

13) Illuminator **Program** Committee

Purpose:

- To act as the convention overall coordinator for the WAFC/CGA board and Illuminators officers.
- To be available to the WAFC/CGA Executive Secretary for additional assignments.

Committee Composition:

- 1 Liaison
- 1 Chairperson (Tom Bezick)
- 1 Vice Chairperson
- 8 Committee Members (specifically for the ticket collection @ banquet)

Pre-Convention Responsibilities:

- The CGA/WAFC Association will approve all actions of the Program Committee. The Sidelite is the key contact with the Association and will relay all event specifications as required.
- The Chairperson will write a confirming letter to each potential committee member within one week of receipt of the volunteer names. The confirmed active committee list should be returned to the Spotlight.
- Advise the committee members of all on-site committee meetings.
- Contact Association to discuss areas of committee assistance.

Convention Responsibilities:

- Meet with the CGA/WAFC Association coordinators to review the areas requiring directional assistance from the committee.
- Attend the Chairperson/Vice-Chairperson meetings and conduct committee on-site meetings and assign volunteers as requested by the Association for activities including:
 - 1) Locate all convention signage, sort by event, obtain 15-20 easels and place signage at proper places every day of convention
 - 2) Direct new Illuminators members to “First Timers” event
 - 3) Display all magazines daily at the registration area
 - 4) Assist the photographer and verify the schedule of events for him
 - 5) Proof all photos and accompanying names prior to publication

- 6) Send all convention attendees into the business sessions on time
- 7) Place and collect speakers' evaluation forms each day
- 8) Maintain quiet in the lobby area during the business sessions
- 9) Have microphones available at business sessions for questions
- 10) Monitor coffee breaks and assist with traffic flow and get attendees back into the sessions on time (Special Note: Bullhorns are not permitted at the CGA Convention so dimming the hallway lights and bell ringing are acceptable to get the convention delegates' attention at the conclusion of the coffee breaks)
- 11) Monitor hospitality parties
- 12) Arrange for ticket collection at the banquet (8 people needed)

Post Convention Activities:

- Prepare and submit a recap to the Spotlight of the successes, issues and improvement needed for future conventions.
- Recommend individuals for future committee involvement.
- Write a thank you note to all volunteers.