

ArmadilloCon Committee: Overview & Job Descriptions

Preface

This document is a revision of materials put together after ArmadilloCon 26 by Kimm Antell, materials which incorporated extensive commentary from Karen Meschke. That material was consolidated and updated by Jennifer Juday and Eric Hollas, including edits to reflect what some more recent conventions have looked like (no Artist Workshop and no mass print mailing, for example).

- Karen Meschke reviewed and approved Guest Relations section.
- Scott Zrubek has looked at this. He made edits and approved the Art Show section.
- Ken and Melissa Tolliver both reviewed and edited the Hospitality section.
- Robert Taylor provided edits for the Registration section.
- Jonathan Miles was sent this document with a request for feedback on Dealers Room, Chair, and anything else as he had time and energy. (No response.)

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Committee Assignments Table (Fill in the Blanks)

Position	Name	Phone	Email	Best Way to Contact
Chair				
Co-Chair (if any)				
Advertising Lead				
Art Show Lead				
Charity Auction Lead				
ConOps Lead				
Dealers Room Lead				
FACT Table Lead				
Guest Relations Lead				
Hospitality Suite Lead				
Hotel Liaison (Lead)				
Merch Lead				
MIS Lead				
Program/Souvenir Book Lead				
Programming Lead(s)				
Publicity/Graphics Lead				
Registration Lead				
Treasurer				
Volunteers Lead				
Website Lead				
Writers' Workshop Lead				

ArmadilloCon Chair/Co-Chair

KEY CONTACTS: FACT BOARD, FACT Treasurer, entire committee

BEFORE CON

- Monitor chair@armadillocon.org email box and respond to inquiries.
- Monitor info@armadillocon.org email box and respond to inquiries, or identify a delegate to monitor this general inquiry box.
- Monitor the safety@armadillocon.org email box, or identify a delegate to monitor this box.
- Invite headline guests
 - Have them sign a simple contract.
 - Introduce them to the Guest Liaison, who will be their primary point of contact.
 - Introduce them to Programming Lead
 - Ask them if there is anyone that might want to attend because they will be here (writers who work with an editor, for example)
 - ArmadilloCon has a long tradition of having short bios in the program book that are written by friends of the headline guests. These are usually a lot of fun for friends to write. Some have been silly, some serious. Ask them to suggest a couple of people that we might ask about this (said people can decline; we will ask them directly so that the guest is not put on the spot). Once you get that information, give it to the Program Book Lead.
 - For writers and editors, ask them if they are willing to participate in the Writers' Workshop. This is optional but appreciated. And might include just being a speaker or might include (if they are interested) being part of a critique group. If you get a yes, communicate this to the Writers Workshop Lead and the Website Lead.
 - For the Artist GOH, introduce them to Art Show Lead (to work on sale of their art at con), Publicity Lead (to check on any art that can be used in publicity) and Program Book Lead (to check on art that can be used in the book) after they are confirmed.
 - Toastmaster's main duty will be to speak at Opening Ceremonies. Support them in this, or find them support in preparing.
- Create area(s) of focus for programming: literary, screenwriting, poetry, songwriting, anime, gaming, art, etc.
- Build and manage team
 - Recruit and confirm key committee members. Work with Volunteers Lead as desired.
 - Identify members of the volunteer crew
 - Confirm best ways to communicate
 - Provide onboarding.
 - This could include identifying a mentor who has done the given job in the past.
 - Send confirmed area leads information on how to access armadillocon.org webmail account for their role.
 - Supply information on where/how to store Con documents (approved drive).
 - Make clear what code of conduct and expectations are for volunteers working with each other, and how to address issues.
 - Communicate with all committee members
 - Build and share with committee a list of names, roles, contact information, and best ways to communicate (all leads get an email account, but some respond better to text or call)
 - Schedule and host meetings

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- Communicate meetings
 - List meeting schedule on website.
 - Create committee email list on website and send out reminders
- Hold monthly team meetings and individual checkins to ensure progress in each area is on track. Reinforce code of conduct and expectations as needed.
- Send out minutes after meetings (Suggest identifying someone else as scribe.)
- Maintain calendar/project management report
- Collect monthly reports.
- Share individual reports with committee and include summaries in monthly reports to Board
- Document names of volunteers. Submit to Program Book Lead for inclusion in credit on page 3.
- Make sure deadlines are met
- Handle conflicts
- Work with Volunteers Lead to create a culture that welcomes volunteers, values their contributions, teaches them more about working on the con, encourages increased participation.
 - Consider having a Code of Conduct and agreement for volunteers. What is expected? Who do they talk to about problems? How are problems handled?
- Manage budget
 - Work with the Treasurer to ensure that convention is on track to break even, and that it is using tools approved by FACT.
 - Check with the Treasurer on expenditures.
 - Supply purchase requests and receipts, preferably on as-you-go basis.
- Review and approve any proposed room parties
- Communicate with the FACT Board
 - Supply a monthly written report to the FACT Board.
 - Bring questions and problems to the Board.
- Arrange for Thursday and Sunday night dinners
 - Choose a restaurant for Thursday night with expected attendance of 20 and make the reservation. Thursday night is an evening with headline guests and volunteers, and this is often held someplace fairly nice (Fonda San Miguel has been a past choice, for example). Convention pays for dinners of headline guests who are able to attend, but not alcohol. Volunteers all pay their own way. Having a place that will split checks is very helpful.
 - Choose a restaurant for Sunday night BBQ with expected attendance of 20 and make a reservation if needed. Convention pays for dinners of headline guests who are able to attend, but not alcohol. Volunteers all pay their own way. Having a place that will split checks is very helpful.
 - Set up a way for convention attendees to purchase Sunday BBQ tickets, if going to a place that requires prepayment. Document this with taxes in mind.
- Choose a charity. ArmadilloCon includes a charity auction on Saturday night. Select a nonprofit beneficiary that supports FACT's literacy and literature oriented mission.

DURING CON

- Distribute per diems to headline guests (or delegate this). Have each sign receipt form supplied by the Treasurer. Return form to Treasurer.
- Appear at Friday night Opening Ceremonies. Thank volunteers. Introduce Toastmaster.

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- Manage distribution of drink tickets at Friday night Meet the Pros.. Headline guests generally get a couple of these. Ensure that any additional tickets are distributed within the confines of catering budget.
- Check in with area leads daily. Work on issues and questions as they arise.
- Be prepared to address safety issues.

AFTER CON

- Work with the Treasurer to ensure that receipts and paperwork are turned in. A first draft of books should be in process by the next FACT Board meeting.
- As needed, follow up with committee members who have not turned in receipts.
- Conduct breakdown meeting(s) with volunteers (usually several weeks after the convention). Ensure that feedback is collected, recorded, and shared at Board meeting.

