



**2009 – 2010 ISES  
Minneapolis St. Paul Chapter**

***Programs and Education Volunteer Opportunities***

**Members Only Socials**

Put your event skills to the test by volunteering to plan one of our monthly “Members Only Socials”. This is a fun way to get involved, make new connections in the industry, and help promote some of your favorite spots.

Responsibilities Include:

- Securing venue
- Working with venue to host space and appetizers
- Coordinating cash bar
- Getting venue logo and in-kind donation amount
- Providing information to area leads so an email blast can be sent with the details

Approximate Time Commitment:

- 1-3 hours of planning
- 3-4 hours the evening of the event

**Monthly Programs**

Would you like to help plan, provide suggestions, or be a part of making our monthly meetings happen? If so, we'd love your help in shaping our programs and pulling together the details. The monthly programs feature industry specific education, an opportunity to network with peers, and a chance to showcase our industry to others.

Responsibilities Include:

- Helping to make phone calls regarding, venue, décor, catering, entertainment, etc.
- Email follow-up reminders to program sponsors
- Compile and/or print education material to be handed out at programs
- Be on-site to help set-up and/or tear down for programs

Approximate Time Commitment:

- Flexible
- It can range from 1 hour – 10 hours depending on how involved you'd like to get

**Interested? Of course!**

Please contact Leah Wong or Elly Carlson for more information and to sign-up.

Leah Wong, [leahw@downtownminneapolis.com](mailto:leahw@downtownminneapolis.com)

Elly Carlson, [ecarlson@wildsidecaterers.com](mailto:ecarlson@wildsidecaterers.com)