

Convention Committee Form

**WAFC Signs/Programs
Committee Purpose**

Year: 2016

Provide Signs and communication to convention attendees to help navigate the various events and

Convention:

CGA

| Committee Members: | Name | Company | e-mail | Phone |
|---------------------------|------------------|----------------------------|--|---------------|
| Liaison | Lisa Gunderson | Ivar's Displays | Lisa@ivarsdisplay.com | 909-957-7095 |
| Liaison | Al Rubalcava | CHEP | al.rubalcava@chep.com | 619-954-1932 |
| Chairman | Lori Lansing | Co-Sales Northwest | lori.lansing@cosalesnw.com | 503- 924-4446 |
| Vice Chairman | Chris McLaughlin | Vertech Industrial Systems | cmclaughlin@vertech.com | 714-728-3074 |
| Member at large | | | | |
| Member at large | | | | |
| Member at large | | | | |

Timeline:

| Pre-convention tasks | Timing | Who is responsible | Comments |
|---|---|---------------------------|--|
| Order sign board, prepare previews of new signs for committee leads, and print any and all signage needs (standard size: 24"x36") leading up to CGA & WAFC. Note: some committees have custom signs, such as Special Events and Golf signage changes depending on Sponsors. | Prep new signage @4-6 weeks leading up to the convention. Longer out when the convention site isn't drivable (for transit time purposes). | Liaisons & Chair | Taking inventory at the end of every convention helps ensure all subsequent sign blanks are adequately filled in. Note: requests often filter in quickly following the convention readiness Webinar. |
| Confirm the participation of the necessary number of volunteers. | Up to 2 months prior to event. | Chair | For the CGA, a Chair and Vice Chair will suffice but for the WAFC, a 3rd person is needed. |
| Using the Illuminator provided "Schedule of Events", develop a schedule and assign responsibilities. | Up to 1 month prior to event. | Chair | (Sample attached) |
| Confirm that there will be enough tripods/easels for the signs. | Before or during Readiness conference call | Liaisons & Chair | Keep in mind that the auction committee will also require tripods/easels. |

| Convention Tasks | Timing | Who is responsible | Comments |
|--|--|---------------------------|-----------------|
| Locate the crates with signs in the supply room and inventory the signs. | Day before convention start. | Chair | |
| Locate the tripods/easels. | Day before convention start. | Chair | |
| Meet with the full committee to confirm coverage of all sign postings. | Day before convention start, ideally after the Chair/Vice Chair readiness meeting. | Chair/Vice Chair | |
| Place signs for appropriate events at appropriate times. | At least a 1/2 hour prior to event. | Assigned person | |

| | | | |
|---|--------------|-----------------|--|
| Collect signs and place back into the crate after each event. | After events | Assigned person | |
| | | | |

| Post Convention: | Timing | Who is responsible | Comments |
|--|-------------------|---------------------------|--|
| Put away all signs into crates. | End of convention | Chair & Liaison | |
| Inventory the signs and note any damaged or missing signs. Provide information to Liaisons. | End of convention | Chair | |
| 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 |