



BB Director of Logistics

Last revised: April, 2023

BUSINESS BANQUET:

The Commerce Business Banquet (BB) is a longstanding tradition of the I.H. Asper School of Business. What started as a small event to foster the relationship between business professionals in Winnipeg and students of the Asper School is now in its 57th consecutive year and the premier event that the Commerce Students' Association hosts. The Business Banquet is an event that is unique to the school, and the biggest student-led, corporate networking event of its kind in Canada.

POSITION OVERVIEW

The Directors of Logistics are responsible for the behind-the-scenes action that makes Business Banquet possible. They will work with one another, their fellow committee members, and other stakeholders to ensure that the event runs smoothly. This includes preventative measures leading up to the event to avoid any disruptions as well as being attentive and 'on the scene' to help mitigate any issues that may arise!

POSITION RESPONSIBILITIES

- Coordinate day-of logistics including lighting, AV, centerpieces, floorplans, food, and more
- Recruit and organize volunteers and sub-committee to assist with day-of tasks, particularly registration
- Work with the co-chairs, venue events coordinator, and other parties to ensure that the venue is up to standard and that all event details are accounted for
- Attend all committee meetings and support all committee members
- Be present at BB on November 2nd to help with duties throughout the day to ensure the banquet runs smoothly
- Perform additional duties as they arise



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LINES OF COMMUNICATION

- Committee members
- Co-chairs and VP Professional Development
- Event volunteers

SKILLS DEVELOPED

- Creativity skills
- Interpersonal and communication skills
- Time management and organization skills
- Event planning skills

POSITION DETAILS

Number of positions available: 2

Reports to: BB Co-Chairs

COMMITMENT LEVEL

Summer 2023	Fall 2023	Winter 2024
Medium/High	High	N/A

High = 10-15 hours a week

Medium = 5-10 hours a week

Low = Less than 5 hours