

**Convention Committee Form**

Hospitality

Year: 2016

Committee Purpose

Provide and replenish refreshments for convention floor, events and other committees as

Convention:

WAFC

Committee Members:	Name	Company	e-mail	Phone
Liaison	Ryan Heberger	Coca Cola	<a href="mailto:rheberger@coca-cola.com">rheberger@coca-cola.com</a>	909-910-4946
Chairman	Tommie Huls	Mondelez International	<a href="mailto:thomas.huls@mdlz.com">thomas.huls@mdlz.com</a>	909-605-0175
Vice Chairman	Tim Workman	Ferrero USA	<a href="mailto:timothy.workman@ferrero.com">timothy.workman@ferrero.com</a>	949-632-8795
Vice Chairman	Al Marlene	Talking Rain	<a href="mailto:amarlen@talkingrain.com">amarlen@talkingrain.com</a>	626-733-6993
Member at large				

**Timeline:**

Pre-convention tasks	Timing	Who is responsible	Comments
Select committee members and assign chair and vice chair	6 months before convention	Spotlite	
Chairperson and Supply and Industry Breakfast Chairs to coordinate needs	5 months before convention	chair/liaison	
Confirm committee members convention attendance	5 months before convention	chair/vice chair	
Secure event itinerary	3 months before convention	spolite and liaison	
Coordinate food and beverage orders with supply committee chair and request appropriate number of drink coolers from beverage companies	3 months before convention	spolite/liaison/chair	

Convention Tasks			
Chairperson should arrive at least one day prior to first day of operation	day before convention	chair/vice chair	
Contact supply chair to verify arrival, condition and storage location of all supplies	day before convention	chair/vice chair	
Attend scheduled meeting with liaison, sidelite and facility caterer to confirm rooms, set up and location of events	day before convention	Sidelite/Liaison/Chair	
Attend a scheduled chair/vice chair meeting	day before convention	chair/vice chair	
Conduct a committee meeting and assign volunteers to shifts for Hospitality and assign committee members to make daily deliveries of products needed	day before convention	Liaison/chair/vice chair	
Confirm delivery time and location of product delivery with other chairs (Greeters, Golf, etc.)	day before convention	chair/vice chair	

<b>Post Convention:</b>			
Make suggested change recommendations to Spotlight	week after convention	chair	
Send a thank you note to each volunteer	within 1 week	chair	
Submit any expenditures with correct RFP numbers	within 1 week of convention	Chair	If you have questions get number from Sidelite
Complete the event evaluation form	Apr-16	Chair	submit to officers