

DFW Mini-CAST
Standing Committee Responsibilities

Door Prizes Coordinator

- Work with Vendor/Exhibitor chair to secure door prizes.
- Work with DFW Science Supervisors, Inc. - President to determine the number of scholarships given away.
- Work with facilities to determine location to house prizes and method for drawing and announcing winners.

| DFW Mini-CAST Timeline | |
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| Month | Responsibilities |
| May | Accept coordinator position |
| August | Attend committee chairs meeting after MASS |
| September | Attend committee chairs meeting after MASS |
| October | Attend committee chairs meeting after MASS |
| November | Promote Mini-CAST at CAST? |
| December | Attend committee chairs meeting after MASS |
| January | Attend committee chairs meeting after MASS |
| February | Final walk-through after MASS; Oversee Mini-CAST |
| March | Attend committee chairs debrief meeting after MASS |