) – [Hospice of Central Iowa](#)

- Creation and development of all of the educational programs associated with the day and a half conference, including recruitment of speakers.
- Program Evaluation – create, distribute, and collate program evaluations sheets

##### Sponsorships – [Mac & Everyone](#)

- Solicitation of sponsorships for various parts of the Conference. Sponsorships will range from \$500 to \$10,000

##### Promotion – [Jackie Feddersen Matt](#) – [YMCA](#)

- Working with a variety of organizations and individuals including but not limited to: other AFP Chapters in Iowa, AFP International Office, The Greater Des Moines Convention and Visitors Bureau, and central Iowa media outlets to help insure good attendance at the Conference

##### Social Activities – [Shelly Jordan](#) – [Broadlawns Foundation](#)

- Organize and plan all social activities surrounding the conference, including two primary events – Monday and Tuesday evening

##### Hotel Liaison - [Open](#)

- Work with the host hotel staff in all phases of the Conference from room registrations to signage to help insure a smooth operation of the Conference

##### Vendor Recruitment & Display Area – [Larry Stelter](#) – [The Stelter Co.](#)

- Coordinate all aspects of recruiting vendors who wish to display their services or products for Conference attendees

##### Transportation – [Open](#)

- Coordinate all aspects of ground transportation for the Conference attendees and outside speakers

##### Conference Registration – [Amy Yost](#) – [Community Volunteer](#)

- Work with AML and the Promotions Chair to coordinate Conference registrations
- Recruit a working Committee to facilitate the Conference Registration area in the hotel