Advertising Sales Lead

KEY CONTACTS: Chair, Program/Souvenir Book Lead, Treasurer

BEFORE CON

- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor the ads@armadillocon.org email box and respond to inquiries.
- Check with Chair to confirm this year's advertising rates for the book. Note that there is often an unpublished discount for nonprofit fan organizations.
- Check with the Program Book Lead to confirm the deadline for ad submissions.
- Review Ad Sales web page to confirm that prices are correct and submission deadline is correct.
- Work with Publicity to have email sent out to previous advertisers and people who indicated interest in getting ad sales information.
- Reach out to businesses and publishers to solicit ads for the souvenir/program book.
 - Publishers of books by program participants
 - Upcoming large conventions (World Fantasy, WorldCon, DeepSouthCon, etc.)
- As people confirm, have the Treasurer (or a delegate) send them an invoice. Treasurer will want a business name, contact person, contact information, size and cost of ad.
- Identify people who need assistance with development of a print-ready graphic for the book (Program Book Lead to manage that).
- Make a list of all advertisers who will not be present at the convention. Contact to see if print copy of book wanted, or electronic copy okay. Get addresses as needed.
 - Electronic copy would be just the page with the ad, unless we have gotten permission from contributors to distribute the entire book electronically.

AT CON

- Pull a copy of the souvenir book for each advertiser not present at the con, and desiring print copy (unless electronic okayed by all contributors). (Expect this to be just a couple of people.)

AFTER CON

- Send a thank you email to all advertisers. Confirm that ad ran in the souvenir book.
- Attend a breakdown meeting. Provide feedback on what worked and what could be improved.

Art Show & Art Auction Lead

KEY CONTACTS: Chair, Treasurer, Volunteers Lead, Artist Guest of Honor, Publicity

BEFORE CON

- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor the artshow@armadillocon.org email box and respond to inquiries.
- 6 months out from con - Review draft web page and supply changes and updates to Website Lead.
- Communicate with the Artist Guest of Honor regarding selling art at the show.
- 6 months out from con - Solicit art from artists from own contacts. (Mailchimp)
- Work with Publicity to send out email call for artists using the convention's mailing list (includes part participants and people who signed up to be notified about art show information).
- Approve who is in show,
- Prepare layout of show
- Prepare artshowhelper for the show
- Set hours for the Art Show and supply them to Website and Program/Souvenir Book leads.
- Work with Volunteers Lead to request setup crew and breakdown crew. Request volunteers for room staff as desired.
- Work with volunteers to unpack UHaul and set up the Art Show on Thursday night.

AT CON

- Organize the show.
- Work with the Treasurer to review hardware setup and Square dashboard. Confirm what financial reports you will supply.
- Manage art auction. May act as auctioneer on Saturday night, or may delegate this.
- Work with volunteers to load, unload, set up, breakdown art show.
- Turn cash to the Treasurer daily or on the last day of convention.
- Work with room staff volunteers.
- Work with the volunteers to break down the Art Show and pack UHail on Sunday afternoon.
- Ask artists and volunteers for feedback. Make notes.

AFTER CON

- Mail unsold art back to artists (tracking postage sent in by artists against postage paid to mail art back)
- Send a financial report with information on artists and check amounts to the Treasurer. These checks are mailed by the Treasurer to the Art Show director.
- Mail checks to artists.
- Attend a breakdown meeting.

Art Show Setup and Breakdown Assistants (Thursday & Sunday)

KEY CONTACTS: Art Show Lead

AT CON

- Work with the Art Show Director to unpack UHaul and set up the Art Show on Thursday night.
- Work with the Art Show Director to break down the Art Show and pack UHaul on Sunday afternoon.

Charity Auction Lead

KEY CONTACTS: Chair, Dealers Room Lead, Art Show Lead, Treasurer, Publicity Lead, dealers

BEFORE CON

- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor the charity@armadillocon.org email box and respond to inquiries.
- Find out from the Chair what the designated charity is.
- Communicate with charity
 - How do we get money to them?
 - Request logo use for website
- Review draft web page and supply changes and updates to Website Lead. Event is Saturday night before the art auction
- Help publicize the Charity Auction. This might include creating flyers to be posted near event rooms, on Literature Table, in Hospitality Suite, at FACT Table.
- Confirm with the Treasurer how auction sales are to be handled and documented.

AT CON

- Post flyers to help publicize the Charity Auction.
- Solicit charity auction items from dealers, artists and possibly selected participants.
- Create and populate a document listing all donations. Wi
- Run or manage the auction. May act as Auctioneer or may delegate.
- Document all sales, with price paid and buyer name.
- Note that payment for these items needs to be specifically flagged so that they are treated correctly in financial reports.
- Turn in financial documentation to the Treasurer.

AFTER CON

- Attend a breakdown meeting.

ConOps Lead

KEY CONTACTS: Chair, Hotel Liaison, Programming Lead, Volunteers Lead

BEFORE CON

- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor the conops@armadillocon.org email box and respond to inquiries.
- Manage Tech for convention
 - Review draft schedule with Programming Lead. Create a list of all sessions with tech requirements including schedule and location.
 - As needed, reach out to speakers Programming Lead identifies as “maybe” needing tech.
 - Reach out to all speakers with tech needs to confirm what they are bringing and what they need. Note that the convention does not supply laptops but does supply connection cables.
 - Work with Hotel Liaison to review tech we are renting through the hotel. Hotel tech stays with specific rooms, with no changes during the weekend.
 - Identify tech we want to rent elsewhere (RockNRoll Rentals)

- Rent any additional equipment (from RockNRoll Rentals, etc.).

AT CON

- Review room setups with Hotel Liaison.
- Review tech requirements and ensure that all equipment not rented from the hotel is available.
- Designate a secure place where connection cords are stored until needed.
- Manage rented equipment for sessions that need it.
 - Place rented equipment, if any, in a secured location until needed.
 - Set up in the room where needed, or get assistance with that.
 - After the event, remove externally rented equipment and return to a secured location. Note that the con has had A/V items stolen multiple times, including a case where an item was taken from the hotel lobby because it was momentarily unattended.
- Work with ConOps Assistants: train, supply checklist of items to do, etc.
 - Review checklist of tasks for that shift.
 - Train assistant as needed.
 - Thank volunteers after their shifts.
- If information about a cancellation or program change is received:
 - Post on white board near registration.
 - Contact Program Lead to see if any action is needed (new moderator for a panel, for example)
 - Contact MIS Lead or delegate to have mobile schedule updated
- Assist with the Charity and Art Auctions on Saturday night (may delegate this).

AFTER CON

- Return any additional equipment (from RockNRoll Rentals, etc.) and get confirmation that all items were returned in satisfactory condition.
- Submit receipts and documentation to the Treasurer.
- Attend a breakdown meeting.

