

Organized Valley Chorus

Management Team

Director _____

Team Leader _____

Appointed (One Year Term):

Music Direction Committee

Associate Directors _____
Assistant Directors _____
Choreographer _____
Asst. Choreographer _____
New Member Liaison _____
Prospective Member Liaison _____
Music Review Coordinator _____
Section Leaders _____
Section Mentors _____
Administrative Asst. _____
Director's Personal Asst. _____

Performance Coordinator

Marketing and Research _____
Performance Production _____
Visual Coordination _____

Show/Cabaret

Emcees _____
Script Writer _____

Financial Coordinator

Treasurer _____
Dues _____
Budget _____
Stadium _____
Ways and Means _____
Grant Researcher _____

Events Coordinator

Music Schools _____
Christmas Party _____
Competition _____
Retreat _____
Installation _____
Elections _____
Social _____
Secret Pals _____
SAOY _____

Communication Coordinator

Sizzle Sheet _____
Sunshine _____
Historian _____
Web Page _____
Birthdays _____
16th Notes _____
Phone Tree _____
Corresponding Sec _____
Photographer _____

Public Relations/ Marketing Coordinator

Ads _____
Brochures/Fliers _____
Articles _____
Stationery _____
TV/Radio/Paid _____
Not For Profit _____
Press Release _____
Media Kit _____

Membership Coordinator

New Members _____
Prospective Members _____
Existing Members _____
Membership Drive _____
Attendance _____

Facilities Coordinator

Risers _____
Sound System _____
Locate Facility _____
Inventory _____
Mail Boxes _____

Quartet Resource Coordinator

Information _____
Quartet Auditions _____
Music Library _____

Learning Recordings Mgr.

Videography Coordinator _____
Recordings Repro. Coordinator _____
Learning Recordings Librarian _____

Coach/Hospitality Coordinator

Housing _____
Contracts _____
Written Communication _____
Transportation _____

Recording Evaluators

Review tapes _____

Music Librarian Manager

Music Distribution _____
Duplication _____
Guest folders _____

Visual Performance Coordinator

Costume Chair _____
Costume Committee Members _____
Choreography/Physical Performance _____
Makeup/Hair _____