

Convention Committee Form

Food Court

Year: 2016
Organize Food Court
including securing
vendors and
working with the
hotel.

Committee Purpose

Convention:

WAFC

Committee Members:	Name	Company	e-mail	Phone
Liaison	Mario Holguin	Day Lee Foods	mholguin@day-lee.com	562-667-7042
Chairman	Mark Roberts	King Authur	mark.roberts@kingauthurflour.com	801-446-7331
Vice Chairman				

Timeline:

Pre-convention tasks	Timing	Who is responsible	Comments
Contact previous year vendors to ask if they are participating in Food Court	3-4 Months Prior	Chairperson	
Create list of food being served by each vendor and forward to Gary Pogue	2-3 Months Prior	Chairperson	
Contact Gary Pogue for Food Court Schematic	2-3 Months Prior	Supply Chain chair	
Contact Vendors for their kitchen needs, electric, tables, etc.	2-3 Months Prior	Chairperson	Forward this information to Supply Chain chair
Contact Liason to discuss kitchen needs for each vendor	3-4 weeks Prior	Chairperson/Liaison	
Send vendors set up timing and instructions.	2-3 weeks Prior	Chairperson	
Event day set up & vendor coordination	Day of event	Chairperson/Liaison	Work closely with Supply Chain
Post Convention:			
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