

AGO Convention Management Summary Chart

Task Area	Responsible Party - Artistic Advisory Committee
Coordinating rehearsal times	Artistic Advisory Committee (AAC)
Competitions	Artistic Advisory Committee (AAC) with Competition Committee
Venues selection and relationship management	Artistic Advisory Committee (AAC)
Local Marketing/Promotions	Artistic Advisory Committee (AAC)
New Music	Artistic Advisory Committee (AAC) with New Music Committee
Performance & Artist Programming	Artistic Advisory Committee (AAC)
Program notes	Artistic Advisory Committee (AAC)
Workshops - determine/select	Artistic Advisory Committee (AAC)
Worship	Artistic Advisory Committee (AAC)
Task Area	Responsible Party - AGO Staff
Advertising Sales for program book/mobile app/website	AGO Staff
Badge design & printing	AGO Staff/Outsource
Convention logistics	AGO Staff/Director of Conventions
Copyrights/Permissions	AGO Staff
Exhibitor/Sponsorship Sales & Management	AGO Staff/Director of Conventions
Financial management/budgeting/reporting	AGO Staff/Director of Conventions with AGO Accounting
Food & beverage	AGO Staff/Director of Conventions
Fundraising	AGO Staff/Chief Development Officer
Graphic design	AGO Staff/Outsource

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Hospitality	AGO Staff/Director of Conventions
Housing	AGO Staff/Director of Conventions
Marketing/Social Media/Promotions	AGO Staff
Mobile App Management	AGO Staff
Ordering meeting materials	AGO Staff/Director of Conventions
Overall convention design/Schedule	Director of Conventions with Artistic Advisory Committee (AAC)
Performer contracts	AGO Staff/Director of Conventions
Process for determining convention location	National Council with recommendation from Executive Director and Director of Conventions
Program book	AGO Staff/Outsource
Audio & Video Recording/Photography	AGO Staff/Director of Conventions
Registration	AGO Staff
Responsible for hotel search and contracts	Director of Conventions with ConferenceDirect
Transportation	AGO Staff/Director of Conventions
Vendor contracts - av, decorator, transportation	Director of Conventions/Executive Director
Venue contracts, including rehearsal times	Director of Conventions with Artistic Advisory Committee (AAC)
Volunteers	AGO Staff/Director of Conventions
Website	AGO Staff
Ultimate Decision-Making	Director of Conventions with Executive Director