

**Convention Committee Form****Supply Coordinator****Year: 2016****Provide logistics support to convention****Committee Purpose****Convention:****WAFC**

<b>Committee Members:</b>	<b>Name</b>	<b>Company</b>	<b>e-mail</b>	<b>Phone</b>
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<b>Chairman</b>	<b>Gary Pogue</b>	<b>Gary Pogue Consulting</b>	<a href="mailto:garypogue13@outlook.com">garypogue13@outlook.com</a>	<b>925-640-9070</b>
<b>Vice Chairman</b>	<b>Garry Marnien</b>	<b>Precision Refurbishing</b>	<a href="mailto:precisionrefurb@aol.com">precisionrefurb@aol.com</a>	<b>909-247-4360</b>

**Timeline: Start Process 6 months prior to WAFC Convention**

<b>Pre-convention tasks</b>	<b>Timing</b>	<b>Who is responsible</b>	<b>Comments</b>
Request Warehouse storage and shipping	Right after CGA usually six months prior	Chairman	Work with Stater Bros, Safeway, Foodland, & C&S Distribution Centers
Receive updated Illuminator List	December Prior to WAFC	Chairman	Compare Illuminators with Possible supplies needed
Compose a an Illuminator Supply Request Letter	Completed in January Prior to WAFC	Chairman	Completed Request Letter Sent to Board Officers for their approval
Update Supply Spreadsheet Based on Illuminator Member Changes	Completed in January Prior to WAFC	Chairman	Make sure that Breakfast, Lunch, Refreshments, and Food Court needs are filled by requested supplies
E-mail Illuminator Supply Request Letters to all eligible Illuminator Companies	E-mails Sent in Early February	Chairman/Vice-Chair	Usually Sending over 100 e-mail requests for supplies
Respond to all E-mails responses and assist with answers	As They Arrive	Chairman/Vice-Chair	Make sure that all products are sent to proper distribution points
Contact Convention Managers to Discuss Supply Room	At Least 2 Months prior to Convention	Chairman	Set up dock space for refrigeration or refrigeration at Hotel
Followup e-mails to Illuminators not responding to Supply Requests	6 Weeks prior to WAFC Convention	Chairman/Vice-Chair	Continue Contacting to secure all supplies
Work with Distribution Points on timing of deliveries to Convention	2 Weeks prior to WAFC Convention	Chairman	Set delivery dock times with Hotel and Distribution Points
Bring in supplies to Convention	Usually the Friday Morning prior to Convention	Supply Team	Total Supply Team receives and unloads products
Secure Supplies	Friday Afternoon	Supply Team	Each Team Member has a Key and Responsibility
Distribute Supplies as needed to Illuminator Committes	Duration of Convention	Supply Team	Works with each Committee

Setup Food Donations	2 Weeks prior to WAFC Convention	Chairman	Work with local Charities
Clean up Supply Room and Send Illuminator Boxes to Taillight	Last Day of Convention	Taillight	Work with Supply Team

<b>Convention Tasks</b>			
Unload Supplies	Friday Prior Convention	Supply Team	All Day Process
Secure Supplies in Supply Room	Friday	Chairman	Secure keys from Hotel
Secure Refrigerated Products	Friday	Supply Team	Purchase Locks
Work with Committees to distribute all products for the Convention	Duration of Convention	Supply Team	Total Team Effort
Clean Supply Room at end of Convention	Tuesday Afternoon	Supply Team	Send all pallets back to Distribution Centers
Work with Companies to return barrels	Tuesday Afternoon	Supply Team	Contact Companies
Product Donations	Tuesday Afternoon	Chairman	Charities Arrive Tuesday Afternoon
Start Preparations for the CGA Convention based on supplies donated to WAFC Convention	Right after WAFC	Chairman	Networking with Illuminators and CGA

<b>Post Convention:</b>			
Check Inventories make adjustments for Next Convention	Tuesday Afternoon	Chairman/Vice Chair	Note on Spead Sheet
Network with Companies for next 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