

Convention Committee Form

Greeter bags **Year: 2016**
Committee Purpose **Create and sell space on greeter bags**

Convention: **WAFC/CGA**

Committee Members:	Name	Company	e-mail	Phone
Liaison	Jeff Newton	FHI	jeff@fhiworks.com	919-812-3977
Chairman	Brenda Densem	LA Tortilla Factory	bdensem@latortillafactory.com	707-494-7130
Vice Chairman	N/A			

Timeline: Sept. 1 2015 to March 1 2016

Pre-convention tasks	Timing	Who is responsible	Comments
Determine bag supplier price and quantity- Select bag supplier and submit to Officers for approval.	Sept. - November	Chair/Liaison/Sidelite	Chico & Roplast. If deposit is needed submit request for check to Officers
Determine bag price to quote to sponsors	Sept.-Oct.		Should be completed by CGA convention
Solicitation letters sent to potential sponsors	Oct.	Chair	Angela Tye and Marlene Bissett have all past sponsor's contact info. and draft solicitation letters
Monitor potential sponsors responses and respond accordingly	Oct. 30 is the deadline for participation	Chair/Angela	Past sponsors have first right of refusal, but all illuminator companies should be sent a letter (goal is 20)
Collect logo art per bag supplier specs as sponsors commit	Oct. 30	Chair/Angela	Logo art should be provided to the bag supplier to begin the design phase of the bag
Work with bag supplier to finalize bag design and prepare for final mock up for approval	Nov. 15	Chair/Liaison/Sidelite/Angela	Chair facilitates all communication with bag supplier to finalize design for review and approval
Share completed bag design with all sponsors, and sidelite for final approval	Nov. 30	Chair/Angela	Chair will provide any concerns on completed design for correction to the Sidelite and Liaison.
Final bag design is approved by Sidelite Liaison and Chair.	Dec. 1	Chair/Liaison/Sidelite	Chair will submit approved design to bag supplier. Supplier will proceed with order
Payment to bag supplier per negotiated terms	TBD	Chair/Angela	This is typically known once a supplier is identified and bag type and quantity is agreed to.

Provide bag supplier physical address for bags to deliver	Dec. 1	Chair/Liaison/Angela	Depending on where WAFC resides, bags will be delivered accordingly. A Illuminator should be identified to receive and validate quantities, quality etc. Typically this is someone in supply
Follow up with all committed Sponsors to assure payment for Greeter bag sponsorship	Each month	Chair/Angela	The goal is to have all sponsors complete payment for sponsorship by February 29 2016
Monitor Progress with bag supplier to assure a March 15 deadline for delivery	15-Mar	Chair/Angela	Once a month the Chair should check with the point of contact for the bag supplier to assure things are on track
Confirm delivery and validate quality and quantity	March	Chair	Check with supply to assure bags are available for WAFC
Complete final payment to bag supplier once delivery is confirmed	Upon delivery	Chair/Angela/Marlene	
Celebrate the successful execution of Greeter bags made and delivered from China!	All of 2016!	All Illuminators	Way to go Brenda!

Convention Tasks			
Assure Greeter bags are in the designated area for Greeters	Per Greeters set up schedule	Chair	Check with the Greeters committee chair and supply to determine schedules and availability of supply area

Post Convention:			
Determine final sponsorship monies collected and participating sponsors monies collected	Prior to Mid-year Illuminator board meeting	Chair/Angela/Marlene	Provide final amount raised for Illuminators to Sidelite for reporting at board meeting
Submit a final recap of the profit for the Officers and board meeting		Chair/Angela/Marlene	
Submit any expenditures with correct RFP numbers	January-May	Chair	If you have questions get number from Sidelite
Complete the event evaluation form	April	Chair	submit to officers