# Entertainment Chair Job Description

1. Prepare and submit a budget for items for inclusion in the Convention budget
2. Plan and prepare promotional skit for presentation at previous convention Sunday am program.
3. Plan and prepare the entertainment portion of the program for the Friday night Grand Opening (Talent Show), the Saturday night dinner dance, and any other such events as decided by the Convention Committee.
4. Encourage the use of OA talent. Outside talent may be used, however, if necessary (e.g. accompanist).
5. Arrange for music (band or DJ) for the dance on Saturday night. Final contracts MUST be reviewed by the Convention Chair/Co-Chair.
6. All entertainment must be approved by the Convention Chair/Co-Chair.
7. Arrange to have an emcee to keep participants moving
8. Obtain permission before using any copyrighted materials, including music or lyrics adapted from another source.
9. Work closely with the Program Chair, the Registration Chair, and the Signs & Decorations Chair, as necessary.
10. Work closely with Hotel Liaison regarding A/V equipment, staging and set up needed for Friday, Saturday and Sunday events.