

Convention Committee Form

Special Event

Year: 2016

Committee Purpose

Set up and run Special Event at convention- provide board/retailer and audience interaction.

Convention:

WAFC

Committee Members:	Name	Company	e-mail	Phone
Liaison	Mark Ly	Sugar Bowl Bakery	mark_ly@sugarbowlbakery.com	415-850-0404
Chairman	Bob Zarse	Fresh Space Media	bzarse@freshspace.com	913-687-3350
Vice Chairman	Lisa Goodwin	Hodgson Mills	jgredstar@gmail.com	

Timeline:

Pre-convention tasks	Timing	Who is responsible	Comments
Establish Event theme and review with officers	October-November	chair, vice chair and liaison	Give officers information on room setup needs for BDOs
Refine detail, committee members and work on implementation	December	chair, vice chair and liaison	
Further refinement and early run through- particularly if technology is involved. HAVE PLAN B	January	chair, vice chair and committee members	Discuss details with liaison
Confirm that T shirts are ordered	February	Chair and Vice chair	To date handled by Tom Bezik
Design sign and send to sign chairperson with event location and details and let them know how many signs needed (usually 2)	One month before	Chair and Vice chair	You will need officer-retailer pairings list.
Design scoreboard (if needed) and send to sign chairperson	One month before	Chair and Vice chair	
Print flyers for Command Post and breakfast-lunch tables	One month before	Chair and Vice chair	Bring to convention
Establish Agenda and speaking notes	One month before	Chair and Vice chair	

Convention:			
Physically look at the room early on to make sure there are no issues	at convention	Chair and Vice chair	First day you are there is best
Put flyers at Command Post and on breakfast and lunch tables prior to event to enhance ticket sales	at convention	Chair and Vice chair and committee members as assigned	Each morning and lunch prior to event
Scoreboard- bring large magic markers if needed	at convention	Chair and Vice chair and committee members as assigned	prior to event

Assign strategic Illuminator board members to help enhance tickets sales prior to event along with Hilite sales. Assign someone to redeem tickets	at convention	Chair and Vice chair	prior to event
---	---------------	----------------------	----------------

Day of Special Event:			
Coordinate speaking with Golf Chairman	at convention	Chair and Vice chair	coordinate timeline
Get to room minimally 60 minutes before event	day of event	Chair and Vice chair and committee members as assigned	make sure screens are facing properly, microphones are working, etc. Or any other event specific logistics
Obtain cash from SideLite for ticket redemption	day of event	Chair	keep in a safe place
Makes sure event starts and ends promptly	day of event	Chair	20-25 minutes max
Make sure all unsold tickets are put away before event begins	day of event	Chair and Vice chair	
Give audience 10-15 minutes for redemption. Count cash and give to board Sidelite.	day of event	Chair	

Post Convention:			
Provide a recap of event/profits	within 2 weeks	Chair	
Submit any expenditures with correct RFP numbers	within 2 weeks	Chair	If you have questions get number from Sidelite
Complete the event evaluation form	at convention	Chair	submit to officers