

ILLUMINATOR TORCH AWARD DINNER

- Board establishes honoree, date and location
 - Angela will design invitation and post
 - Email flyer- send out each Friday to expanded contact list
- Posters are in retailers offices and also at several broker offices
 - One poster saved for CGA Command Post
- Update Contract with location
 - Menu-
 - Reception- food donations?
 - Audio Visual-
- Event Speakers
 - Pledge of Allegiance by Tailite
 - National Anthem
 - Personal Speakers assigned
 - Invitation extended for previous recipient to pass the torch
- Reception
 - Arrange wine donation for reception and dinner
 - Donations for the reception

- Update Table Sponsorships to committee and officers
 - Event reminders sent to target companies and brokers weekly
- Door Prize Drawing donation-each attendee will get one ticket for the door prizes
 - Establish volunteers to chair this sub-committee
- Table Schematics –
 - Assign Tables once reservations complete
 - Room needs- flag, podium, etc.- arranged with location
 - Centerpieces donation by honoree retailer?
- Torch Award- Order, receive and checked for accuracy
- Book Photographer (Publicity chair)
- Agenda (Month before event)
 - Arrange hotel for out of town guests
- Illuminator Stand-Ups and Banner – Tailite
- Name Tags and “Reserved” signs–
- Agenda- will be finalized week before event
- Sell Tables