

**Convention Committee Form**

**Publicity**

**Year: 2016**

**Committee Purpose**

**Publicize Illuminator events**

**Convention:**

**WAFC**

<b>Committee Members:</b>	<b>Name</b>	<b>Company</b>	<b>e-mail</b>	<b>Phone</b>
<b>Liaison</b>	<b>Joe Perez</b>	<b>rePlanet Recycling</b>	<a href="mailto:joe.perez@rePlanet.com">joe.perez@rePlanet.com</a>	<b>951-818-1146</b>
<b>Chairman</b>	<b>Will Seel</b>	<b>Freight Handlers Inc.</b>	<a href="mailto:will.seel@freighthandlers.com">will.seel@freighthandlers.com</a>	<b>919-805-4951</b>
<b>Vice Chairman</b>	<b>Bob Reeves</b>	<b>Shelby Publishing</b>	<a href="mailto:rreeves@shelbypublishing.com">rreeves@shelbypublishing.com</a>	<b>714-310-6299</b>

**Timeline:**

<b>Pre-convention tasks</b>	<b>Timing</b>	<b>Who is responsible</b>	<b>Comments</b>
Recruit for committee members continuously.	As soon as CGA is over begin recruiting for WAFC and vice versa.	Liaison and Chairperson	On going recruitment is essential for this committee.
Coordinate with committee members on events and meetings they can attend to capture photos.	4 weeks prior to Convention	Liaison and Chairperson	Review convention schedule and designate committee members to attend as many events/meetings as possible and capture it on film.

<b>Convention Tasks</b>			
Take photos of all events, meetings, committee teams and WAFC staff.	During Convention	All committee members	Every committee member should have a digital camera with them at all times and take pictures of all the activities and events that they participate in.
Meet with committee members at the end of each day to review photos and make suggestions on quality of the photos.	During Convention	All committee members	Answer committee member questions or concerns.

<b>Post Convention:</b>			
Provide Chairperson and Liaison with all photos on a thumb drive or upload to dropbox. All photos given to the Illuminator officers and WAFC staff.	On the last day of the convention.	Chairperson	Chairperson is responsible for collecting all photos from committee members and uploading to dropbox.
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
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