

WCOS Job Description: *Come-Sing Coordinator* (as of Jan 2019)

NOT a Committee Member

Publicise the Event:

Obtain information re date and musical content
Prepare application form for on-line and paper distribution
Liase: with Music Dept contact and Conductor - to approve wording
with Web Master to upload
with Publicity to contact choir groups, Press release..
with Librarian to order copies
canvass among choir members

Organise the Event:

Prepare lists of names and voices for registration
Gather volunteers for the day (registration, teas etc)
Liase with Treasurer for float money and paying-in book
Liase with key holder of venue
Prepare room ...provide voice direction cards, sashes etc
At end: Hand over money to Treasurer, Clear up!