**District 6 Event Chair**

Plans Gratitude Luncheons and Workshops as well as any other special events that the district decides to present.

**Duties**:

* Attend district meetings.
* Submit a written report electronically of activities to DISL prior to district meetings.
* Plan theme and agenda for events as well as organizing food and decorations.
* Secure venue for event as well as audio and video.
* Organize committees to help in production of event.
* Design flier and organize promotion of event.

**Service Responsibilities**:

* Maintain records of expenses and submit to district treasurer for reimbursement.

**Tools Recommended:**

* Service Sponsor
* Some computer skills

**Tips:**

* Coordinate with DR on events to plan.

**Who is Eligible:**

* Anyone willing to serve.