



### **Fee Policy for Volunteering with PRSA Maryland Programming**

PRSA MD will extend a 50% registration discount to volunteers who plan and/or work a PRSA MD program/event. The offer may only be applied towards the specific event with which the volunteer assists and may not be used towards the chapter's annual conference or Best in Maryland gala.

PRSA MD members who volunteer as stated above will qualify for a 50% discount off the *member registration price*. Non-members who volunteer as stated above will qualify for a 50% discount off the *guest registration price*. To receive discount, enter Coupon Code "Volunteer." Discount will be added at checkout.

Volunteering for an event/program may include:

- Planning
  - Work with the PRSA MD Programming Committee to plan an event/program (either an original idea that is approved by the committee or one from the committee's list of topics/speakers)
  - Communicate with speakers
  - Help secure a location (if needed) and coordinate any needs
  - Assist with planning event/program logistics
  - Work with Programming Committee and speakers to draft description of event/program
  - Work with Programming Committee to create a unique hashtag for the event/program
  
- Pre-event (day of)
  - Picking up light food and beverage and bringing them to the event/program location (not always needed)
  - Arriving, usually, 30-45 minutes before the registration/start time
  - Responsible for making sure the program host and/or speakers are comfortable and helping them, as needed
  - Setting up any PRSA MD table, signage, and food and beverage (if applicable)
  - Attending to the "sign in" table to greet and check-in attendees, help with on-site registration, and answer any questions attendees have upon arrival
  - Assisting with foot and/or vehicle traffic, as needed
  
- Post-event (day of)
  - Responsible for assisting the program host and/or speakers after the event (normally thanking them and making sure the space is left as we found it)

- Ensuring all the PRSA MD table and signage is collected (normally all of this is done no later than 15 minutes after the event ends)
- Being the last to leave the event/program (typically this is no later than 15 minutes after the event/program ends)
- Communications
  - Creating and drafting pre-event/program promotional, digital needs, including chapter's newsletter and/or social media
  - Attending the event/program and recording video and/or taking photographs to distribute to social media chair
  - Creating and drafting post-event/program digital needs, including chapter's blog and/or social media