

17) Illuminator **Supply** Committee

Purpose:

- The Supply committee solicits donations and coordinates the shipment of beverages and food products from Illuminator member companies for various Illuminator sponsored events such as the Industry Breakfast and Luncheon and other events where refreshments are provided.
- The Supply committee Chairperson works with the Industry Breakfast, Industry Luncheon, Morning Hospitality/Refreshment committees as well as the Association Program Liaison/Chairperson and facility caterer to coordinate the use of donated products.

Committee Composition:

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

Pre-Convention Responsibilities:

- The CGA/WAFC Associations will provide a secure room to store products and advise the Illuminators of the convention room location.
- The Association will provide the Sidelite with detailed shipping instructions for shipment of donated products.
- The Association will schedule a meeting with the Supply Chairperson, Sidelite and facility caterer. The Sidelite is the key contact with the Association and will relay all event specifications as required.
- The Spotlight selects all committee members. This list is first reviewed by the Liaison and then submitted to the Chairperson.
- The Supply Chairperson will need to communicate with the Chairpersons of the Industry Breakfast/Luncheon and Morning Hospitality/Refreshment committees prior to the start of the convention to identify any special needs and also to confirm the times that the products need to be available for the caterers and committee members.
- The Chairperson will need to obtain an updated list of supplies that was used in the past for donation requests.

- Contact the Liaison or Chairperson of the Breakfast, Luncheon and Morning Hospitality committees to review the convention schedule and assess the quantities/mix of products required.
- Three months prior to the convention, mail out or e-mail donation request letters to contributing companies and include a RSVP to confirm the donation.
- Take the list of supplies needed and split it into three parts so the Liaison, Chairperson and Vice Chairperson can each make the solicitation calls to the Illuminator member companies.
- Nine weeks prior to the convention send follow up communication to companies who have not yet responded to the initial request letter. Assign the Vice Chairperson or committee members to help with the follow up calls.
- Update the master list of supplies obtained and arrange for backups for any products not fulfilled.
- Five weeks prior (eight weeks for Hawaii convention) review the shipping and storage instructions with the Sidelite.
- Important – send all donating companies detailed shipping instructions as received from the Sidelite including sticky labels to be attached to each package shipped. The labels need to be identified as “Illuminator Supply Committee.”
- Write a confirming letter to each potential committee member within one week of receipt of volunteer names from the Spotlight.
- Communicate any further committee member staffing needs to the Liaison or Spotlight.
- Plan to arrive two days prior to the convention for preparation work.

Convention Responsibilities:

- Chairperson should plan to arrive at the convention location two days prior to start.
- Check the product inventory, condition and location of where they are stored. If a product has not been received, contact the Vice Chairperson to have them call the donating company to confirm delivery.
- Inform the Sidelite of any products needed which have not been received or donated so it can be purchased locally.
- Conduct a committee meeting and schedule daily assignments members to staff the Supply room and assist in retrieving supplies needed.

- Meet with the Association staff to review the Supply room set-up and specifications. Obtain a key to the Supply room from the Sidelite.
- Attend the Chairperson/Vice Chairperson meetings to review and Supply room location and how supplies need to be accessed.
- Attend the scheduled meetings with the Association Liaison/Chairperson, Industry Breakfast and Luncheon committee Chairpersons, Sidelite and facility caterer.
- Keep a daily inventory (log of products delivered) to assist in monitoring product availability.
- Retrieve any unused product following each event and return to the Supply room and log back on the inventory list.
- Make arrangements with the Association Exhibit Manager or Sidelite to donate unused products to an Association-endorsed local food bank. Request that a letter be written from the recipient to the Headlite acknowledging the donation.

Post Convention Activities:

- Send a thank you note to each committee member.
- Update the supplier list noting any new contributor and revised contact information along with the type of product and quantity donated. This will be used as the next convention's calling list.
- Send a thank you letter to all the companies which have donated products. Please let the Officers know of any person/company which deserves special mention.