



NorCal Lacrosse Convention Coordinator

- Develop budget
- Find venue that meets needs and fits within budget parameters
- Find keynote speaker candidates and works with President towards final selection
- Find or work with Fundraising and Sponsorship coordinator to find convention sponsors
- Find a Men's Game coordinator who in turns finds and schedules speakers
- Find a Women's Game coordinator who in turns finds and schedule speakers
- Find, if required, an administrator/organizational leadership module coordinator who in turn plans and finds admin module speakers.
- Develop and execute a communications plan for the event.
- Arranges for needed equipment, e.g., projector, goals