



YOUTH SUMMIT PLANNING COMMITTEES

www.bethechangeatl.com
infobethechangeatl@gmail.com

DESCRIPTION

1. Committee members are asked to participate in 1-2 planning meetings each month, either by attending in-person or dialing-into a conference line.
2. Each committee will consist of 2 co-chairs and is responsible for developing a work plan, following up on agreed upon tasks and providing updates related to their progress.

PARTICIPANT RECRUITMENT

- ❖ Leads youth (13-18) outreach and extends summit invitations to schools and/or organizations.
- ❖ Invites parents of summit attendees to participate in the adult tracks.

VOLUNTEER RECRUITMENT

- ❖ Recruits adult volunteers to help manage youth participation and other summit logistics.
- ❖ Creates the roles and responsibilities of summit volunteers.
- ❖ Trains and directs summit volunteers on their roles and responsibilities.

LOGISTICS

- ❖ Designs and executes set-up for all summit-related events and activities.
- ❖ Understands and guides layout of the building and spaces utilized for summit activities.
- ❖ Updates committees on changes and/or needed changes related to space for events.
- ❖ Designs and disseminates all interior and exterior signage.
- ❖ Provides committee members and volunteers with day-of logistics communications.

SPEAKERS

- ❖ Identifies keynote and workshop speakers.
- ❖ Manages speaker invitations, scheduling, confirmations, attendance, check-in, room assignments and ongoing communication with Logistics and Admin/Registration committee members.

ADMIN/REGISTRATION

- ❖ Maintains meeting minutes and provides a recap at the start of each meeting.
- ❖ Follows up with committee chairpersons as needed.
- ❖ Develops and manages a registration plan for summit participants.
- ❖ Communicates registration numbers and other updates to Recruitment and Logistics committees.
- ❖ Facilitates registration process and trains volunteers to assist with onsite registration.



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FUNDRAISING/DONATIONS

- ❖ Solicits funding and in-kind donations from local businesses.
- ❖ Develops, distributes and follows up on sponsorship letters.
- ❖ Coordinates receipt and/or delivery of donations.
- ❖ Sends formal thank you notes and/or tax exemption documentation.
- ❖ Obtains and submits sponsor logos to the Marketing committee for website upload.
- ❖ Identifies and applies for qualifying grants.

ENTERTAINMENT

- ❖ Identifies and prescreens potential summit performers/entertainers.
- ❖ Manages invitations and coordinates entertainment with the Logistics committee.
- ❖ Manages all communications and confirmations with performers/entertainers.

MEDIA:

- ❖ Outreach to local media outlets.
- ❖ Development of media advisories.
- ❖ Provides any onsite communication with media on day of event.
- ❖ Develops key messaging and/or any media training for youth.

MARKETING (SOCIAL MEDIA)

- ❖ Provides ongoing updates to the website and all social media platforms.
- ❖ Uploads summit updates to the web/social media, highlighting key speakers and entertainers
- ❖ Collaborates with committee members to identify key messaging for web/social media posts.