**Sample Division of Duties – Co-Hosting an Event**

The chart below shows the primary responsibilities of each chapter for co-hosting the ‘Event.’

Chapter A:

* Hotel logistics- communicates with hotel on food, lodging and space
* Obtain speakers
* Conference accounting – tracks expenses/attendee revenues and pays bills
* Prepares and maintains registration site, sends out invitation and reminders
* Provide gift baskets
* Coordinates charity raffle – sells tickets on site
* Orders attendee gifts
* Issues CPEs

Chapter B:

* Application and compliance with requirements for required ethics
* Obtain speakers
* Prepares attendee handouts (includes agenda, speaker bios, sponsor logos)
* Prepares sponsorship package, solicit sponsors, works with sponsors on program page ad
* Does accounting for sponsors (obtaining payment, sending out follow ups)
* Provide gift baskets
* Provides food and beverages for hospitality room, sets up and cleans up hospitality room
* Responsible for collecting and loading speaker presentations to laptop, provides technical support during the conference.

At the initial planning meeting, the chapters should discuss the major duties, such as those listed above, and determine if there are any tasks that collectively it is unable or unwilling to take on.