

# TEDx ULM

x = independently organized TED event

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## Roles Available

1. **Event Manager (1):**
  - a. Form the general layout of the event.
  - b. Coordinate with other members to manage logistics and design for the event.
  - c. Communicate with third parties including sponsors, event center, media production and college administration to insure a smooth curation.
2. **Financial Analyst (1):**
  - a. Maintain records of the incoming and outgoing funds
  - b. Coordinate with event manager and organizer to manage spending for the event
  - c. Help the Fundraisers to raise sponsorship.
3. **Fundraisers (2):**
  - a. Raise in-kind and cash sponsorship for the event
  - b. Maintain constant communication with the sponsors to meet their sponsorship goals.
4. **Marketing (2):**
  - a. Social Media: Keep the social media platforms updated and promote the event using social media.
  - b. Campus: Use various techniques to promote the event on campus.
5. **Graphic Designers (2):**
  - a. Design posters, banners, tickets, and other graphics for the event.
  - b. Coordinate with the Marketing team to design graphics for marketing and promotion.
6. **Creativity Lead (3):**
  - a. Come up with photo booths and other decorative materials that reflect the theme of the event.
  - b. Coordinate with Bayou Pointe to manage the decoration of Reception and main hall
  - c. Develop ways to make the crowd interactive at the main event.
7. **Web Developer (1):**
  - a. Keep the event website up to-date.
  - b. Coordinate with graphic designers to create graphics for the website.
8. **Public Speaking Lead (2):**
  - a. Help the speakers fine tune and summarize their ideas into 12-15 minute speech
  - b. Coordinate with speakers to make appealing presentations
  - c. Organize Speaker training so that the speaker is confident and has a command of what he/she has to say
  - d. Maintain constant communication with speakers