

Committee Name: Mini Trade Show Committee

Committee Purpose:

1. The purpose of this committee is to assist in the preparation of the 4 Mini Trade Shows put on by the CAI-OC chapter office.

Duties:

1. Purchase and assemble the centerpieces for the Mini Trade Shows based on the theme assigned to the event.
2. Ensure the centerpieces are kept at a budget of \$10.00 per table.
3. Deliver and set up the centerpieces to the event.
4. On an annual basis choose the themes for the Mini Trade Shows for the following year; by June.
5. At each of the Mini Trade Shows the committee will responsible for the judging of the booth decorating contest. Deliver the results to the chapter office representative by the start of the program. The chapter ED will announce the winner from the podium.

Committee Calendar:

Meetings are held one month prior to the event to shop and design the centerpieces. Also, we hold a meeting to assemble them a few days before the event.
