

**Convention Committee Form**

To serve as the official "Greeters" at the WAFC and CGA conventions on behalf of the Illuminators and to coordinate getting products from the Illuminator members to fill the Greeter official bag given our to each convention attendee.

**Greeters  
Committee Purpose**

**Convention: WAFC**

<b>Committee Members:</b>	<b>Name</b>	<b>Company</b>	<b>e-mail</b>	<b>Phone</b>
<b>Liaison</b>	<b>Mike Sullivan</b>	<b>Sun Maid Growers</b>	<a href="mailto:msullivan@sunmaid.com">msullivan@sunmaid.com</a>	<b>303-319-8256</b>
<b>Chairman</b>	<b>Loan Anle</b>	<b>Truno</b>	<a href="mailto:lanle@truno.com">lanle@truno.com</a>	<b>360-820-3180</b>
<b>Vice Chairman</b>	<b>Don</b>	<b>Hagedorn</b>		
<b>Member at large</b>				

**Timeline:**

<b>Pre-convention tasks</b>	<b>Timing</b>	<b>Who is responsible</b>	<b>Comments</b>
Contact assigned Chairperson to confirm that he/she will be attending the convention and that they accept responsibility. Give them the name of the selected vice-chairperson, committee members and their contact information	3 months prior to convention	liaison	
Contact committee members to confirm convention attendance and availability to work on this committee. Most of the	3 months prior to convention	chairman	
Get a list of companies/contacts who have donated in the past and send a solicitation letter asking for donations	3 months prior to convention	liaison/chair	Most of the actual work is at the convention.
Contact Hilite responsible for Greeter bag and make sure bags will be delivered in time for Greeter display.	2 1/2 months prior to convention	liaison	

<b>Convention Tasks</b>			
Attend Chair/Vice chair meetings and confirm that committee members have checked in the convention and are ready to work at the event	First day convention	chairman	
Take inventory of products that have been delivered and arrange for delivery from supply room to the greeters tables for display	day before and during convention	chair/vice chair	
Make sure there are ample tables to display products and they are set up in a strategic location where convention attendees can browse and fill their bags after registering	day before convention	officers/liaison/chair	
Assign minimally 4 committee members to work the greeter tables	during convention	chair	

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<b>Post Convention:</b>			
Recap challenges and successes for spotlight		chair	recommendations for future chairs
Thank you notes to committee volunteers	within 1 week	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