

## **VAME Conference Program/Graphic Designer**

The person(s) serving as VAME Conference Program Designer are responsible for the following items:

- Gather information and materials from VAME Board and Conference coordinator for each section of the program.
- Plans concept of program by studying information and materials and VAME Board recommendations.
- Illustrates concept by designing rough layout of art and copy regarding arrangement, size, type size and style, and related aesthetic concepts.
- Obtains approval of concept by submitting rough layout for approval.
- Completes all edits with, art, grammar, typesetting, printing, and sends to printer.
- Deliverers the programs to VAME Professional Conference
- Creates VAME PowerPoints for conference based off of art created in program and VAME Conference concept/logo.
- Create VAME Professional Conference Certificates based off VME Conference concept/Logo.
- Must be able to adhere to all important VAME dates and deadlines for the position