



INTERNATIONAL CONVENTION
27-31 MAY 2023
MELBOURNE, AUSTRALIA

Host Organising Committee (HOC)

Position Description *Committee Chair Entertainment - House of Friendship*

OVERVIEW OF THE HOUSE OF FRIENDSHIP

The House of Friendship (HoF) is the name of the RI Exhibition Hall at the convention. It should reflect the historical background and culture of the host country or emphasize characteristics of the host city that set it apart from other cities. Originality, beauty, and function have been the hallmarks of the HoF at previous conventions. It also provides clubs and districts with an opportunity to share their success stories in service through the varied exhibits.

RI and the HOC will jointly develop and execute plans for the HOF, including designing an attractive floor plan including decorations to the HoF (attractive entrance units, lounges, and welcome banners), developing an entertainment program for the HoF stage, arranging for HoF food and beverage concessions, and planning host sales and souvenir booths.

OVERVIEW OF RI'S ROLE

RI is responsible for the following operational and logistical aspects of the HoF:

- initiate the design of the House of Friendship and establish the initial space allocation, booth layout and other features of the HoF
- **coordinate a plan and schedule for the entertainment in the HoF and provide the necessary stage and basic equipment for performer(s).**
- develop the menus offered in the HoF and negotiate the contract for the food service
- decorate the serving area and provide seating and tables for the volume of people anticipated
- consult with the HOC to plan an opening ceremony in the HoF to promote attendance at the HoF opening.
- Provide a team of people on the ground to manage and co-ordinate the HoF during the convention

OVERVIEW OF ROLE OF THE HOC DIRECTOR – HOUSE OF FRIENDSHIP

The HOC Director House of Friendship will oversee and lead the following aspects of the HoF:

1. HOC Merchandising
2. **HoF Entertainment**
3. Selling Melbourne & Australia as a destination to delegates
4. Exhibit Booths
5. Fellowship Space
6. Rotary Expo
7. HoF Volunteers

ENTERTAINMENT IN THE HOF

A well run and appropriate entertainment program for the House of Friendship offers the HOC a great opportunity to showcase the culture and characteristics of Melbourne and Rotary down under while entertaining, inspiring and enticing delegates to visit and remain in the House of Friendship during the Convention. Appropriate acts from past conventions have included Rotary Fellowships, children's choirs, acoustic bands, magic acts and others.

KEY RESPONSIBILITIES OF CHAIR ENTERTAINMENT

- Source and recommend to the HOC Director House of Friendship an appropriate mix of entertainment from the local area that will add to the atmosphere of the HoF.
- Ensure the Entertainment does not interfere with the convention general sessions, or any other convention features that RI and/or the ICC deems important.
- Ensure the performances are planned as per the entertainment schedule provided by RI noting that any specialty equipment is the responsibility of the performers.
- Act as liaison between the HOC and performers.
- Ensure any costs to be incurred are approved and included in the HOC budget.
- Liaise with RI on the stage and basic equipment to be provided (by RI), to ensure it meets the needs of the performers.
- Manage the HoF entertainment program including but not limited to the management of performers, setting up of relevant equipment for each performance, liaising with performers and ensuring the smooth running of each session.

REPORTING ARRANGEMENTS

The HoF subcommittee Entertainment will report to the HOC Director House of Friendship.

KEY POSITION REQUIREMENTS

- Good understanding of and experience in the entertainment industry including the running of relevant events
- Good knowledge and understanding of Rotary and Rotarians
- Good knowledge and understanding of Melbourne and surrounds, its culture and uniqueness as a destination
- Good communication and people skills
- Ability to work in a team environment