

VIP Hospitality Center Coordinator

Overview:

The VIP Hospitality Center is a place where the VIP's can be escorted from registration to the Center for rest and handing out of VIP passes. The Center has an air-conditioned open area with a lounge, kitchen, restroom, and a committee room (available for meetings). There are refreshments available for guests with indoor and outdoor seating.

Job Description:

- VIP Hospitality Center Coordinator develops a budget and plans, organizes, coordinates, and oversees the staff and daily operations of the Hospitality Center to welcome, host and tour VIP Camporee guests, staff and community leaders along with the NAD and International Pathfinder Conference, Union, Divisions and GC Directors.
- Will communicate and work closely with Camporee Director, Communications Director, Evening VIP Seating Coordinator, and Registration Coordinator.

Suggested Personnel (Staff wearing Photo ID and Passes)

- 4 individuals inside
 - Greeting / Registering / Handing out ID and Passes
 - Keeping refreshments stocked on tables.
- 4 individuals outside
 - Golf cart chauffeurs
- Additional individuals as needed:
 - Full-time, all-day hosting of certain guests (such as GC President, etc.)

Before Camporee – Needs Updated for CamPlex Facility

- Be aware that CamPlex sometimes uses the Hospitality Center as a storage area, so survey the area to determine what needs to be cleaned out ahead of time.
- The 2 refrigerators and 1 stove will need to be checked that they are clean and working.
- All carpeted areas will possibly need to be cleaned and will need to contract someone to get them cleaned.
- Heating and A/C units need to be checked that they are working properly. Get contact information of the person to call if there is a problem.
- Lounge area will need to hold 2-3 couches, 4-6 chairs & a coffee table for visiting guests to rest.
- Restroom facilities. There is only one rest room available. It gets heavy usage by Hospitality & Communications. It has to be cleaned and stocked with supplies daily. It also needs an OCCUPIED sign.
- Secure from Camplex: 2 sets of keys, cleaning supplies, tissues, paper towels, vacuum, broom, dustpan, doormats for immediate needs. It is advised to keep a back up supply just in case you run out.
- Purchase and prepare refreshments/drinks/ ice with daily restocking (limited refrigeration)
- Schedule renting of inside and outside furniture from local furniture rental Service, (nightly take outside furniture inside). Sometimes backup furniture will be needed to seat everyone. People love the outdoor furniture so you will need to have signs made up so that it is kept for the VIP's.
- Reserve 8 camporee golf carts with roofs/locks/ID signs. Need 2 with six seats, and 6 with two seats. Will need towels to clean off dust, dew, and rain.
- Secure signs-Direct to location, Hours of operation, Tour schedules, Parking for hospitality staff, Parking for VIP's

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- Have available daily Camp Newspapers/ daily updates/ maps, etc.
- Reserve 2 Porta-Potties placed nearby
- Large lock box for Guest items left
- Schedule Committee Room: GC Pathfinder usage for meeting with division leaders and other camporee meetings.

New 2019:

- 3 iPads for registration/ Survey (2 might be used at Registration Center/ 1 at Hospitality Center as backup to let Communications Director & Executive Director know when special VIP guest arrives)
- Need more Parking Pass VIP seating - Ran out in 2014.
- Need to increase purchase of camporee supplies (ID Badges, Lanyards, Parking Passes, Program Seating Pass VIP, VIP Camporee pins (Additional due to NAD, Conference Youth/Pathfinder Directors, and world Union Youth Directors are invited)

Administrative Procedure

- VIP Hospitality Coordinator is accountable to Ron Whitehead.
- The reimbursements and budget will work through Akram Kahn using receipts.

2019 VIP Coordinators

2019 VIP Hospitality Coordinator & Assistant were:

Don and Barbara Livesay livesaydon@gmail.com
VIP@camporee.org

Assistant

2019 Evening VIP Seating Coordinator & Assistant were:

Ken Rogers

Alicia Zinner azinner@southernunion.com