

UFO Coordinator

UFO is an 'Unfinished Object' that you will bring to work on. Any guild member (guests \$5) are invited to join us at the Antioch Township Building on the 4th Saturday of the month, from 9am to 5pm (check event calendar for any date or venue changes).

Duties:

1. Reserve monthly UFO meeting dates with Antioch Township office coordinator when they have their calendar ready. They are usually ready to accept dates around July of the year prior.
2. Confirm if any conflicts exist that year (i.e. Early voting or other events) and coordinate with the President on other available venues that can be booked.
3. Submit the final meeting dates schedule to webmaster to be added to the website events listing, Send to: Webmaster@nlcqq.org
4. Responsible for building access and final lock up:
*On the day PRIOR to the event, pick up the key from the township coordinator between the hours of 9-4pm. Arrive 8:45am the day of event to open doors to allow for set up. Lock up no later than 5pm and return key under the office door.
5. Supply storage is located in a small cubby hole in the kitchen. If any purchases are required, (coffee, tea, etc) turn the receipt into the Treasurer for reimbursement.
6. Make coffee if requested; clean up counter end of day (nothing can be left behind)
7. Ensure all tables are taken down and placed on trolley in locked closet when finished
8. At end of the day, the garbage must be taken out the back door and placed in the official dumpster. Ensure back door is fully closed when finished (it locks automatically)
9. Answer any questions directed to your email from the guild UFO address.