

## **EVENTS DIRECTOR: SUZI CANO**

1. In charge of scheduling, coordinating, setup, takedown, sound, lighting, and recording of all non-athletic events.
2. Coordination of all facilities as needed for any event.
3. Coordinate the use of all facilities to avoid duplication.
4. Attend and guide Focus4 meetings and activities.
5. Oversee Knights of Hope Liaison (fundraising).
6. Communications - Coordinate with the Communication Director on FYI, publications for field trips, events, Chambers of Commerce, and marquees.
7. Technical and Media staff - facilitate clear communication between IT and staff.
8. Coordinate K-12 Kitchen Staff in collaboration with Operations Director.
9. Coordinate Room Parents and Volunteers.

## **Currently under the EVENTS DIRECTOR'S Umbrella:**

1. Krista Goebel, Assistant to Director
2. Lori McDaniel, Part-Time Fundraising/Philanthropy
3. Carrie Ward, Part Time NOK and Marketing
4. Yvonne Woods, Communications
5. Ginger Thorpe, Kitchen Manager
6. Ashley Tatum, Kitchen
7. Todd Bone, Contract IT
8. Focus 4 "The Idea" Committee
9. Room Parents - Frontline to Lead Room Parent
10. Volunteers