

Illuminator Event Checklist

Registration	ongoing	
		Double check each update against the previous
		Check for names you do not know (could be wrong market- it happens)
Donations	Wine	Obtain wine donation from Illuminator companies, etc.
		Food donations- request in writing and provide the shipping address or arrange to pick up. Make sure vendors know what date you need product by.
Tables	ongoing to day of event	Get schematic from Event location if they have it
		Determine table number (dinners are usually about 18)- SET AN EXTRA TABLE IN THE BACK JUST IN CASE
		Update seating arrangements as changes come in- normally the last 7 days
		SELL SELL SELL...send updates to board members who have not signed up, etc.
	ASAP	Centerpieces- often donated for rally by the company providing the speaker
		Dinners- you can utilize what the event center has
Event Location	Double Check Everything with Caterer Two weeks before event	Do you need a screen- if so, what do they have and will it be adequate, if not, arrange for one Make sure they understand table schematic and needs for the room (i.e. if other seating is needed for Insights Speaker, etc.) Is there a flag on premises and if not, make sure you have one for the pledge
Guests	ongoing	If trade people are "assigned" to be hosted by companies, make sure you confirm to the Retailer AND the hosting company of that information and encourage the Illuminator or vendor to contact their guest to confirm that they are at a specific table (you don't have to know the table number, just that "Frank Capps will be with Sugar Bowl Bakery" or "Sara Lee)." Suggest that the Vendor confirm week of event with their guest
Door Prizes	ASAP	If the committee decides to have door prizes- Solicit items for door prizes- we have normally done this with some sort of themed baskets and combined them to have no more than 5 great prize packages. Contact Illuminator board and companies attending. If needed, make the "prize sheet" for things like travel or tickets. You may have to actually put together some baskets if someone just gives you product.
Miscellaneous	set up at event center	Make sure they have set up a check-in table and at least two tables for the door prize packages
Miscellaneous		
Thank you gift	prior to event	We have decided to donate a portion of the proceeds to the speaker charity of choice...make sure you have that information and request a check to be sent (this can happen after the event).
Agenda	Week of	example attached- review with everyone speaking
Day Before	Print Name Badges	If you do this earlier, you will just have to make changes...make sure you get decent name badges that stick...cheaper is not always better. And regular labels are TERRIBLE. Have some blank badges and marker pens available for hand-written tags since "stuff happens."
Day Of	Get there early	Double check table numbers and placement and the number of people at each table- count chairs at each table
		Put Illuminator information, WAFC information and acknowledgements of donations on each table (flyer)
		Set Up table for Door Prizes (if applicable)
		Make sure there is a flag, the mic works, etc. If there is a screen needed, make sure it is set up and that the computer and projector work
		Set up Name Tags in alphabetical order by name- have extras for hand written tags
		Have several copies of the Table seating available by company and table number and by name and table number
		Set up Illuminator pop-ups and banner (Taillight will provide)
		Have someone (probably chair or vice chair) set up to check people in while others are listening to Illuminator speaker, if appropriate
		Have two copies of your notes ready for speaking- check to make sure you know how to pronounce everyone's names
		If applicable-Count out the number of door prize tickets as you have sign-ups and split them...put a ticket at each place setting (it saves a lot of time vs. handing out at the check-in). Have a few extra just in case. Get a bowl from the event center and put the ones to draw from in a glass bowl
		If applicable- Have someone assigned to pull the tickets (probably not an Illuminator) and draw for prizes at the end. Know how you are giving away centerpieces
		Put a large bowl out at the check-in table for drawing for a free Illuminator membership
Post Event		Send thank-yous to all the companies that donated products or prizes and to the speaker.
		Work with marlene or Angela on reconciliation