

VOLUNTEER OPPORTUNITIES

at AIA San Diego



What you get from AIA depends upon what you put in. **The best way to take full advantage of your membership with AIA San Diego is to participate on a committee.** See below for volunteer opportunities this year and contribute to making our chapter successful!

In collaboration with the Commission, the Committee and AIASD staff, the following committees are seeking volunteers...

[archi\[CHAT\] Committee](#)

GRAPHICS GURU:

- Design and distribute all marketing materials for events/activities
- Update the chapter website regularly
- Publish articles, ads and flyers for the Commission in the newsletter
- Create/design signs/PowerPoint presentations as needed for sponsorship fulfillment

LOCATION SCOUT: If architecture is your passion and you would like to meet the best designers in San Diego in some of their most notable projects then well, you've come to the right place.

- Applicants should be enthusiastic and outgoing
- Willing to work with AIA San Diego's Design Awards Committee to select inspiring projects from past year's submittals in addition to finding new cutting edge AIASD projects
- Contact the architect(s) and invite them to be a host
- Work with the rest of the committee to plan, market and execute the event

DAY-OF-EVENT (DOE's): Assisting the Chair and Location Scout with the following tasks:

- Venue set up and break down
- Transporting supplies to and from AIASD office to venue (cash box, tables, wine glasses, food/beverages, event signs, check-in lists, etc.)
- Checking attendees in and taking payments at the door
- Any additional tasks as needed

[Design Awards GALA](#)

DAY-OF-EVENT (DOE's): Assisting the Design Awards Committee and AIASD Staff with the following tasks on **Saturday, May 9th:**

- Venue set up and break down (specifically the display boards)
- Transporting items to and from AIASD office to venue (food, beverages, tables, cash box, etc.)
- Assisting with any deliveries, catering and/or A/V set up at the venue
- Checking attendees in at the door and taking payments
- Any additional tasks as needed

BARchitecture Committee

EVENT PLANNER: Coordinating, recruiting and carrying out the logistics for all 2009 BARchitecture events (including, but not limited to):

- Venue coordination before event
- Transporting supplies to and from AIASD office to venue (cash box, event signs, check-in lists, etc.)
- Greeting the “First Round Sponsor” at the venue and coordinating with them and the bartender to set up the tab
- Checking attendees in and taking payments at the door

DAY-OF-EVENT (DOE’s): Assisting Chair and Event Planner with the following tasks:

- Venue set up and break down
- Transporting supplies to and from AIASD office to venue (cash box, event signs, check-in lists, etc.)
- Greeting the “First Round Sponsor” at the venue and coordinating with them and the bartender to set up the tab
- Checking attendees in and taking payments at the door
- Any additional tasks as needed

INSTRUCTIONS

To be considered for any of these positions, please EMAIL the following information to kberry@aiasandiego.org:

1. Your name and contact info
2. What position(s) your interested in
3. A paragraph about why you’re interested and skills you have as it relates to the position