# Signs and Decorations Chair Job Description

1. Prepare and submit a budget for items for inclusion in the Convention budget.
2. Coordinate with all other Committee Chairs as to what signs are required.
3. Recruit volunteers to assist in making any required signs.
4. Coordinate with the Program, Entertainment and Hospitality Committee Chairs as to what decorations and/or table arrangements will be needed.
5. Oversee all Convention decorations and centerpieces, as necessary.
6. Coordinate with Hotel Liaison any special restrictions the hotel may have on signs and decorations.
7. Prepare a wrap-up report with information on Signs & Decorations Committee work to be submitted to Region 6 after the Convention