

1) Illuminator **Arts/Bulletins/Signs** Committee

Purpose:

- To coordinate the storage and distribution of all artwork and signs used at the CGA/WAFC conventions. The Associations require that all Illuminator signs are professionally prepared and fireproof.

Committee Composition:

- 1 Liaison
- 1 Chairperson
- 1 Vice Chairperson

Pre-Convention Responsibilities:

- The Sidelite is the key contact with the Association and will relay all event specifications as required.
- The Spotlight selects all committee members. This list is first reviewed by the Liaison and submitted to the Chairperson.
- Write a confirming letter to each potential committee volunteer within one week of receipt of volunteer names.
- Obtain the list of Illuminator companies donating products for the Industry Breakfast and Luncheon and have a thank you sign made to display at the convention. (Note: Standard signs are now provided for all the other events and transported to the conventions by the Illuminator Officers.)

Convention Responsibilities:

- Upon arrival at the convention, verify that the signs have been received at the Supply room and arrange for any support materials such as easels, stands, etc.
- Conduct a committee meeting and schedule volunteers to assure that signs are set up 30 minutes prior to the event and picked up and put in the Supply room at the close of the event.
- Events requiring signs include:
 - 1) Command Post/Registration
 - 2) Industry Breakfast
 - 3) Illuminators Membership Breakfast
 - 4) Silent Auction
 - 5) Illuminators Headlite Suite

- 6) Industry Luncheon
- 7) Golf Tournament
- 8) Morning Hospitality
- 9) Greeters
- 10) Chairperson/Vice Chairperson Meeting
- 11) Illuminators Board Meeting
- 12) Illuminators Special Event (WAFC)
- 13) Bag Off (CGA)

Post Convention Activities:

- Let Spotlight know if any of the signs are in need of repair.
- Send a thank you letter to each committee member.