

11) Illuminator *Industry Luncheon* Committee

Purpose:

- Provides an opportunity to meet and greet many of the attendees of the CGA and WAFC conventions at the Illuminator sponsored luncheon which is free to anyone wearing a convention badge.
- Provides an excellent way to showcase food products which are donated for the luncheon.

Committee Composition:

- 1 Liaison
- 1 Chairperson
- 1-2 Vice Chairpersons
- 16-20 Committee Members

Pre-Convention Responsibilities:

Liaison

- There are several Association tasks for the event which should be provided by the CGA/WAFC and confirmed including:
 - a) The association will select the dates, time and locations for this event
 - b) The association will act as liaison with the facility coordinator and caterer
 - c) The association will coordinate event set-up specifications with the Liaison and will relay all requirements to the appropriate facility coordinator
 - d) The association will conduct an on-site room setup review with facility coordinator and committee Chairperson
 - e) The association will provide a detailed event agenda to include event timing
 - f) The association will schedule a meeting with this event Chairperson, the Liaison and the facility caterer
 - g) The association will publicize this event in the association magazine and convention program guide
- Contact Chairperson to confirm their acceptance of the assignment. If unavailable, you must contact the Spotlight for additional names of qualified candidates.

- Provide Chairperson with the names of the Vice Chairperson and committee members.
- Provide Chairperson with the committee roles and responsibilities outline.
- Be available to answer any questions that the Chairperson may have regarding the committee. Be present during the Luncheons.

Chairperson:

- Contact Vice Chair and committee members to confirm their attendance at the convention and their availability to volunteer for this committee. Note: allow one hour for setup before lunch is scheduled to be served. If understaffed, call the Spotlight to get additional names.
- Contact the Supply Chairperson to get a list of donated items and quantities. Later, set up an on-site meeting with the Supply coordinator to find out where the products will be stored and how to access them.
- The following items are provided by the Hotel (based on four serving stations):
 - a) 16 large chafing dishes: 2 for hot dogs, turkey dogs, brauts, chili, sour kraut
 - b) 20 large serving bowls: onions, cheese, olives, salads, salad dressing
 - c) Serving utensils: 12 tongs for hot dogs, salad, sour kraut; 4 large serving spoons for chili, 12 medium serving spoons for onions, cheese, olives
 - d) 20 baskets: 2 for hot dogs buns, forks, knives, spoons
 - e) 3-4 warming ovens: to hold backup hot dogs, chili, sour kraut
 - f) 1-3 busboys to replenish supplies and bus tables
 - g) Large Tables for chafing dishes and snack alley
 - h) 2 Small Tables for condiments
 - i) Round Tables and chairs for expected crowd, tablecloths for all tables
 - j) Gloves for serving stations

Convention Responsibilities:

- Meet with the catering staff to go over the event room set-up and food preparation. Discuss when the kitchen will need the food in order to prepare for the lunch. Let catering know to prepare 60% of the food items for the first day lunch and 40% for the second day lunch – if there is no second day lunch, prepare all food items for the first day.

- Set up a meeting with all committee members to review procedures.
- Check the supply room to confirm arrival of the donated items for lunch. If we are missing any items that are on the lunch menu, inform the Supply Chairperson and request that these items need to be purchased. Inform the Supply Chairperson what time the kitchen staff will need the food items to prepare. Also let them know if the kitchen staff will be picking up these items or if we need to deliver items to the kitchen.
- Attend the Chair and Vice Chair meetings.
- Lunch Procedures:
 - a) Bring condiments and snack items from Supply room to event location
 - b) Set up condiment tables
 - c) Set up “snack alley” tables and assign committee members to man this station for replenishment of snacks
 - d) Set up drink bins – note, it’s very important that only Coke items are in the Coke bins and Pepsi items are in the Pepsi bins. Assign a committee member to man these bins for replenishment of drinks.
 - e) Set up serving stations and assign committee members to serve food
 - f) After lunch is over, pack up any leftover snacks and drinks to be returned to the Supply room.

Post Convention Activities:

- Prepare and submit a recap to the Spotlight of the successes, issues and improvements needed for the Luncheon.
- Recommend individuals for future Chairperson and Vice-Chair.
- Write a thank you note to all volunteers.
- Times to relax – you did a great job!