

DFW Mini-CAST
Standing Committee Responsibilities

Signs Coordinator

- Create directional poster signs for-
 - Registration
 - onsite and pre-registered
 - restrooms
 - vendors
 - floors if multiple floor

- Work with facilities and program chairs to determine needs

- Work with treasurer to fund signs

- Hang signs in facility the night before

DFW Mini-CAST Timeline	
Month	Responsibilities
May	Accept committee chairs 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