

Illuminator Rally Checklist

Determine speaker and date	5-6 months prior	Officers and Advisors will help determine the retailer and help with dates
Once speaker is secured, find a place	5-6 months prior	Officers and Advisors will help determine best location along with speaker
Choose menu and confirm pricing	4-5 months prior	Chair/Vice chair and officers.
Develop flyer	5-6 month prior	Angela will help- triple check for accuracy. Choose menu you so know pricing. Don't forget there is a \$9.00+ EventBrite fee per ticket...include that in your cost estimate.
Set up meeting with speaker	3 months prior	Familiarize them with Illuminators, the chair and vice chair and discuss the presentation and introduction. Ask if retailer will provide centerpieces (if they do flowers).
Registration	ongoing	
		Double check each update against the previous
		Check for names you do not know (could be wrong market- it happens)
Tables	ongoing to day of event	Get schematic from Event location if they have it
		Determine table number (rallies are usually 18-20)- 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 poroviding the speaker
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 premisis 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
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	Speaker normally gets an Illuminator placque
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
		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
		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
		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
Post Event		Send hand written thank-yours to all the companies that donated products or prizes and to the speaker.
		Work with Marlene or Angela on reconciliation
Recap event		Send recap of profit to Officers- make sure everyone has paid.