NPC Agenda

December 4th 2013

# Overview of the NPC

## Tasks

## Membership

## Timeline

# Leadership (copied from SVN)

**Advertising Manager**

* Before Nanocon
  + Confirm advertising from area businesses.
  + Distribute con booklets to businesses who advertised for their archives.

**Cabinet Quartermaster**

* At Nanocon
  + Keep the cabinets clean and organized.
  + Make sure any game taken from the cabinet is returned and not damaged.
* After Nanocon
  + Make sure all games are returned, complete, and organized (both in their respective boxes and in the cabinets).

**CCG Tournament Coordinator**

* Before Nanocon
  + Contact outside organizations to host CCG events.
  + Inquire about and acquire any special equipment they may need.
  + Inquire about and schedule events they wish to run.
  + Work with Czar of Propaganda and Nanocon Manager to create event tickets.
  + Get the organization into the DSU payment system if they are not already.
* At Nanocon
  + Give all event organizers their respective event organizer packet.
  + Make sure all event organizers are aware of the event procedure.
  + Make sure all event organizers are at their designated feature table at their designated time.
  + Field any schedule changes, and alert the On Site Schedule Manager of any changes (including new events).
* After Nanocon
  + Send Thank You letters to all outside organizations that hosted CCG events.

**Concessions Manager**

* Before Nanocon
  + Find outside organizations to run the concessions counter.
  + Schedule outside organization for counter shifts.
  + Schedule Gaming Club members for concessions shifts.
* At Nanocon
  + Make sure the counter is manned at all times while open.
  + Make sure at least one Gaming Club member is present behind at the counter at all times.
  + Cash out the jar (money) at regular intervals in accordance to the Concessions SOP.
  + Make sure the Concessions SOP is followed throughout Nanocon.
* After Nanocon
  + Update the Concessions SOP as necessary.

**Czar of Propaganda**

* Before Nanocon
  + Create all propaganda to be used for that year’s Nanocon.
    - Small poster
    - Large poster
    - Con Booklet
    - Con Badges
    - Con Signs
    - T-shirt design
    - Menu
    - Schedule Template
    - Event tickets
  + Work with the Website Manager for new website artwork.
  + Work with event coordinators and Nanocon Manager to create event tickets.

**Front Table Manager**

* Before Nanocon
  + Schedule Gaming Club members to work the front table.
  + Organize materials to be handed out to attendees.
* At Nanocon
  + Make sure Gaming Club members are at the front table at their designated times.

**Event Services Manager**

* Before Nanocon
  + Schedule Gaming Club members to run events.
  + Find outside people/organizations to run events at Nanocon.
  + Schedule events.
* At Nanocon
  + Give all event organizers their respective event organizer packet.
  + Make sure all event organizers are aware of the event procedure.
  + Make sure all event organizers are at their designated feature table at their designated time.
  + Field any schedule changes, and alert the On Site Schedule Manager of any changes (including new events).
* After Nanocon
  + Send Thank You letters to all people/organizations who ran events.

**On Site Schedule Manager**

* At Nanocon
  + Post the day’s schedule of events for various areas of Nanocon.
  + Work with the Speaker and Workshop Coordinator, CCG Tournament Coordinator, RPGA Area Coordinator, SIS Liaison, Guest Event Services Manager, Gaming Club Event Services Manager, and Video Game Area Manager to post any schedule changes in their respective areas.

**RPGA Area Coordinator**

* Before Nanocon
  + Print all necessary modules that can/will be run.
  + Schedule RPGA/RPGA area events.
  + Schedule GMs for events.
  + Work with Czar of Propaganda and Nanocon Manager to create event tickets.
  + Field any schedule changes, and alert the On Site Schedule Manager of any changes (including new events).
* At Nanocon
  + Make sure all GMs are aware of the event procedure.
  + Organize the RPGA area tables as needed.
  + Make sure GMs are present to run all events.
  + Maintain organization and cleanliness in the RPGA area.

**SIS Liaison**

* Before Nanocon
  + Contact Six Stones to confirm their attendance and get a contract quote.
  + Inquire about and schedule events they wish to run.
* At Nanocon
  + Field any schedule changes, and alert the On Site Schedule Manager of any changes (including new events).
  + Manage player disputes.
  + Inform Six Stones personnel that they may run a tab at the concessions counter.
  + Get the final contract from Six Stones, and deliver to Paperwork Manager.
* After Nanocon
  + Send Thank You letter to Six Stones for their participation.

**Speaker and Workshop Coordinator(s) (IDiG)**

* Before Nanocon
  + Acquire and confirm guest appearances.
  + Coordinate travel and lodging.
  + Set the presentation and workshop schedule.
  + Get presentation and workshop descriptions for the online and booklet schedule.
  + Inquire about and acquire any special equipment the presenters may need.
  + Schedule door workers to take tickets for presentations/workshops.
* At Nanocon
  + Schedule any transportation to and from Nanocon as necessary.
  + Inform presenters that they may run a tab at the concessions counter, if they so choose.
  + Inform the presenters in a timely manner when they are scheduled to present (i.e. fifteen minutes before their scheduled presentation/workshop).
  + Hand out contracts to all applicable presenters to sign and return (can be mailed in after Nanocon).
  + Make sure the door is manned at all time with someone taking tickets for the presentation/workshop.
  + Field any schedule changes, and alert the On Site Schedule Manager of any changes (including new events).
* After Nanocon
  + Send Thank You messages to all presenters.

**Vender Liaison**

* Before Nanocon
  + Confirm what vendors will be attending.
  + Send attending vendors confirmation letter detailing Nanocon rules concerning vendors, and offering advertisement in the Con Booklet.
* At Nanocon
  + Gather people to help unload and set up as needed.
  + Inform vendors of their respective booths.
  + Inform vendors that they may run a tab at the concessions counter.
* After Nanocon
  + Send Thank You letters to all attending vendors.

**Video Game Area Manager**

* Before Nanocon
  + Schedule events.
  + Acquire necessary equipment.
* At Nanocon
  + Give all event organizers their respective event organizer packet.
  + Make sure all event organizers are aware of the event procedure.
  + Make sure all event organizers are at their designated feature table at their designated time.
  + Field any schedule changes, and alert the On Site Schedule Manager of any changes (including new events).
* After Nanocon
  + Make sure all equipment is returned.

**Website Manager**

* Before Nanocon
  + Update the website as necessary.
    - Schedule
    - File Downloads
    - Merchandising page
    - Hotel availability
    - Description
    - Map and directions
  + Work with the Czar of Propaganda for new website artwork.
* After Nanocon
  + Update the website as necessary.
    - Mass Thank You

In addition adding  
**Social Media Manager**

**Convention Floor Manager**

**NPC Coordinator**

# Meeting Schedule

# First Goals

## Propaganda

## Social Media

## Website