

ENTERTAINMENT:

Explore Entertainment prospects that are consistent with the Theme of the Conference.

Communicate with the Hotel Director on any special audio / visual, setup, or other needs required for the entertainment. This will allow Hotel Director to (a) confirm the request is permitted by the hotel and/or (b) ensure the requirements are communicated to the Hotel for setup.

The entertainment must be professional and meet the standards of the TSWB and/or our attendees.

The prospects shall fall in line with the TSWB Budget for Entertainment.

All receipts, contracts, or invoices should be submitted to the Treasurer 30 days prior to the conference if possible and if not as soon as possible prior to the conference. Exceptions needed must be communicated to the Treasurer prior to the conference in an effort to reduce the number of checks written at the conference.

Can establish a committee, as needed, to complete the task. It is important to locate "current" TN Chapter Members to make up this committee. This committee will communicate all information to the Entertainment Director.

The Entertainment Director will communicate with the Executive Director and other Board members for the entertainment approval before contracts are signed.

The Entertainment Director is expected to attend all Board meetings and conference calls, which are held monthly with the exception of the last 4 to 6 weeks prior to the Statewide conference which may be more frequent.

Also, the Entertainment Director must be willing to travel within the state of TN up to 3 times per year for Face to Face Board Meetings? (Travel cost is covered by the Board).

The Entertainment Director must also be able to attend the annual TN Statewide Payroll Conference annually.

The Entertainment Director must have access to a computer, laptop, smartphone or other electronic device that can be used for communication with the Board members during the daytime, evenings, and weekends as needed.

The Entertainment Director shall one (1) vote on the Board of Directors.