

Public Relations (PR) Committee

the PR committee is responsible for spreading awareness of the conference and helping to advertise it via social media and other media outlets. They will do so via creating the official flyer, booklets, name tags for volunteers, pins, and Snapchat filters for the day of the conference. Additionally, they will invite other organizations to attend the conference, and will help advertise our events to the ICCM, campus, and the greater mid-Missouri area. The PR committee leader will stay in constant communication with Zain and Maha (MSO board's PR officer and secretary), who will serve as secondary leaders in the PR committee to assist in advertising and ensure that there is constant communication with the MSO board.

Tasks:

- **Work with design center in creating and design flyer**
- **Create booklet with details of conference and speakers**
- **Print all fliers and booklets**
- **Make posters for day of conference**
- **Create pins**
- **Create Snapchat filters**
- **Make name tags for everyone (volunteers and speakers)**
- **Make registration form for conference attendees**

Food and Planning Committee

The food and planning committee is responsible for utilizing the food budget to plan catering orders for conference lunch and dinner. Additionally, the committee must also purchase refreshments and other snacks for the conference, as well as any corresponding supplies necessary (i.e. plates, napkins, utensils, lemonade jugs). The committee leader should remain in constant communication with Rafal and Faaris prior to and during the event, and will be responsible for organizing the entirety of lunch and dinner (from setup, to servers and clean-up crew), with the help of the rest of the committee.

Tasks:

- **Manage food budget**
- **Seek out food venues for both Saturday and Sunday and ensure that it is halal and is delivered on time**
- **Purchase supplies for the conference**
- **Coordinate setup, servers and clean-up crew**

Hospitality Committee

The hospitality committee aids in creating a friendly and welcoming environment for our guests, both speakers and conference attendees. Responsibilities include creating a gift basket for each speaker and ensuring that it is at the speaker's room prior to their arrival. Additionally, the committee should ensure that each speaker has an aid (ambassador) throughout their visit, that will accompany the speaker and attend to any accommodations they want/need throughout the conference. Hospitality will also be responsible for greeting our guests, welcoming them to the event, and answering any questions that they might have, whether it is regarding to help with directions and/or event timing. Furthermore, the hospitality committee will be responsible for finding babysitting volunteers and coordinating activities.

Tasks:

- **Create gift baskets (purchase supplies and deliver to rooms)**
- **Find contact person (ambassador) for each speaker**
- **Assist in welcoming guests and speakers**
- **Coordinate and plan babysitting**

Tech Committee

The Tech Committee will record and/or livestream the conference on MSO Mizzou's YouTube channel. They will be responsible for organizing streaming materials (i.e. cameras, audio setups, OBS) and rehearsing their streaming strategy in advance. The committee leader will need to take initiative and guide the committee, and make sure everyone is comfortable with their roles before the day of the conference. Additionally, the leader will need to communicate progress and any potential setbacks or issues with Rafal or Faaris (event coordinators).

Tasks:

- **Gather all supplies necessary for streaming (camera, laptop capable of handling streaming, micro-USB cable to link laptop and camera, etc)**
- **Use OBS (or equivalent streaming platform) and become familiarized with how it works**
- **create appropriate transition slides for the stream (i.e. for countdown before conference, for prayer break, for lunch/dinner intervals, for breaks, for technical difficulties, etc)**
- **Rehearse streaming strategy beforehand to minimize potential difficulties on conference day**

General Volunteers:

Anyone is open to be a general volunteer, and you don't have to be a member of MSO or a student at Mizzou to become one. General volunteers will be responsible for a variety of tasks on the day of the conference including (but not limited to)

TASKS

- **setting up and serving food during mealtime (lunch + dinner)**
- **babysitting**
- **assisting in giving audience notecards and relaying questions to speakers during Q&A sessions**
- **serving as hospitality for conference attendees, and making sure their needs are taken care of**