ConOps Assistants

KEY CONTACTS: ConOps Lead, Chair, Registration Lead, Art Show Lead, FACT Table

AT CON

- Make sure that the daily schedule posted at doors is correct. This is a Zambia report supplied by MIS Lead.
- Clean up/set up presentation areas between program items.
 - Get rid of abandoned water bottles.
 - Pick up any forgotten speaker name cards and take them to a designated location (Registration or FACT table).
- Hourly duties: check first floor lounge area and Literature Table for neatness, and straighten if needed.
- Hourly duties: check white board near Registration listing program changes. Erase any info that is out of date.
- Hourly duties: find the Chair, Registration Lead, Art Show Lead and the FACT Table and check to see if they need anything
- Post any changes to Programming on white board near Registration. (This is usually information about cancellations.)
- Readiness: be prepared to be taken from whatever you are doing by the Chair if there is something that needs to be taken care of.

- Emergencies – if there is an emergency, call/find the Chair and let them know.
- Assist with the Charity and Art Auctions on Saturday night
- OPTIONAL, BUT HAS BEEN DISCUSSED: Make sure the panels begin and end on time.

AFTER CON

- Attend a breakdown meeting.

Dealers Room Lead

KEY CONTACTS: Chair, FACT Table Lead, Hotel Liaison, Website Lead, Registration Lead, Treasurer, Publicity Lead, Program Book Lead, Charity Auction Lead

BEFORE CON

- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor the dealers@armadillocon.org email box and respond to inquiries.
- Review draft web page, including the application form and room hours, and supply changes and updates to Website Lead.
- Communicate Dealers Room hours to the Chair, Website Lead and Program Book Lead.
- Work with Hotel Liaison to confirm layout and number of tables for Dealers Room
 - Based on information from Hotel Liaison, decide on the number of tables to sell.
 - Set up a planned layout for the room.
 - Finalize layout with Hotel Liaison for submission to hotel.
- Seek out and solicit potential dealers.
- Work with Publicity to reach out to previous dealers (we have a mailing list) and to people who have asked to receive Dealers Room information.
- Communicate approvals and declines to prospective dealers.
 - Check with FACT Historian to see if a FACT display is planned for this year.
 - As choosing who to accept, ensure that room is a good mix of dealers, with not too much of any one type of booth.
 - When you get a vendor application, forward that info to the Program Book Lead to have dealers asked about ads in the book.
- Work with the Treasurer
 - Supply the Treasurer with information to have people invoiced. Info will include: business name, email and address; name of main contact; names for any additional badges purchased, items purchased (number of tables, number of additional badges, whether fan rate applies).
 - If any dealer plans to pay at the show, communicate this to the Treasurer in advance. There still needs to be an invoice (it just gets marked as paid in cash on a given date). Compile badge list for dealers and supply to Registration.
 - Check with the Treasurer before the convention to get a list of anyone who has not paid.
 - Communicate any cancellations to the Treasurer.
- Set up a planned layout for the room (which vendors at which tables).
- Print signs for each table so that dealers are able to find designated tables as they check in.

AT CON

- Work with Hotel Liaison to ensure the room is unlocked and locked at designated hours.
- Greet dealers when they arrive.
- Make a record that they have checked in.

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- Distribute badges to dealers at check-in. If we do not already have it, request a mobile number to call with any questions or issues.
- Ensure that any at-show payments are collected and that cash and documentation is given to the Treasurer (preferably by end of day).
- Communicate with Charity Auction any items volunteered
- Check with Dealers during the show.
 - Check in daily to see how they are doing. Thank them.
- Make notes about who does and does not have a successful show, to help in planning the next convention.

AFTER CON

- Check with the Treasurer to confirm no outstanding invoices. Help follow up if needed.
- Attend a breakdown meeting.

FACT Table Lead

KEY CONTACTS: Chair, FACT Board, Registration Lead, Publicity/Graphics Lead, Treasurer, Volunteers Lead

BEFORE CON

- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor the fact.table@armadillocon.org email box and respond to inquiries.
- Schedule FACT members to sit at the table. Use newsletter, social events, etc. as ways to connect.
- Work with Publicity/Graphics Lead to have flyers for table
- Optional: Identify possible giveaway items. If cost okayed by the Board, work with the FACT Treasurer to order and document.
- Recruit FACT members and ArmadilloCon volunteers to staff the FACT Table. Work with Volunteers Lead.

AT CON

- Train volunteers as needed.
- Set up table
 - Post QR code so that people can join FACT online
 - Arrange flyers on table
- At the FACT Table:
 - Talk about FACT
 - Distribute flyers for next ArmadilloCon
 - Distribute flyers for FACT
 - Connect prospective volunteers to sign up for opportunities at current convention
 - Refer people to online volunteer form to capture names and contact information
 - Answer questions and act as ambassador

AFTER CON

- Attend a breakdown meeting.

Guest Relations Lead

KEY CONTACTS: Chair, Treasurer, Registration Lead, Programming Lead, Hotel Liaison, headline guests, Volunteers Lead

BEFORE CON

- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor guestrelations@armadillocon.org email box and respond to inquiries.
- Confirm arrival and departure dates and times. Communicate those to the Chair and committee.
- Shop for plane tickets after confirming preferred airports and schedule constraints.
- Collect key info about deadline guests: arrival and departure dates, food requirements, hotel room requirements, mobile phone number (not for wide distribution for use by Guest Relations or Chair). Capture all this information on a spreadsheet (we have a template for this).
- Communicate with guests and Chair regarding any special arrangements (handicap rooms, allergies, attending spouses and children, etc.)
- Provide hotel room information and arrival time to Hotel Liaison to have the correct room reserved and available upon arrival.
- Plan travel logistics, including airport pickup and drop-off of key guests.
 - Identify drivers for airport pickup, Thursday dinner, Sunday dinner, airport dropoff. May work with Volunteers Lead on this.
- Communicate with the guests once every other month to make sure that they are in good shape, do not require anything, got their tickets and are excited about the con
- Ask: any special places they want to see in Austin (Friday am)?
- Ask: anyone they particularly do or do not want to work with in any capacity? (i.e., someone they do not want to do a panel with, for example)
- Send travel itinerary to guests about two weeks prior to con
- Work with Programming Lead to ensure that they cover any programming needs for the guests
- Send a draft copy of their program schedule one to two weeks before con. Let them know about the mobile schedule and that a printed copy will be in their packet with their badge.
- Work with Registration Lead to ensure that badges are made with the correct name and title and also that any guests of the guests are taken care of with labels and registration, etc
- Per diems: Work with the Chair to confirm the amount for per diem for GOHs, to be distributed by Guest Relations or Chair.

