



2023 Logistics Chair Description

The Logistics Chair Role

The Logistics Chair will work with the volunteer committee members and the Marketing and Events Manager to plan and manage event logistics and lead day-of-event activities and volunteer management. The primary role of the Logistics Chair is to ensure that the event runs smoothly, and is safe, well-organized, and engaging.

LOOK! Background

LOOK! is an inspiring photography exhibit highlighting the unique abilities of children and young adults in South Carolina who are living with a disability. Professional photographers volunteer their time and talents during photo sessions capturing the participants in candid moments doing things they like to do best.

We present the annual exhibit at an opening ceremony at a Columbia venue (TBD for 2023). Ideally, the exhibit will remain on display at one or more venues throughout the year. The intent of LOOK! is to help people pause, reflect, and see disability in a thoughtful way. It is a beautiful event that speaks to our goal of creating inclusion, equity, and community.

Buddy Walk Background

Each year, Family Connection honors Down Syndrome Awareness Month in October, and we host our Buddy Walk event as part of this annual celebration. This walk and festival-like event attracts nearly 1,000 family members, friends, sponsors, and supporters who raise awareness and funds during the Buddy Walk campaign.

Logistics Chairperson Responsibilities:

- In collaboration with event committee and Marketing and Events Manager, create a logistics plan and timeline for pre-event, day-of, and post-event activities.
- Assist with attending LOOK! photo sessions, interviewing parents, writing or proofreading story pages.
- Assist with securing one or more venues for the LOOK! 2023 exhibit to be on public display.
- Become familiar with Family Connection mission and event speaking points and be comfortable presenting this information to help promote interest, participation, and support of the event.
- Ask your company or organization to support our events by committing to one or more of these activities:
 - Become a sponsor of LOOK!
 - Purchase ad space in the LOOK! Book
 - Become a sponsor of Buddy Walk or form a company team and commit to a fundraising goal
 - Become an event vendor
 - Make a donation to LOOK! or Buddy Walk
- Help secure gift cards and donations or discounted rates for logistics-related event material or services.
- Serve on a panel to help in the LOOK! photo selection process.
- Serve as a Tailgating Judge at Buddy Walk.
- Assist with managing activities and volunteers on event days.
- Attend committee meetings (monthly—may be virtual or in person).