

DADCA Keystone

FIBRE FEST ORGANISER RESPONSIBILITIES

1. Convene a small team to organise the annual event.
2. Organise:
 - a. a speaker and tutors
 - b. stall holders and exhibitors
 - c. the booking of halls for the weekend and the venue for the evening talk
 - d. publication of a brochure, local advertising and social media
 - e. revision of the Fibre Fest website including provision for booking master classes
 - f. helpers for the event
 - g. the tables and layout of the halls
 - h. catering
 - i. prizes for the raffle
3. Ensure all monies are given to the DADCA Treasurer who will make due payments for expenses and fees.