AT CON

- Confirm airport pickup and drop-off of key guests by checking with each volunteer acting as chauffeur.
 - Clean the car before picking up guests.
 - You (or acting chauffeurs) will need flight number and arrival time, and a sign in the car window so that guests can find the car.
 - If guests agree, the driver and guest should have each other's mobile numbers for easy connection.
 - If Guest Relations distributes per diems, get money from the Treasurer and distribute it into envelopes, with attached receipts that should be signed and then returned to the Treasurer.
 - If Guest Relations distributes gift bags, airport pickup may be a time to do that.
- Check with Hospitality Suite to confirm any special food and drink items are available and labelled by guest name.
- Solicit verbal or email feedback from GOHs. (What did they like? Not like?) Make notes.

AFTER CON

- Work with the Treasurer. Submit mileage reports for airport pickup and drop-off, so that volunteers are reimbursed (standard IRS mileage rate).
- Attend a breakdown meeting. Share feedback from GOHs.

Guest Relations Assistant: Gift Bags

KEY CONTACTS: Chair, Guest Relations Lead, Treasurer

BEFORE CON

- Get total budget from Chair (on order of \$50/guest)
- Get dietary restriction info from Guest Relations Lead
- Shop for small items for gift bags for the headline guests.
- Collect receipts and turn in to the Treasurer with appropriate form for reimbursement.
- Make a note of mileage spent shopping. Submit to the Treasurer for reimbursement.
- Assemble bags
- Supply bags to Guest Relations to be given out at airport pickup or other designated time (Friday night Opening Ceremonies?). (Hotels generally do not allow items to be placed directly in rooms.)

AFTER CON

- Work with the Treasurer. Submit mileage reports for airport pickup and drop-off, so that volunteers are reimbursed (standard IRS mileage rate).
- Optional but recommended: Solicit verbal or email feedback from GOHs. Make notes.
- Attend a breakdown meeting.

Hospitality Suite Lead

KEY CONTACTS: Chair, Hotel Liaison, Guest Relations Lead, Treasurer, Programming Lead, Website Lead, Program Book Lead, Loading Crew, Volunteer Lead

BEFORE CON

- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor the hospitality@armadillocon.org email box and respond to inquiries.
- Develop Hospitality Suite Plan
 - Work with the Chair to confirm the plan and budget for this year's Hospitality Suite.
 - Factors to consider include budget, available volunteers.
- Set schedule for the Hospitality Suite. Communicate to Chair, Website Lead, Program Book Lead.
- Communicate schedule and volunteer needs to Volunteers Lead.
 - Note that on Sunday afternoon and evening, an additional 4+ people are needed to come in for 1-2 hour shifts to deal with cleaning and packing.
 - Depending on how large the Hospitality Suite is and how much gets done on Sunday, note that additional volunteers will be needed on Monday morning to assist with final packing, final cleanup, and a last trip to the Storage Locker.
- Work with Programming to schedule events like Flash Fiction there.
 - When planning, note that excessive noise can be a factor. Karaoke was shot down in 2024.
- Work with the Treasurer to confirm how money will be handled. This usually involves being issued a check in advance for an amount approved by the Chair. You then collect *all* receipts and submit them to document how all the money was used.
- Work with the Hotel Liaison to make sure the room gets banquet trash cans and (if plan calls for them) extra fridges.
- Work with the FACT Quartermaster to check the status of the first aid kit for the Suite. Add any needed items to the shopping list.

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- Plan menu and shopping list.
- Shop for items based on that plan and deliver to the hotel.
 - If possible, have multiple people along to carry heavy items such as ice and canned drinks.
 - Be prepared to adjust the plan based on sales, or prices that have gone up.
 - Collect receipts and submit them to the Treasurer along with appropriate form for reimbursement or to document spending of money issued on an advance).
 - Make a note of mileage spent shopping. Submit to the Treasurer for reimbursement.

AT CON

- Thursday night
 - Prepare the room for use
 - The key first step is to photograph the suite and the condition of everything in it. Document any preexisting damage to furniture, walls, carpet, and other items. Everything must be reset on Sunday.
 - Remove any easily taken decorative items to the private areas of the suite so they will be out of the way.
 - Rearrange the furniture as needed.
 - Work with Loading Crew Assistants to get equipment from UHaul and set up room.
 - Decorate the Suite.
 - Designate area for posting flyers.
 - Note that there is usually a tip jar, with cash tips used during the weekend for additional shopping if needed. Create a log to document cash donations received in tip jar, and the use of that cash.
 - Cash received is used to tip hotel employees when they provide services.
 - Remaining cash is deposited into the Armadillocon account with any refunds from returned unused items.
 - Hair of the Dog Party (optional): If a Sunday night party is planned, consider what will be included (usually leftovers), who to invite, how to publicize.
- During the weekend
 - Manage hourly volunteers in assisting with keeping the room neat and stocked, going out for ice, and supporting program events in the suite. Train them. Thank them. Invite them back.
 - Remind visitors about there being a tip jar (or two) about every 15 to 30 minutes. Not so much a please donate but more there is one and have some humorous way of doing it or saying it.
- Sunday afternoon/evening
 - Consolidate food and distribute leftovers.
 - Set aside unopened, non-perishable items to be returned for a refund.
 - In 2025, Melissa had volunteers start consolidating the food and cleaning the dishes around 4 PM. Items still left by around 9 were packaged up, given to volunteers, with remaining items offered to the Hotel front desk.
 - Clean, dry and sanitize all utensils and dishes.
 - Pack everything, discarding trash and setting aside any leftover food to give away.
 - Work with Loading Crew and Hospitality Assistants to get all items into the truck for return to the storage locker.
 - Review the photos taken upon checkin, and then move everything belonging to the hotel back to the original location to match the photos.
 - Clean bathrooms, bar area, etc, to restore space to the same state as when you checked in.

AFTER CON

- On Monday, return any unopened food to the stores. Collect and document the refund.
- On Monday, take (A) the refund money, (B) any remaining money from the tip jars, and (C, if applicable) any cash left from the advance. Deposit at UFCU to be credited to the Armadillo con account.
- Collect any outstanding receipts and submit them to the Treasurer along with appropriate documentation for the spending.
- Attend a breakdown meeting.

Hospitality Suite Setup Assistants (Thursday Night)

KEY CONTACTS: Hospitality Suite Lead, Volunteers Lead

AT CON

- Unpack hospitality equipment and set up on Thursday night

AFTER CON

- Attend a breakdown meeting.

Hospitality Suite Assistants (During Con)

KEY CONTACTS: Hospitality Suite Lead, Volunteers Lead

AT CON

- Regular operations, Friday through Sunday
 - Restock snacks, drinks, napkins, cups, disposable cutlery, hand sanitizer.
 - Go get ice from ice machines.
 - Clean up and restock.
 - Support program events in the suite.

AFTER CON

- Monday morning, offer additional assistance packing out the Hospitality Suite and loading items into the Storage Locker.
- Attend a breakdown meeting.

