



# THE BRITISH COLUMBIA PLAY THERAPY ASSOCIATION

## Vendor Coordinator – Education Committee Member

### Role:

#### Virtual Events:

- Maintaining an up-to-date list of approved Vendors
- Reaching out via email and inviting approved Vendors to take part in upcoming BCPTA events (at least 4 weeks prior to event)
- Providing information for Vendors re: event, ways to be involved, timelines, and request for donation of items for raffle (gift cards are preferred) and/or discount codes.
- Ensuring confirmed Vendors provide 2-3 slides for inclusion in workshop presentation 2 weeks before event and provide these slides to the BCPTA admin
- Attending workshops and answering any question re: vendors or prizes during event
- Contacting raffle winners with information about how to access their prize, post event
- Notifying Vendor of raffle winner and ensuring both winner and Vendor have each other's contact information
- Thanking Vendor for their continued support of BCPTA events
- Attending Education Committee meetings in the evening (approximately every 6 weeks from September - June) and reporting on all Vendor activities
- Attending Board member meeting in the evening (if desired)
- Sourcing new Vendor opportunities that meet established BCPTA Vendor criteria

#### In-Person Events:

- Have Vendors fill out an application form and provide payment within required timeline
- Following up with Vendors who haven't confirmed participation, submitted their application form, or submitted payment, and fielding Vendor questions
- Supporting Vendors in setting up their designated table/space during morning of event, as well as at the end of event if needed
- If required, contacting raffle winners with information about how to access their prize, post event and notifying Vendor with raffle winner details and ensuring both winner and Vendor have each other's contact information

Time commitment: 4-5 hours per month plus meetings and attendance at events (if schedule permits)