

## **II. Event Summary**

A full Illuminator membership meeting is scheduled at each of the CGA and WAFC Conventions. This meeting is held in conjunction with either a breakfast or lunch. Special emphasis is placed on attendance and ticket sales to Illuminator members. The agenda will include the meal to be served first in which officers and executive staff of the association are invited and introduced. Following the meal, the annual business meeting will begin.

Committee staffing consists of the following:

- 1 Hilite - Liaison
- 1 Chairperson
- 1 Vice Chairperson
- 2 Committee Members

### **III. Association Responsibilities**

The following tasks for this event will be provided by CGA/WAFC:

1. The association, in cooperation with the Illuminators, will select the time, date and location for this event.
2. The association will act as liaison with the facility coordinator.
3. The association will coordinate event specifications with the Rite Sidelite and as facility liaison will relay all requirements to the appropriate facility coordinator.
4. The association will conduct an on-site room setup review with facility coordinator and committee chairperson.
5. The association will provide a detailed event agenda to include event timing.
6. The association will schedule a meeting with this event chairperson, the Rite Sidelite and the facility caterer.

#### **IV. Chairperson's Shared Responsibilities**

As Committee Chairperson, you will be interacting with other Illuminator officers and or committee chairpersons as follows:

##### Illuminator Officer

##### Responsibility

Rite Sidelite

The Rite Sidelite is the key contact with the association and will relay all event specifications as required.

The Rite Sidelite will coordinate menu selections and will negotiate costs with facility caterer.

Spotlite

The Spotlite selects all committee members. This list of members is first reviewed by the event liaison and then submitted to the event chairperson.

Headlite

The Headlite will draft a cover letter which will accompany ticket mailings.

Liaison/Rite Tailite

The Liaison and the Rite Tailite will review full accounting of ticket sales and cash received at conclusion of event.

**V. Chairperson's Pre-Convention Responsibilities**

1. Write confirming letter to each potential committee member (see Attachment A) within one (1) week of receipt of volunteer names.
2. After committee member list is complete, return Active Committee List to the Spotlight who in turn will notify the association for updating of yearly program agenda.
3. Secure an event (timing) agenda from the association.
4. Review event specifications and relay any additional requirements and/or changes to the Rite Sidelite. If changes and/or additions are required, the Rite Sidelite will notify the association who in turn will relay additional requirements to the facility and/or caterer. These specifications should include head table seating arrangements. It is imperative that any updates be received by the association no later than eight (8) weeks prior to the convention.
5. Schedule an on-site meeting with association staff to review room setup and specifications.
6. Contact Headlite for solicitation cover letter. Insure instructions are clear that invoices need to be returned with payments for ease in bookkeeping.
7. Arrange for daily ticket sales at Command Post.
8. Coordinate with Headlite acceptance of association and Illuminator attendees for head table seating (include current and dimmed Hilites).

**V.**      **Chairperson's Pre-Convention Responsibilities** (continued)

9.      Assign Vice Chairperson ticket responsibility to include:
  - A.      Ticket printing and numbering;
  - B.      Printing of Headlite letter to accompany ticket mailing;
  - C.      Mailing of tickets to Illuminator membership 60 days prior to convention;
  - D.      Ticket Accounting:
    - Receive all monies for sold tickets;
    - Bank deposits;
    - Disburse money for expenses incurred (i.e. ticket printing, mailing costs, etc.);
    - Complete on-going ticket sales report;
    - Estimate attendance 48 hours prior to event for catering guarantee and advise Rite Sidelite.

**VI. Chairperson's On-Site Responsibilities**

1. Conduct committee meeting and assign volunteers as necessary.
2. Attend the scheduled Chairperson/Vice Chairperson meetings.
3. Meet with association staff to review room setup and specifications. Designate room as "Non Smoking".
4. Arrange head table seating via name place cards.
5. Make certain timing of event is moving as scheduled and on time.

**VII. Chairperson's Post-Convention Responsibilities**

**IMPORTANT**

1. Complete the attached Committee Post Activity Report and Helpful Hints form.
2. Turn in above reports along with this committee manual to your Committee Liaison or the Spotlight at the Awards Special Event.
3. Send a thank you letter to each committee member.
4. Receive written financial report (see Attachment A) from Vice Chairperson and forward to Rite Tailite.
5. Complete participation data report (see Attachment B) and return to Rite Sidelite.