Hospitality Suite Breakdown Assistants (Sunday & Monday)

KEY CONTACTS: Hospitality Suite Lead, Volunteers Lead

AT CON

- Clean, dry and sanitize all utensils and dishes.
- Pack everything, discarding trash and setting aside any leftover food for Hair of the Dog Party or to give away.
- Restore suite to layout and state when we checked in (bathrooms clean, car clean, furniture setup restored, decorative items restored, etc.).
- Work with Loading Crew to get all items into the truck for return to the storage locker.

AFTER CON

- On Monday morning, as needed, help pack out the Hospitality Suite and then unload items at the storage locker.
- Attend a breakdown meeting.

Hotel Liaison (Lead)

KEY CONTACTS: Chair, hotel sales department, Guest Relations Lead, Registration Lead, Art Show Lead, Website Lead, Dealers Room Lead, Hospitality Suite Lead, Programming Lead, Treasurer, Writers Workshop

BEFORE CON

- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor the hotel.liaison@armadillocon.org email box and respond to inquiries.
- Check on the status of the room block and supply regular report to use for reporting to the Board.
- Work with the hotel to ensure the room reservation link stays current. Supply link to Website Lead.
- Check with the hotel on all their food options and hours available. Supply this info to Website Lead.
- Check with the hotel on signs – get permission to put signs on walls and floors; find out tape requirements.
- Get bar hours and supply this info to Website Lead.
- Check on room rate regularly and work with hotel if/when they undercut the convention rate
- Work with Guest Relations and Chair to find out how many rooms need to be reserved for guests
- Work with the Treasurer to get payment for the hotel.
- Get information on lunch options for Friday Workshop(s). Communicate options to Writers Workshop Catering Assistant.
- Review and confirm planned catering spend with Chair.
- Submit room setup and catering order, about 1.5 weeks out
 - Catering
 - Writers Workshop coffee
 - Writers Workshop Lunch order
 - Cash bar on Friday night (Chair should confirm number of drink tickets based on expected cost)
 - Review and submit room setup orders to confirm that all rooms are set up as needed and available when needed.
 - Designate which rooms have water setups, and which days those are checked.
 - Electricity for selected dealers
 - Wifi password for dealers
 - A/V order
 - Trash cans for Dealer's Room, Art Show, Hospitality Suite. Confirm status to those leads.
- Designate who is to handle issues during the con, if this is delegated. Communicate to the area leads where/how to find you if there are problems during the weekend.
- If possible, supply a hotel registration link for the next convention to the Website Lead, for posting after the weekend.

AT CON

- Work with hotel on room security arrangements, including making sure Dealers Room unlocked and locked on schedule
- Walk through rooms on Thursday night to confirm A/V, stage, screen, furniture are set up as expected.
- Communicate with hotel staff as needed regarding trash pickup, water stations, leaks, any problems.

AFTER CON

- Attend a breakdown meeting.

Merch Lead

KEY CONTACTS: Chair, Treasurer, Registration, Publicity, Website Lead

BEFORE CON

- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor the merch@armadillocon.org email box and respond to inquiries
- Working with the Chair and Treasurer, confirm the size of t-shirt order.
- Working with Publicity if needed, design the t-shirt, using approved art from the Artist Guest (or another artist if the guest is not supplying cover art).
- Get quotes from suppliers, checking on price.
- Suggested: Working with Chair, Treasurer, Publicity and Website Lead, offer shirts available for prepurchase some weeks out from the convention. Close that prepurchase order when placing the order.
- Place an order with the supplier.
- Confirm that the Treasurer will have shirts available in Square for purchase at convention.
- Pick up and bring stock to the convention.
- Sort in storage tubs/areas so that Registration can easily find desired sizes.
- Deliver shirts to the Registration Lead.
- Doublecheck: Confirm with Registration that items are listed in the sales system, and with the correct price. Work with the Treasurer if an update is needed.
- Consider other merch -- stickers, special badge ribbons, badges (as opposed to wristbands)
 - If badges as merch is planned, factor in cost of lanyard and plastic sleeve when setting price.

AFTER CON

- Attend a breakdown meeting.

MIS Lead

KEY CONTACTS: Chair, Programming Lead, Program Book Lead

BEFORE CON

- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor the mis@armadillocon.org email box and respond to inquiries.
- Provide Chair with ArmadilloCon email account and password information
- Reset, update and manage the Zambia program planning system at each stage of the event.
 - All old accounts turned off, then only current invitees are given access for this year.
 - Set up bios for review. Short length needed for book.
- Work with Program Book Lead to supply reports needed for program book

AFTER CON

- Attend a breakdown meeting.

Program/Souvenir Book Lead

KEY CONTACTS: Chair, all area leads, Artist GOH, contacts from headline guests, advertisers, printer

BEFORE CON

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- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor the publications@armadillocon.org email box and respond to inquiries.
- Confirm the deadline for submissions and communicate that to contributors and Ad Sales Lead.
- Work with Artist GOH
- Review inventory of material. See spreadsheet that identifies program book content inventory, who supplies which piece, and helps make sure copyright notices are complete.
- Cover: Work with Guest Relations or Chair to contact Artist GoH to get an original (if possible) piece of art for the cover, if one is expected.
 - The cover for the book is usually a single graphic built in Photoshop or something similar, using approved art from the Artist Guest (or another artist if the guest is not supplying cover art).
 - In general, the book cover should list the convention name and number, dates and headline guest names
- Confirm plan for GOH Bios: FACT has a long tradition of asking each headline guest to identify a friend willing to write a bio for them (usually 1000 words or so).
 - Find out if the Chair is to reach out to designated friends to ask if willing, or if this has been handed to you.
 - If needed, have guests supply a standard bio or identify a person to write a bio.
- Ads: Where needed, get info from advertisers and then create a print-quality graphic (300 dpi) for the ad
- Budget time for data cleanup
 - Regional participants supply bios in Zambia. This data may need review and cleanup.
 - Program information comes from Zambia, and some formatting cleanup is likely needed.
- Layout and editing
 - Set schedule for doing layout. The book template is in InDesign. It's a copy of a previous book, which makes layout much easier. We usually license InDesign just for 1-2 months, based on the steep cost.
 - If new to InDesign, get a copy of the InDesign file for the previous book to use as template and get training on layout from MIS Lead or someone who has previously built the book. Key topics:
 - Controlling fonts globally
 - Managing columns, pages, continuing items
 - Inserting graphics properly, so that images do not degrade
 - Preflight check
 - Identify one or more volunteer proofreaders. You will need them.
- Printing
 - Get bids on pricing of printing with and without a color cover and color back. We have a printer that does excellent work, gives us a discount, and turns the book around really fast when they know it's coming, so start there.
 - Confirm expected cost and communicate to Chair, for approval, and Treasurer.
 - Check with printer in format requirements.
 - When ready to place the order, the supplier should invoice the Con. Forward invoice to Treasurer and arrange prepayment.
- Pick up books when ready and deliver them to the hotel (optimally on Thursday, for packet assembly)

AFTER CON

- Attend a breakdown meeting.

