

MX On-Site Roles and Responsibilities

AEM

- Provide event remarks
- Participate in media interviews (if applicable)
- Serve as member relationship lead
- Serve as elected official handler (if applicable)
- Serve as policy expert and man IMA booth
- Take MX content and post to AEM social channels

LOCAL MEMBER COMPANY

- Provide event remarks
- Conduct media interviews (if applicable)
- Serve as event point person
- Secure employee participation at event
- Coordinate chairs, tables, risers, tents, etc
- Facilitate event food & drinks
- Block space for bus parking
- Coordinate attendee parking (if needed)
- Coordinate on-site volunteers (if needed)
- Provide entertainment (if needed)
- Facilitate community outreach/coordination (if needed)
- Facility tour (if applicable)

