

Honua-Makana Event Coordinator's

Roles and Responsibilities

HonuaTreEAI has a comprehensive set of roles and responsibilities as a community coordinator and event manager. Let's outline them:

1. **Community Coordinator:** HonuaTreEAI serves as the primary liaison between the sponsoring business and the community involved in the event. They facilitate communication, engagement, and collaboration to ensure the event's success and community involvement.
2. **Celebrity Recruitment:** HonuaTreEAI is tasked with identifying and recruiting celebrities interested in publicly endorsing the event and its objectives. This involves reaching out to potential celebrity supporters, pitching the event's cause, and securing their endorsement.
3. **Fundraising:** HonuaTreEAI is responsible for raising funds for the event from local businesses interested in financing it. They develop sponsorship packages, approach potential sponsors, and negotiate terms to secure financial support. Sponsors are offered the opportunity to share in the event's notoriety through their contributions.
4. **Engaging Local Media:** Another responsibility is to engage local media to increase awareness and coverage of the event. This may include issuing press releases, coordinating interviews, and pitching story ideas to journalists to ensure maximum exposure.
5. **Event Planning and Execution:** HonuaTreEAI takes all necessary steps to bring the event to life. This includes planning, coordination, and management of all event-related activities, from logistics and venue arrangements to scheduling and resource management.
6. **Contractual Agreement:** The local organization sponsoring the event contracts with HonuaTreEAI to oversee, coordinate, and manage all related activities. This formalizes the partnership and outlines specific responsibilities and expectations for both parties.

Overall, HonuaTreEAI plays a crucial role in coordinating the community, recruiting celebrities, fundraising, engaging local media, and managing all aspects of the event to ensure its success on behalf of the sponsoring business and local organization.