



Muir Lake Community League

Job Description – New Year’s Coordinator

Position Title	MLCL Auxiliary Officer (non-voting position)
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No experience required.

Instructions for New Year’s Coordinator

- Meet with the events coordinator to arrange budget and licenses. Any event where alcohol is served requires a public liquor license issued by the AGLC;
- The events coordinator oversees any licenses, budgets or special requests to bring to the executive board for any events run through the hall; any entertainment exceeding \$1000.00 needs to be approved by the executive prior to booking the event.
- Tickets are sold online through JotForm. Details for the tickets are sent to the Website Editor to create the online link. We shall not sell more the 198 tickets; this number includes attendees, volunteers, DJs etc.; as per the hall’s maximum occupant load, non-liquor events is 250.
- Ticket prices should be set to cover all expenses with the exception of liquor.
- Concession can be open; basic items only. Confirm inventory in the concession; if required restock pop, chips etc. (Instructions for concession are in the Google Shared Drive)
- Once confirmed, send events detail to the events coordinator to start advertising the event across all media streams.

Perks for New Year’s Coordinator

- Free access for you and your immediate family for the New Year’s event.
- Connect you with others in the community, make new friends and contacts.