



## Job description for the position of Guest Coordinator

- Compile list for NATO Security Office (NOS) of all:

VIPs, Guests, Sponsors, Helpers, Delivery Personnel, Musicians/ Entertainers and Board Member guests who have no NATO access for the annual NATO Charity Bazaar in November.

- As soon as the date for the bazaar is determined:

Update directions and access forms for specific categories (in Word) and send it out to the NCB members.

Forward completed forms to Web manager for posting on the NCB Web page.

- Latest at the GAM before the Bazaar collect the signed access-directions from the Nations (NR's).
- Collect forms from nations (starting at the beginning of October) for Bazaar

Copy necessary info onto an excel spreadsheet to be sorted and sent to the security contact in NATO (NOS). This sheet has to be sent at least two weeks prior to the event so that security can review and sort the list.

- Prepare access passes/invitations (handwritten) and hand it out to the nations, Sponsor Coordinator and board members to hand out to the invitees.
- Dues throughout the year:

Update Guest Services slide(s) on General Assembly (GA) PowerPoint as requested and be available to present and explain the regulations at meeting(s)

- **Skills/Knowledge necessary:** Word, Excel, PowerPoint