

AHS CONFERENCE COMMITTEES

Artists Liaison

Greet artists on their arrival with relevant information about the event site, accommodations, rehearsals, and harps, and assist with any needs during their participation.

Ensemble Coordinator

Assists with promotion of participation in the Conference ensemble, and manage rehearsal and performance logistics, music availability, and other administrative tasks.

Facility and Equipment Liaison

The role of the Facility and Equipment Liaison is to coordinate with the staff at Conference venues in regard to audio visual needs, technical support, and the master schedule for all physical equipment and support personnel. Ensures timely placement of all equipment.

Harp Pen Committee

Solicit and confirm loaner harps for visiting performers, and develop a detailed schedule. Harp movers on the team ensure that harps and equipment are delivered to designated locations as scheduled, and returned to the Harp Pen after use.

Registration

Volunteer members of the registration team will be called on to distribute registration materials including tote bags, name tags, answer site-specific questions; triage registration, and single event ticket purchase inquiries; be familiar with online database platforms; and maintain the staffing of the registration/information table during the national event.

Exhibit Liaison

Volunteers to help direct people to exhibit hall and assist during load-in with hand trucks. Provides assistance to exhibitors (typically 30-35) Exhibitors appreciate anything you can do to make their lengthy time in the exhibit hall more pleasant, e.g., provide refreshments, go on lunch/coffee runs, and watch booths while exhibitors take breaks. Monitors attendees, checks badges for entrance eligibility, assists in clearing the exhibit hall at closing times, and provides support for the exhibitors as needed.

Artist Sales

4-5 volunteers comfortable working with an online system such as PayPal or Venmo, the ability to handle and reconcile cash transactions, and the availability to coordinate post-event inventory returns to artists. Man the artists table during the exhibit hall hours, maintain sales records, and coordinate post-event inventory returns to artist.

Marketing and Promotion (Publicity)

Coordinate promotional messaging with AHS Marketing & Communications Manager. Work with local contacts/media to promote concert ticket sales and general media promotion about conference coming to Sioux Falls. Send human interest type press releases to newspapers, TV stations, and radio stations requesting stories on the event or the harp in general

Sponsorships (or hosting)

Works closely with AHS Executive Director to identify local sponsor prospects, and solicit and secure commitments as appropriate.

Hospitality Committee

Provides services making attendees and presenters welcome at the Conference. Solicits materials and donations for attendee "goodie bags" and assembles the bags. Works with AHS staff to procure conference bags, lanyards, and other items. Prepare performer hostess bags with water bottles, tissues, granola bar, hard candies/mints, etc., and obtains and delivers flowers for performers. Coordinates any stage decoration needed. Committee members serve as concert ushers and workshop hosts. Manages message board and lost and found.

A **Sign** subcommittee defines and manages placement of directional signs for workshop rooms, concerts, exhibits & rest rooms, and determines display methods.

To get involved, contact AHSConf2022@gmail.com. Thank you!