Programming Lead(s)

KEY CONTACTS: Chair, Programming Tech Support Lead, Publicity/Graphics, Website Lead, Guest Relations Lead, Hotel Liaison, headline guests

BEFORE CON

- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor program@armadillocon.org email box and respond to inquiries.
- Work with Chair regarding themes and focus.
- Based on guidance from Chair (number, types of writers of interest), invite panelists via email with a link to Zambia (correct link is supplied by MIS). Do this in waves.
 - Include expectations for program participants: Code of Conduct, helping publicize the convention, expectations of moderators, possible communication with panelists ahead of con.
 - Post something on social media to say these invitations are in process. “We have limited space for programming participants and expect to be extending invitations to regional participants over the next X weeks.”
- Once program participants are confirmed:
 - Check to ensure they update info in Zambia. The Zambia system is used to capture bio, availability, and special needs.
 - Work with Publicity/Graphics Lead on how participants will submit headshots.
 - Work with Publicity/Graphics lead to have them added to this year’s program participants email list.
 - Work with MIS Lead as program planning moves through brainstorming, schedule review, confirmation
- Schedule: We have experimented with various schedules for the day. Work with the Chair on what the schedule will be, as it drives the number of panels and therefore the number or panelists to invite.
- Publicizing program schedule.
 - Work with Website Lead and Publicity/Graphics to start publicizing key program items many weeks out.
 - Website Publication: Work with Chair and Website Lead to confirm date when online schedule goes live (can place link to mobile schedule on website to accomplish this)
- Check with the Program Book Lead on the date when the book goes to print. Having schedule largely set by then makes the book more useful.
- Hotel – there may be one or two panelists that request and get a free hotel room because they are such a draw. Work with the Chair in regards to this and then let Hotel Liaison know.

AT CON

- At the convention, if information about a cancellation or program change is received:
 - Post on white board near registration.
 - Adjust schedule or moderator assignment as needed
 - Contact MIS Lead or delegate to have mobile schedule updated

AFTER CON

- Attend a breakdown meeting.

Programming - Brain Storming

KEY CONTACTS: Programming Lead, Programming Tech Support Lead, invited panelists

- Use Zambia to host a private forum where panelists can suggest topics and comment on suggestions. Such conversations can be easily promoted into a published and scheduled event.

Programming - Art Projects Assistant

KEY CONTACTS: Chair, Programming Lead

BEFORE CON

- Work with Sara Felix to ensure there are art events as part of programming. She is often the best person to invite artists.

AFTER CON

- Attend a breakdown meeting.

Programming - Special Project Assistants

KEY CONTACTS: Chair, Programming Lead

BEFORE CON

- Work on finding new and interesting program items and speakers

AFTER CON

- Attend a breakdown meeting.

Programming - Gaming Assistants

KEY CONTACTS: Chair, Programming Lead, Publicity/Graphics

BEFORE CON

- Work with gamers to schedule gaming events during the weekend. Scheduled events rather than open gaming have proved much more popular in recent years.

AFTER CON

- Attend a breakdown meeting.

Programming - Pictionary Assistants

KEY CONTACTS: Programming Lead, Sara Felix

BEFORE CON

- Identify participants for Pictionary (usually includes artists)
- Before con, confirm that easel (from storage unit), large sticky pads and colored markers are available

AFTER CON

- Attend a breakdown meeting.

Programming - Fannish Feud Assistants

KEY CONTACTS: Programming Lead, Publicity/Graphics Lead

BEFORE CON

- Write survey and distribute to get fan answers to questions (some questions should relate to deadline guests).
- Publicize survey on social media.
- Review and clean up answers.
- Program system with questions and survey answers.
- Put together teams of fans and pros (approx 4 each, same number on each team)
- Identify a "Vanna White" volunteer and an MC

AT CON

- Finish filling pro and fan teams, if needed.
- Run event at con (includes running buzzer and screen)

AFTER CON

- Attend a breakdown meeting

Publicity/Graphics Lead

KEY CONTACTS: Chair, Artist GOH, Registration Lead, Program Book Lead, FACT Table Lead, Programming Lead, Hotel Liaison, flyer distribution service

BEFORE CON

- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor publicity@armadillocon.org email box and respond to inquiries.
- Email: Design and implement email campaigns Use existing tools (MailPoet) to send out targeted newsletters to our subscribers. Key subsets of list relate to Art Show, Dealers Room, Programming, Volunteers
- Flyers: Create flyers for the convention and for the Writers Workshop.
 - Get pricing from Motoblade to have flyers distributed Austin-wide and confirm cost okay with Chair. Check with Motoblade before printing to get information on the variety of sizes they will want.
 - Provide stacks of flyers for any conventions that FACT members will be attending (AggieCon, Fencon, etc.)
- Advertise: Work with the Treasurer and Chair to confirm advertising budget (Facebook, Instagram, Eventbrite, etc.).
- Badge Design: use art from Artist GoH if they okay this. Check with Chair and/or Registration Lead on desired size
- Work with MIS Lead to provide graphics and colors for the mobile schedule.
- Press Release: Consider drafting a press release
- Press Contacts: reach out to Statesman and Chronicle contacts (easy and may pay off)
- Submit listings to online event calendars
- Check with FACT Quartermaster on what physical signs are available and arrange to have them at the convention.
- Work with the Chair and Programming Lead to identify what other signs are needed to direct the flow of traffic. Get the budget from the Chair.
 - Design signs.
 - Works with the Treasurer to have signs ordered/printed.
 - Submit receipts and appropriate documentation to the Treasurer as needed.

- Social media: Plan out campaigns based on headline guests, regional guests, themes, specific program items, volunteers needed., etc.
- Reach out to ACC and UT writing and literature professors with offers of flyers, information.

AT CON

- Ensure all signs, FACT-owned and new ones, are appropriately posted at the con.
- Collect signs at the end of con and ensure they are safely packed in the UHAaul.

