

CONVENTION GUIDELINES



The purpose of this booklet is to establish guidelines to serve as starting points for future convention coordinators and committee members.

The suggestions and guidelines are by no means intended to be used as a list of rules to follow, but as an outline of each job and a sample timeline to show when those tasks should be completed. We will begin with what we have at this point, and will continue to refine and revise these guidelines in future years.

With this as a beginning, we hope that each successive committee will come up with new and better ways of achieving their goals and will continue to improve upon the guidelines presented here.

Thanks to all of you who shared your ideas and your energy in past years, and to all those who will do the same in future years.

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TIMELINE

Times and dates will change according to individual and committee needs.
 Dates have been updated to reflect convention move to first weekend in March.

Target Date	Event	Committee	Actual Date
10/30	Hotel contract negotiated/signed (Fall prior year)	Chairs	
3/15	Work with GBA President / Web Master to update Web page in preparation for Teacher Letters	Chairs	
4/1	Teacher proposal letters emailed /mailed	Teacher Liaison / Jury	
5/20	Deadline for Teacher Applications	Teacher Liaison	
6/10	Jurying	All Chairs / GBA Board	
6/14	Teacher acceptance or rejection letters sent	Teacher Liaison	
8/12	Brochure, rough draft, to be proofed by several	Brochure	
8/12	Print copy retired 2024 convention. Brochure camera copy submitted for printing	Brochure	
8/12	T-shirt form completed	Logo	
8/12	Registration form completed	Brochure	
9/5	Brochures emailed to membersjo[Brochure	
9/15	Space requirements sent to Logistics Chair	All Committees w/space requirements	
10/31	Due date for 1 st day registration	Rec'd by Financial Coordinator	
11/15	Class assignments made	Assignment Coordinator	
12/15	Class assignments notifications to registrants	Assignment Coordinator	
1/1	Call for Receipts	ALL	
1/19	Due date for class payments from students	Financial Coordinator	
2/5	Student, Teacher, Vendor, Volunteer info to Name Tag Chair	Teacher Liaison, Vendor, Class Assignment	
2/15	Food choices/order to Venue contact	Convention Chair	
2/15	Work with Logistics Coordinator to provide set-up requirements to Venue Contact	Convention Chair	
1/20	Last day for refund (less \$25 fee)	Financial Coordinator	
1/10	Final meeting before convention	Chairs	
2/15	FINAL Student, Teacher, Vendor info to Name Tag Chair	Teacher Liaison, Vendor, Class Assignment	
3/1,2,3	Convention (First weekend in February)		
3/3	Wrap-Up Meeting after Convention	Chairs	
3/12	Final call for Receipts/Receipts MUST be submitted by 2/12	ALL	

SAMPLE BUDGET

INCOME:	
REGISTRATION	\$7,670.00
RAFFLE	\$2,000.00
LOGO SALES	\$700.00
VENDOR FEES	\$625.00
Misc	\$20.00
TOTAL \$11,015.00	
EXPENSES:	
CONFERENCE CENTER	\$6,650.00
CONVENTION BROCHURE Printing & Mailing	\$1,250.00
LOGO DESIGN	\$200.00
LOGO EXPENSE	\$650.00
GOODY BAGS	\$1,000.00
TEACHER STIPEND	\$1,225.00
AMERICAN CANCER SOCIETY	\$300.00
GIFTS (chairs)	\$150.00
REGISTRATION REFUNDS	\$80.00
NAME TAGS & SIGNS	\$50.00
TABLE CANDY	\$100.00
Misc	\$100.00
TOTAL \$11,755.00	

CONVENTION CHAIR(S)

Task	Date
Choose committee chairs.	2/16
Negotiate with hotel for meeting rooms, meals, and prices on lodging for attendees. Maintain frequent contact with hotel personnel. May engage assistance of GBA Board.	
Hotel contract signed	
Make up a timeline that includes all important dates for completion of each phase of convention planning.	
Choose a name, logo and color scheme for convention.	
Establish a budget. Registration fee adjusted to \$100 for 2024 due to rising cost of venue. The Registration fee has remained \$65 for most conventions. This fee generally covers the venue space/food expenses.	
Provide each committee Coordinator with a notebook that includes a budget, timeline, detailed list of duties, and a complete list of names, phone numbers and e-mail addresses for the convention committee.	
Work with GBA President / Web Master to assure GBA Website updated and has a landing page for the Convention (in preparation for Teacher Letters)	
Ask each committee Coordinator to maintain the notebook with information and items necessary to perform their duties. Notebook is to be turned in to the convention coordinator at the wrap-up meeting after the convention.	
Maintain close contact with committee chairs by phone and e-mail. Schedule meetings of the entire committee as needed.	
Oversee each step of convention planning, and assist when needed.	
Coordinate with Coordinators for letters to Guilds in the fall (Sept and again in December or January) re convention attendance, volunteers, goody bag donations, door prizes, ornaments.	
Coordinate with Venue Contact the final food order, logistics and other arrangements	
Keep board members informed of any problems that may arise and let them know if you need advice or help.	
Turn in receipts to Financial Coordinator in a timely manner.	
Keep very careful notes and records of what you do and of communication with committee chairs (copies of e-mails, etc.).	

