



FLIGHT COMMITTEE OVERVIEW

Co-Chairs. Oversight of Flight operations, working/coordinating with all Leads, ensuring we meet deadlines/milestones, rolling up sleeves and diving in wherever they may be needed. Always have shoulders available to lean on, ears to listen, eyes to appreciate and hearts to love every Flight committee member, and their passion and dedication to the project.

Artist Liaison. This lead is, by far, the most demanding as well as rewarding position on the committee. It starts with creating/revising the Call to Artists document to include deadlines, disseminating the Call to every gallery, art studio, schools, and general art community; follow-up to ensure artists apply within the Call deadlines. The Liaison then compiles all the applications to present to the jury that selects the butterflies and dragonflies for Flight. This lead also organizes the Artist Workshop where artists pick up their blank butterflies/dragonflies and follow them through their process until delivery of finished creations to Rotary. The Liaison also provides post-Gala sales figures and other statistical data to the Flight Committee. There is continuous communication with the artists throughout the Flight season regarding the various milestones leading up to the Gala and afterward to ensure payments to artists are made and any other wrap-up work.

Budget Lead. Creates and maintains the budget for Flight and all that entails.

Event Planning Lead. Finds potential venues for the Gala, negotiates the pricing, and presents to the Flight Committee for decision. Continues work with the venue for all the parts/pieces such as AV equipment, menu, deposits and contract. Plans the event theme, layout, flow, decorations and executes the plans leading up to and the day of the Gala.

Fabrication/Logistics Lead. Arranges manufacture of butterfly and dragonfly parts/pieces with Flight vendors. Organizes transport to locations during Flight season including Artist Workshop, Status Symbol, Reveal, Gala, and storage points in between events. Provides budget and fabrication expenses to the Rotary Executive Director for payment, Budget Lead, and Co-chairs.

Marketing Lead. Coordinates with Artist Liaison, website, sponsorship, and other committee leads to gather information as needed for outreach to the community and other Rotary clubs.

Online Auction Platform Lead. Works with Give Smart (online auction company) for the annual contract, support, technical requirements and other needs. Coordinates with Silent Auction Lead and Artist Liaison to receive data and uploads to the online auction site. Manages the Rotary/Give Smart website to include user profiles, customer profiles, products to sell, and general campaign oversight.

Printed Collateral Lead. Works with the photographer, designer, and print shop to get brochures, raffle tickets, posters, and any other needed material printed by specific deadlines.

Raffle Lead. Coordinates with Printed Collateral Lead in ticket update/design. Ensures all laws/regulations concerning raffle tickets sales are complied with. Distributes the tickets, collects the funds, and reports to the Colorado Secretary of State as required by law.

Reveal Lead. The Reveal Lead organizes this event at the Pioneers Museum. The Reveal is the first public appearance of all the butterflies and dragonflies that will be auctioned at the annual Flight Gala.

Silent Auction Lead. Seeks out potential silent auction donors for a variety of items to offer to attendees. Maintains inventory of items, uploads to the online auction platform. Arranges for delivery of items to buyers after the Gala and provides sales data to the Flight Committee after the event.

Sponsorship Lead. Seeks organizations and individuals wishing to purchase sponsorships to Flight as well as financially contribute to the event. Creates sponsorship levels and benefits as well as assist in sponsorship brochure design. Coordinates with the printing and social media posts. Obtains sponsor logos for use in all promotional materials including the Gala brochure. Confirms sponsor seating for the Gala.

Website Lead. Updates website with current material, coordinating with other committee leads for information and data as necessary. It is not required for this lead to be a Rotary member but can be outside, paid consultant.