AFTER CON

- Attend a breakdown meeting

Registration Lead

KEY CONTACTS: Chair, Website Lead, Publicity, Treasurer, Hotel Liaison, ConOps Lead and Assistants, Program Book Lead, Website Lead, Volunteers Lead

- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor registration@armadillocon.org email box and respond to inquiries.
- Confirm hours that Registration will be open. Supply schedule to Program Book Lead and Website Lead.
- Confirm hours when assistants are wanted.
- Confirm with chair what registration packets will include. Recent past packets:
 - Fan, Writers Workshop, Dealer: Name badge w/lanyard, program book, pocket program (if one is printed). May also contain a flyer for a coming convention like AggieCon and other promotional items.
 - Dealers generally want booth name on the badge. Check with Dealers Room for this information.
 - Program Participant: All of the above, plus their name tent and a printed copy of their schedule.
- Inventory registration supplies in the storage locker. Based on the logistics of how the conference is being run, the following may be needed. Consider office supply surplus stores when shopping.
 - Manila envelopes (12x9") for reg packets
 - Name tents (3.5" x 11", double-sided printing)
 - Blank badges (if using; 6" x 4", Avery Template #5889 has been size)
 - Plastic holders for badges (sized to match)
 - Lanyard to fit plastic badge holders
- Work out details for the printed badges (may be replaced by wristbands for some)
 - Art work from Artist Guest is generally used, if permission has been give, usually the same or an approved selection from art for program book cover.
 - Lettering is added (ArmadilloCon 2026, ArmadilloCon 48, Sept 2026, etc.).
 - Choose an easy-to-read font.
 - Make the font size as large as possible. When choosing font size, test using the longest name (usually "Marshall Ryan Maresca").
 - If you think modifications may be needed, check with the con chair before modifying the art. The artist needs to approve.
 - Print badges as double-sided.
- Name tents for Programming Participants: Print these double-sided and in the largest font possible.
 - When choosing font size, test using the longest name (usually "Marshall Ryan Maresca").
 - Avery template #5309 has been a preferred choice.

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- As registrations received, send welcome messages to people who are return attendees, and send a note telling new attendees to check with registration if they have any questions. (Consider working with website manager on ways to automate some of this.)
- Work with the Treasurer to review hardware setup and Square dashboard
- Work with Chair and Treasurer to make plan to train registration assistants, preferably before the convention.
 - Emphasize that registration is the first impression for people. Provide a sincere, cheery hello. Be nice and patient, Listen and be helpful.
- On Thursday night before the con, prepare and assemble packets for attendees (badges/wristbands, souvenir books, handouts)
 - Work with Volunteers Lead to include volunteers on this task
 - Standard format for the label on a packet has been Last Name, First Name, with Badge Name listed on the line below.
- Distribution of packets/badges
 - Writers Workshop: On Friday morning, the Registration Lead or delegate hands out badges and packets for about 45 minutes before Writers Workshop. Registration Lead needs to decide the schedule and communicate that to Writers Workshop Lead.
 - Dealers: Give these to Dealers Room Coordinator on Friday, to be placed on assigned booth tables.
 - Program Participants and Fans: Distribute at Registration during the hours you specify.
- At door
 - Verify ID and issue packets for pre-registered individuals.
 - Issue at-door registrations.
 - Manage sales of convention t-shirts, other gear
 - Document all cash sales.
 - Issue receipts as desired (hopefully new hardware will handle this)
 - Field queries from attendees. Contact the appropriate people to address needs or problems that arise.
 - Restock any handouts.
- Work with volunteer Registration Assistants to ensure they are well prepared and have a great experience.
- Manage cash drawer, and turn in financial reports and any additional cash at end of day
- First Aid: Maintain a small first aid kit at Registration
- White Board – set-up and maintain white board throughout the Con behind Registration for any changes to Programming; be sure to erase items when they become obsolete.

AFTER CON

- Attend a breakdown meeting

Registration Assistants

KEY CONTACTS: Registration Lead

BEFORE CON

- Attend pre-con training sessions: sales system, expectations, ask questions, etc.
- Assist with Thursday night packet assembly if available.

AT CON

- Be ready to act as ambassador! Smile. Greet people. Ask how they are doing.
- Arrive early to shift and make sure you have time to get trained.
- Check IDs and hand out packets to people who preregistered or are on programming.
- Sell at-door memberships.
- Answer questions.

AFTER CON

- Attend a breakdown meeting

Treasurer (Lead) (usually the FACT Treasurer)

KEY CONTACTS: Chair, all area leads

BEFORE CON

- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor treasurer@armadillocon.org email box and respond to inquiries.
- Provide a report to the Board as well.
- Work with Guest Relations Lead on purchase of travel
- Work with Chair and all volunteers to collect receipts and document all spending
- Work with Chair to ensure on budget
- Communicate monthly status to FACT Board
- Review sales hardware setup and Square dashboard
- Check with Chair and review items listed in Square: is everything listed? Are prices correct?
- Arrange for pre-con review for area leads
- Build “what you need to know” check list for assistants at Registration and Art Show
- Go to credit union the week before the show to make cash withdrawal
 - Supply cash for per diems to Chair, with documentation for signatures
 - Supply cash for art show and registration drawers, with documents for signature

AT CON

- Review sales hardware setup and Square dashboard.
- Assist with any issues that arise with sales hardware, listings or processes
- Each day, collect cash received from Art Show and Registration drawers at end of day
 - Schedule this in advance with leads

AFTER CON

- Attend a breakdown meeting
- Write checks for art show payments (1 day turnaround) and send them to Art Show Lead.
- Work with Publicity to make sure the announcement of “checks mailed” goes out on socials.
- Work with Chair and all volunteers to collect all final receipts the week or so after the convention. Set and communicate deadline.
- Draft financial report for next FACT Board meeting
- Finalize financial report for following FACT Board meeting

Volunteers Lead

KEY CONTACTS: Chair, Website Lead, Art Show Lead, Registration Lead, ConOps Lead, FACT Table Lead, Publicity/Graphics Lead

BEFORE CON

- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor volunteers@armadillocon.org email box and respond to inquiries.
- Work with Chair on volunteer rewards: how many hours to get discounted membership? Free t-shirt?
- Work with Chair on expectation of volunteers and how they will be communicated: Code of Conduct, how to handle problems, etc.
- Contact area leads to solicit info on where help would be good, and how much
- Send out monthly emails to the “volunteer interest” and “confirmed volunteer for this year” lists
- Optional, recommended: Set up in-person meetup for prospective and confirmed volunteers
- Work with Chair and community contacts to identify ways to recruit new people
- Review and respond to web form responses promptly
 - What action can people take now to confirm -- sign up for shift, get trained, join a Discord, attend a social event, etc
 - Communicate to people so that they know about upcoming volunteer meetings (schedule on website, regular emails)
 - Arrange for appropriate training as needed
- Work with Publicity to recruit
 - “Help Wanted” posts on social media, especially for pre-convention jobs
 - Pop-up on website that allows people to indicate interest
 - Suggest emails to volunteer prospects offering training, wants to support con ahead of time
 - Consider in-person events
- Work with Chair to design onboarding for new volunteers, including orientation sessions
- Work with Program Lead to design orientation as desired for program participants
- Communicate to people so that they know about volunteer meetings (schedule on website, regular emails), social events and additional opportunities.

