

2) Illuminator *Awards/Special Events/Tickets* Committee

Purpose:

- To organize and coordinate the Special Event (Celebrity Bag-Off @ WFIE and Trivia Competition @ WAFC).
- To coordinate the printing and distribution of the Special Event tickets which are sold by the Hilites.
- To handle the “payout” of winning Special Event tickets and coordinate awards presented at the same time for other events such as the Golf Tournament.

Committee Composition:

- 1 Liaison
- 1 Chairperson
- 1 Vice-Chairperson
- 6-8 Committee Members

Pre-Convention Responsibilities:

Liaison

- Confirm with officers # of tickets which need to be printed including confirmed names of Special Event team participants. Liaison should make sure the names of event participants are spelled correctly also since this has been an issue in the past. Program Coordinator Tom Bezick normally handles the event t-shirt ordering and the Taillite handles the ticket printing. Officers will also confirm that WAFC or CGA has pre-purchased Special Events tickets to be included in registration packets.
- After the tickets have been printed, coordinate with Taillite that the tickets are bundled and ready to distribute to the Hilites at the pre-convention board meeting. The tickets will be sold for \$10 apiece.
- Contact assigned Chairperson to confirm he/she will be attending convention and that they accept the responsibility. Also, give the Chairperson the name of the selected Vice-Chairperson and a list of committee members and their contact info.
- Provide the Chairperson with the handbook/online committee responsibilities and be available to answer any questions and be the go-between to the Illuminators Officers with any questions/concerns.

Chairperson/Vice-Chairperson

- Contact committee members to confirm convention attendance and availability to work on this committee. Committee members’ actual work will be mostly at the event itself involving winning ticket holder payout. If understaffed will need to call the Spotlight to get additional volunteer names.
- For WAFC, will need to come up with the trivia contest theme (i.e., baseball stats, U.S. Presidents, food trivia) and list of 6-8 appropriate questions. For CGA, the Celebrity Bag-Off does not require a theme. An appropriate “master of ceremonies” should also be chosen to work the event and this person should be familiar with the event itinerary.

- Make certain the convention's audio/visual department is aware (you can let the Liaison know who can contact the Taillite) of any laptop/Powerpoint presentation hookup equipment needed for the event.
- Get a schedule of the convention activities and make a point to attend the Chair/Vice Chair meetings. Also, it is advisable to get the cell phone numbers of all the committee members and set up a short status face-to-face meeting that fits everyone's schedule at the convention.
- Contact the Golf Committee Liaison or Chairperson to see how they would like to announce their Award winners so you can prepare to incorporate it into the laptop/Powerpoint presentation and coordinate the timing.
- Feel free to contact your Liaison at any time if you have questions or concerns.

Convention Responsibilities:

- Liaison will need to distribute the Special Event tickets to the Hilites who are responsible for ticket sales at the pre-convention board meeting. Keep a record of all tickets (ticket numbers and Hilite it was distributed to) since all monies and unsold tickets will need to be returned prior to the event itself. Also, the Liaison should announce in the board meeting that last-minute ticket sales are crucial right before the Special Event so try to recruit as many Hilites as possible to show up prior to the event.
- Make sure you attend the Chair/Vice-Chair meetings and confirm that your committee members have checked into the convention and will be ready to work at the event.
- Familiarize yourself with the room where the Special Event will be held and make sure all audio/visual hookups as well as screens, monitors, tables, etc. have been arranged for set-up the day of the event. The "payout" table should be set up at the back of the room.
- Meet with the event "master of ceremonies" to make sure they are comfortable with the event itinerary and trivia questions (for WAFC).
- A minimum of two committee members will be needed to work the laptop/Powerpoint presentation which probably should be rehearsed prior to the event.
- There should be 1-2 committee members assigned to collect Special Event luncheon tickets at the entrance to the room. Hilites can also work the room selling tickets, however, all monies and unsold tickets will need to be returned to the Chairperson prior to the start of the Special Event.
- Prior to the event, a cash box will be given to the Chairperson by one of the Officers so appropriate change can be made during the "payout."
- A minimum of four committee members will be needed to work the "payout" table after the luncheon. Historically, the payout has been 3 to 1 @ the WAFC event. For WFIE, it will probably be 2 to 1 but confirm this with the Liaison and Officers.
- A record of the monies returned and unsold tickets by Hilite should be kept. After the payout, the cash box and records should be given to the Headlite and the Chairperson and Liaison should also keep a record for the Post Convention report.

Post Convention Activities:

- The Chairperson and Liaison should compile a recap for the Spotlight highlighting the successes, issues and challenges involved as well as a profit report.
- Recommendations for future Chairperson, Vice-Chair and committee members can be made and sent to the Spotlight.
- Thank you notes should go out to all volunteers.