

**Convention Committee Form**

**Ambassadors**

**Year: 2016**

**Committee Purpose**

**Provide direction to vendors for Retailer meetings. Coordinate with Refreshment Committee**

**Convention:**

**WAFC**

<b>Committee Members:</b>	<b>Name</b>	<b>Company</b>	<b>e-mail</b>	<b>Phone</b>
<b>Liaison</b>	<b>Trey Roden</b>	<b>Ferrero USA</b>	<a href="mailto:trey.roden@ferrero.com">trey.roden@ferrero.com</a>	<b>732-325-7659</b>
<b>Chairman</b>	<b>Lori Lansing</b>	<b>Co-Sales Northwest</b>	<a href="mailto:lorilansing@cosalesnw.com">lorilansing@cosalesnw.com</a>	<b>503-544-4674</b>
<b>Vice Chairman</b>	<b>Michael Ajemian</b>	<b>Barilla USA</b>	<a href="mailto:Michael.ajemian@barilla.com">Michael.ajemian@barilla.com</a>	<b>714-457-4482</b>

**Timeline:**

<b>Pre-convention tasks</b>	<b>Timing</b>	<b>Who is responsible</b>	<b>Comments</b>
Liaison to contact Spotlight to review meeting room floor plans.	10-Jan	Liaison	<b>By now the the floor plans should be complete and this tells the Liaison what will need to be covered.</b>
CC with Chair Vice Chair and Liaison	15-Jan	Liaison	This outlines what needs to happen between then and the convention. Need to review the layout and determine how many volunteers will be needed. After CC Chair and Vice Chair agree to create sign up sheets for the number of volunteers needed.
CC with Chair Vice Chair and Liaison	1-Feb	Chair	Review sheets and agree to mail out to Illuminator member to get volunteers. Chair and Vice chair agree which one will be the contact to get back sign up sheets when volunteers return them.
Mail out sign up sheets	2-Feb	Angela	Chair works with Angela to make sure sign up sheets are sent out.
CC with Chair, Vice Chair and Liaison	1/14 then every two weeks until convention	Chair	Review how many slots have been filled.
CC with Chair, Vice Chair, Liaison and Sidelight	3 weeks before convention	Chair	Review progress to getting all the needed volunteers. Confirm that WAFC will be production binders that have the meeting room assignments. Agree to number of binders to be produced. Should be at least 3 per floor, and one each for the Chair and Vice Chair
Send out a follow-up email to Illuminator members for volunteers	3 weeks before convention	Chair	Works with Angela to send out sign up sheets

May or may not have to send out another email depending on how many Illuminators have volunteered	2 weeks before convention	Chair	Works with Angela to send out sign up sheets

<b>Convention Tasks</b>			
1st meeting at the convention	Saturday of Convention	Chair	Chair, Vice Chair and Liaison meet Saturday morning to review the floor plan, see what signs need to be posted, get keys from Sidelight, confirm with WAFC representative if they need any assistance, get retailer room decals from WAFC or Sidelight, get information to be placed in rooms from the WAFC.
Prepare meeting rooms	Saturday of Convention	Chair	Place retailer logos on doors, place WAFC materials in all rooms, ensure rooms are ready to go for Sunday morning.
Hang signs if necessary	Saturday of Convention	Vice Chair	
Prep first round of Ambassadors	Sunday Morning of convention	Chair	Meet with first round of volunteers on Sunday 30 minutes before the first round of retailer appointments to review the process of distributing keys and how to give out information to both retailers and suppliers.
Give keys out to retailers	Sunday Morning of convention	Chair	Chair to distribute keys to retailers when they come to get into their rooms. Some retailers might want to start early so Chair needs to be ready to meet them as early as 8am.
Monitor progress	Throughout the convention	Chair	Chair, Vice Chair, and Liaison consistently monitoring the floors and check in areas to ensure everything is running smoothly.
Return any signs and pick up binders from all floors	After last meeting on Tuesday	Chair	Chair and Vice Chair break down the check in areas

<b>Post Convention:</b>			
Submit any expenditures with correct RFP numbers	January-May 2016	Chair	If you have questions get number from Sidelite
Complete the event evaluation form	Apr-16	Chair	submit to officers