AT CON

- At Opening Ceremonies, work with Chair to get all volunteers thanked (names on slide)
- Collect contact information for all volunteers who assist at the Con and get that into our database.
- Optional: Schedule a room party or Hospitality Suite event for current and prospective volunteers.
- Ensure that volunteers know about the Dead Dog Party in Hospitality, if one is planned
- Check with key area leads: Hospitality, Registration, Art Show
 - How are volunteers working out?
 - Who might be open to doing more?
 - Document interest in working on next year’s con and areas of interest.
 - Are there any issues that need addressing?
- Invite all volunteers to a breakdown meeting.

AFTER CON

- Send out an email to all volunteers to say “thank you” and invite them to a breakdown meeting. Include a request for feedback.
- Attend a breakdown meeting

Volunteer Assistants - Loading Crew

KEY CONTACTS: Chair, Volunteers Lead

BEFORE CON

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- Wed night: Meet at storage locker to put all needed items into UHaul.
- Thurs night: Empty the truck, delivering items to the Art Show and Hospitality areas.

AT CON

- Sun afternoon/evening: Return Art Show and Hospitality items to truck. Take as much as possible to the storage locker on Sunday.

AFTER CON

- Mon morning: Return any remaining Hospitality items to the storage locker.
- Attend a breakdown meeting

Volunteer Assistant - Uhaul Driver

KEY CONTACTS: Chair, Treasurer

BEFORE CON

- Pick up UHaul (Wednesday) (requires a credit card, drivers license, competence to drive truck)
- Drive to storage unit to pick up gear (Wednesday)
- Drive to hotel for load-in; repark after load-in complete (Thursday)
- Move to door for load-out; drive to storage unit for unloading

AFTER CON

- Return any remaining Hospitality items to the storage locker. (Monday morning)
- Fill tank with gas (Monday)
- Return van to UHaul (Monday)
- Submit gas and UHaul receipts to Treasurer with appropriate documentation
- Attend a breakdown meeting

Website Lead

KEY CONTACTS: Chair, Ad Sales Lead, Art Show Lead, Charity Auction Lead, Dealers Room Lead, Registration Lead

BEFORE CON

- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor website@armadillocon.org email box and respond to inquiries.
- Design the initial website (graphics, layout, menus)
- Test and confirm that online purchasing works: Registration, Art Show for Artists, Dealers Room, Ad Sales
- Work with are leads to confirm content of pages correct. Norge that some of these pages go through stages as con approaches.
 - Chair: Pre-registration prices and schedule for changes
 - Ad Sales Lead: deadline and approved prices for ads
 - Art Show Lead: info for Art Show page (page for attendees) and Artists page (page for artists interested in submitting)
 - Charity Auction Lead: info on charity, blurb about auction
 - Registration Lead:
 - Supply monthly reports on sales to Registration Lead and Chair

- Work with Registration Lead and Chair on date when preregistration sales stop, and manage accordingly

AFTER CON

- Turn off all forms on current website
- Post an X days until ArmadilloCon page, If possible, include mailing list signup and hotel registration link for next con.
- Attend a breakdown meeting

Writers' Workshop Lead

KEY CONTACTS: Chair, Programming Lead, Website Lead, Hotel Liaison, Website Lead, Publicity/Graphics Lead

BEFORE CON

- Attend committee meetings and/or provide monthly status reports to the Chair.
- Monitor writersworkshop@armadillocon.org email box and respond to inquiries. (Use FACT/ArmadilloCon-owned email and drive only.)
-
- Using names from Programming Lead (so, after invitations for regional programming participants sent out), solicit possible instructors for this year's workshop.
 - Ask about interest and availability, noting that the number of seats is limited and that you will confirm if they are accepted.
 - Thank people who respond. If they are available and interested, let them know by when the initial slate of instructors is to be announced. The number should not be final until after manuscripts are submitted, as that is when you know how many students you have for this year's workshop.
 - The convention must manage the number of instructors confirmed. Lots of people want to do this, but we need not to have too many instructors, for instructional reasons and because we buy each of them lunch)
- After confirming with the Chair how many you plan to have, identify additional assistants for day-of. This is generally just a few people. Work with Volunteers Lead if needed.
- Confirm deadline for manuscript submissions and supply to Website Lead and Publicity/Graphics Lead.
- Work with Publicity to have workshop-related emails sent out
 - As needed, work with Website Lead to ensure mailing lists set up for students, instructors and at-con assistants
- After the deadline, review and sort manuscripts, assign people to crit groups, distribute manuscripts to participants so that they can critique the stories of those in their group.
- Also send manuscripts out to instructors for each group.
- Draft ideas for morning lecture items, potentially including a survey to registered instructors and/or students.
- Manage Discord channel for workshop (this may be an item that can be delegated)
- Print signs and have a plan to get each group to the afternoon crit session.
- Collect bios for instructors for posting on the website.
 - Supply to Website Lead.
 - Request that volunteers and instructors post items on social media.

- In the past, designing and printing a one-page handout guide to the day has been a thing. Could also switch this to an online-only item (special page on the website)
- Work with Website Lead to have a post-workshop survey ready for people to take at the end of day.

AT CON

- Work with the Registration Lead to confirm when they need to have someone distribute packets on Friday morning.
- Manage team to have lunches labelled and handed out (do not let people simply pick them up)
- Have volunteers or crit groups reset rooms if they moved chairs
- Distribute QR code for exit survey
- After the workshop, with volunteers still available to assist, check each room afterwards to confirm that room is back to the original arrangement. Then confirm room status with the Chair.

AFTER CON

- Attend a breakdown meeting

Writers' Workshop Catering Assistant

KEY CONTACTS: Chair, Writers Workshop Lead, Hotel Liaison, Treasurer

BEFORE CON

- Get info on lunch options from Hotel Liaison.
- Confirm choices with the Chair, based on catering budget.
- Survey all students, instructors and at-con assistants to put together a final list of required meals (people who do not respond get the chicken option!).
- Work with those who have dietary requirements to identify acceptable meals.

AT CON

- Make sure all hotel meals are labeled.
- As needed, go offsite to purchase and deliver special meals (allergy issues).
 - Turn in receipts to the Treasurer along with appropriate form.

AFTER CON

- Attend a breakdown meeting

Writers' Workshop Day-of Assistants

KEY CONTACTS: Chair, Writers Workshop Lead

AT CON

- Distribute handouts.
- Manage labeling of lunches and people picking up lunches. (If unsupervised, people will take other people's lunches and will take multiple lunches. This is no joke when a lunch that had to be obtained offsite is taken by someone else, or when someone is left standing with no lunch. So labels and supervision really are required.)
- Confirm in advance with the Chair the number of people in this role. (Required, as the convention buys them a hotel lunch.)
- Assist with moving chairs for afternoon crit groups, and then return those chairs to their original location. All rooms must return to the original setup afterwards.

AFTER CON

- Attend a breakdown meeting