

Go Congress Organizing Task List

This document describes the tasks that will be required to properly organize a US Go Congress. It is expected that each task will be taken on by a person who will accept responsibility for getting that particular job done, sometimes in concert with others. Some tasks can be handled by a single person, others will require several people, one of whom will be the leader. Each individual is discouraged from taking on two major tasks at once. To ensure that all are on the same page, there will have to be meetings. One need not attend all, but all must attend some, and stay abreast of affairs at all times. There will be agendas and minutes. Projected timing of meetings: 6 in the year prior to the event year (3 before the prior Congress to select site and budget and prepare presentation to AGA, and 3 after the prior Congress to get ready to start registration.); 8 in the first 5 months of the event year; and 9 in the final two months. (Yes, almost weekly – you will need it!)

Time demand codes: EARLY: mostly prior to Congress
MIDDLE: mostly 6 months prior to Congress
LATE: mostly during Congress

Below is a list of tasks. It may not be complete; all areas may contract or expand.

1. **Tournament control:** Coordinate activities for all tournaments (there will be a dozen or so.) Must locate a TD for each event. May be a TD in some event(s). In fact, many events have folks who are traditionally TDs for a particular event.

MIDDLE and LATE. Amount of time: MODERATE.

2. **Hospitality:** Handles meeting, greeting, transport for those who need it, especially those from abroad. May include some work with visas. Emphasis: translation services for pros. Useful languages: Chinese, Korean, Japanese.

Help can be provided by the AGA.

LATE. Four people. Amount: MODERATE.

3. **Treasurer:** Design and audit the accounting and cash control system. Supervise handling of day-to-day transactions.

EARLY. Amount: MODERATE to LIGHT.

4. **Registration:** Takes registrations, distributes room assignments, etc. Works closely with Treasurer and Bookkeeper.

MIDDLE. One person. Amount: HEAVY in last 3 months. Computer will be needed.

5. **Facilities management:** Interacts with facility to ensure that we get what we need when we need it. Also, works with Tournament and Events coordinators to allocate needed space.

EARLY for planning. LATE for on-site management. One person.
Amount: LIGHT.

6. **Sales:** Supervises sales of all Congress stuff: tee shirts, mugs, pins. Also collects money for Wednesday tours.

CONTINUOUS. Amount: VARIABLE (depends on how far one wishes to take this)

7. **Event scheduling:** Allocates spaces and rooms for all events, including various meetings.

MIDDLE for planning. LATE for execution. One person. Amount: HEAVY during Congress.

8. **Publicity/public relations:** Contact news organizations, radio, TV, etc. Coordinate contact with media: photos, interviews.

CONTINUOUS. Amount: what you make of it.

9. **Prize acquisition and distribution:** Contact all TDs for their needs. Find local trophy vendor. In some cases, a local handy person has made great prizes.

CONTINUOUS. One person. Amount: LIGHT (unless you decide to be the handy person)

10. **Transportation:** Organize transport for everything and everybody. Playing equipment to office supplies to VIPs.

LATE. Two people. Amount: MEDIUM.

11. **Computer resource management:** Provide a registration program. Design and manage a network on site to provide info, access to Go related programs, etc. Network installation; management and control; software installation; internet link, etc.

MIDDLE and LATE. Two to four expert people. Amount: LIGHT.

12. **Cultural events:** Coordinate presentation of such events in the early evenings. Ideally, one of each: Chinese, Korean, Japanese, American. If you can find time to schedule around all the Go Events.

CONTINUOUS. One person. Amount: LIGHT.

13. **Non-player activities:** Try to find something interesting for the non-players to do all day. Ideally, this will be taken on by a non-local non player... someone who understands the need.

LATE. One person. Amount: LIGHT.

14. **Secretary:** Takes the minutes of meetings. Keeps a history of progress. Should also archive several copies of all distributed documents: reg forms, maps, etc.

CONTINUOUS. One person. Amount: MEDIUM.

15. **Tour guide:** Find several interesting things to do on the day off Wednesday. Contact museums, parks, etc for requirements. Arrange for transport: bus, etc. Remember to supply box lunches.

MIDDLE to LATE. One person. Amount: LIGHT.

16. **Bookkeeper:** Keeps the books, under direction of the Treasurer.

CONTINUOUS. One person. Amount: LIGHT.

It is VERY unlikely that you will find sixteen quality volunteers. If someone must take on more than one task, try to see that each is LIGHT, or that the time needs do not overlap.