

7) Illuminator *Morning Hospitality/Refreshments* Committee

Purpose:

- To supply snacks and beverage refreshments for attendees of the CGA/WAFC convention and Illuminators who are working the convention.
 1. The Morning Hospitality is provided to serve as a gathering place for the CGA/WAFC convention attendees and is generally scheduled during business session hours. There is a continental breakfast set-up as well as other refreshments. It is a comfortable setting where attendees can relax, meet with colleagues and plan their convention activities.
 2. The committee also makes the arrangements for refreshments (beer, soft drinks, snacks, etc.) to be distributed for the enjoyment of the convention delegates at the following Illuminator sponsored events: Greeters, Golf Tournament bus departure site, Illuminator Hospitality Suite, Command Post/Registration desk, Chair/Vice Chair meetings.

Committee Composition:

- 1 Liaison
- 1 Chairperson
- 1 Vice Chairperson
- 5 Committee Members

Pre-Convention Responsibilities:

- The Spotlight selects all committee members and this list should be reviewed by committee Liaison and then submitted to the Chairperson.
- Contact should be made with the Supply committee Chairperson (will assist in obtaining beverages and snacks for the Morning Hospitality) and the Industry Breakfast Chairperson (to coordinate moving the beverages and snacks from the breakfast to the hospitality area.)
- Contact each potential committee member on the list within one week of receipt to confirm convention attendance and acceptance of responsibility.
- Secure an event itinerary from the Liaison.

- Coordinate the food and beverage orders with the Supply committee Chairperson and request necessary drink coolers from the beverage companies.

Convention Responsibilities:

- Chairperson should arrive at least one day prior to the first day of operation.
- Contact the Supply Chairperson to verify arrival, condition and storage location of all supplies.
- Attend scheduled meeting with Liaison, Sidelite and facility caterer to confirm rooms, set-up and locations of events.
- Attend the schedule Chairperson/Vice Chairperson meetings.
- Conduct a committee meeting and assign volunteers to shifts for the Hospitality and assign committee members to make daily deliveries of products needed.
- Confirm delivery time and location of product delivery with the other committee Chairs, i.e. Greeters, Golf Tournament.

Post Convention Activities:

- Make any suggested change recommendations to the Spotlite.
- Send a thank you letter to each committee member.