

CITY OF LIBERTY

COUNTY OF PICKENS

STATE OF SOUTH CAROLINA

RESOLUTION NO. 2024-03

**RESOLUTION FOR ESTABLISHING AN EVENT COMMITTEE**

**Whereas**, the City of Liberty recognizes the importance of organizing and executing successful events to foster community engagement, collaboration and achieve organizational goals.

**Whereas**, an events committee would streamline the planning, coordination, and execution of various events hosted or sponsored by the organization.

**Whereas**, there is a need for a dedicated group of individuals to oversee the logistics, marketing, budgeting, and overall management of events to ensure their success and alignment with organizational objectives;

**Whereas**, the establishment of an events committee will enhance communication, creativity, and efficiency in event planning processes;

Therefore, be it resolved that:

1. An Events Committee shall be established within the organization to oversee the planning, coordination, and execution of events.
2. The City of Liberty task Tabitha Skipper and a five member committee to form a non- profit organization for city events.
3. The responsibilities of the Events Committee shall include but not be limited to:
  - Identifying event objectives and target audiences.
  - Developing event concepts, themes, and agendas.
  - Securing venues, vendors, and necessary resources.
  - Creating and managing event budgets.
  - Coordinating marketing and promotional efforts.
  - Ensuring compliance with relevant policies, regulations, and guidelines.
  - Evaluating event success and gathering feed back for continuous improvement.
4. The Events Committee shall operate under the guidance of a designated chairperson or co-chairs, responsible for facilitating meetings, delegating tasks, and ensuring the committee's effectiveness.



5. The Events Committee shall meet regularly to plan upcoming events, assess progress, address challenges, and report to the organization's leadership as needed.

6. The Events Committee shall collaborate closely with other relevant committees, departments, or stakeholders to ensure seamless integration of events into the organization's overall strategy and operations.

7. The establishment of the Events Committee shall be effective immediately upon approval of this resolution.

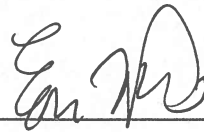
Resolved further, that the organization shall provide necessary resources, support, and authority to the Events Committee to fulfill its mandate effectively.

Resolved further, that the organization's leadership shall appoint initial members of the Events Committee and designate a chairperson or co-chairs to lead its activities.

Resolved further, that this resolution shall be communicated to all relevant stakeholders and incorporated into the organization's policies and procedures.

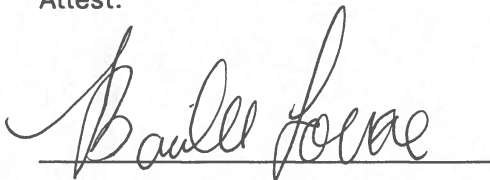
ADOPTED, this 11<sup>th</sup> day of March 2024.

CITY OF LIBERTY, SOUTH CAROLINA



ERICA ROMO WOODS, MAYOR

Attest:



CLERK OF COUNCIL, BAILEE LOCKE

