

5) Illuminator **Greeters** Committee

Purpose:

- To serve as the official “Greeters” at the WAFC convention on behalf of the Illuminators. (Note: No Greeters at the CGA convention)
- To coordinate getting products from Illuminator members to fill the Greeters official bag which is given out to each convention attendee.

Committee Composition:

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

Pre-Convention Responsibilities:

Liaison

- Contact assigned Chairperson to confirm that 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.
- Get a list of companies/contacts who donated in the past and have the Chairperson send out a solicitation e-mail/letter asking for donations.
- Contact the Hilite responsible for the Greeters Bag and make sure the bags will be delivered in time for the Greeters display.
- Provide the Chairperson with this 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 the committee members to confirm convention attendance and availability to work on this committee. Most of the actual work will be at the event itself locating items and manning the tables to give out the merchandise and welcoming everyone. If understaffed will need to call the Spotlight to get additional volunteer names.
- Chairperson/Vice-Chairperson will need to start immediately getting information and reminders out to Illuminators who want to donate to the Greeters. They need to remind members that this is a great way to showcase products to convention attendees. Detailed instructions and labels need to be sent to each of the donating companies so their items get to the correct locations at the hotel/convention site.
- 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 before the convention starts.
- Feel free to contact your Liaison at any time if you have questions or concerns.

Convention Responsibilities:

- 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.
- Take an inventory of Greeters products that have been delivered and arrange for delivery from the supply room to the Greeters tables for display.
- Make certain the convention staff has ample tables to display all the Greeters products and they are set up in a strategic location where convention attendees can browse and fill their Greeters bags after registering.
- A minimum of four committee members will be needed to work the Greeters tables the first and second day. Need to keep the tables open and stocked with products.

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 recap of donating companies.
- 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.