FINANCIAL COORDINATOR (GBA Treasurer)

Task	Date
Maintain notebook outlining responsibilities, processes and your experience / suggestions. Notebook must be turned over to next chair at wrap up meeting at the end of convention.	
Work with Co-Chairs to negotiate space for convention.	
Assist convention co-chairs in establishing / managing convention budget.	
Pay bills as they arrive.	
Receive registration fees, record and deposit to GBA account.	
Keep accurate account of paid members' registrations as they come in up to the last day to register. Communicate membership status updates to GBA Secretary and Chair(s).	
Assist with class assignments of those who register on time.	
Coordinate with Class Assignments Coordinator to register late applicants in classes that are not filled.	
Receive and file class fee checks as they arrive. Give to teachers at convention.	
Coordinate with Welcome / Sign-in Coordinators to place a box at the registration table to collect next year's dues. Monitor the box throughout convention.	
Call to Convention Committee Coordinators for receipts in December and again in February. Final call for receipts 3/15/xx.	
Assist other committee members with financial matters pertaining to the convention.	

TEACHER LIAISON / MARKETPLACE

Task	Date
Maintain notebook outlining responsibilities, processes and your experience / suggestions. Notebook must be turned over to next chair at wrap up meeting at the end of convention.	
Compose and send proposal letters to possible teachers by March 15. Work with Jury Coordinator to coordinate letters and jury process. Provide letters and forms to web master to assure available on the web site. In 2019 the teacher stipend was amended to \$35/day.	
Compose and send letters/emails of acceptance or rejection immediately after jury has chosen convention baskets.	
Maintain contact throughout the year with teachers, up to and including the convention. Keep teachers updated with additions or deletions to their classes and in January send teachers a class list with names of students enrolled in their classes.	
Communicate Housekeeping guidelines for convention (i.e. all scraps, shavings, twist ties, etc. must be paced in garbage bags located on each table.) Students should clean their work area before leaving.	
Maintain database of all teachers provided proposals to pass along to the next year's Chair.	
Work with Raffle Coordinator to secure items for raffle.	
Provide all teacher information to Name Tag Coordinator by 1/10. Follow up 2/15 with final information.	
Greet/Welcome all teachers on the morning of the first day of convention. Assure they have what they need, including space.	
Turn in receipts to the Financial coordinator for any expenditure you incur in the performance of your duties.	
Assist the Logistician Coordinator to determine classroom layout for all three days, taking into account teachers' requests for electrical outlets, table sizes and lighting requirements.	
Assist the Logistics Coordinator to determine layout for Saturday evening Marketplace.	
Turn in receipts to Financial Coordinator in a timely manner.	
Keep careful notes of any problems and how you solve them.	

VENDOR LIAISON

Task	Date
Maintain notebook outlining responsibilities, processes and your experience / suggestions. Notebook must be turned over to next chair at wrap up meeting at the end of convention.	
Determine size and cost of vendor spaces, working with Co-Chairs and Logistics Coordinator. 2024 prices = \$80 for 10x10; \$130 for 10x20. (2018 prices = \$75 for 10x10; \$125 for 10x20)	
Maintain a list of possible vendors with current mailing addresses, e-mail addresses and phone numbers.	
Originate and send out vendor solicitation letter and application.	
Collect vendor applications and checks. Turn checks over to financial coordinator.	
Work with Logistics Coordinator to arrange Vendor Room layout and assign spaces to individual vendors, taking into account their needs for electrical outlets, size & numbers of tables, table covers, etc. as well as any requests for proximity to teaching space.	
Provide list of vendors (and helpers) names, guild affiliation, home town to Name Tag Chair by 1/10/xx with final update by 2/15/xx.	
Work with Raffle Coordinator to secure items for raffle.	
Perform all reasonable tasks to assist vendors. Greet/Welcome vendors on first day of convention. Assure all needs are met.	
Supervise locking and unlocking of vendor room at appropriate times, if necessary.	
Turn in receipts to Financial Coordinator in a timely manner.	
Keep careful notes of any problems you encounter and how you solve them, along with suggestions for the future.	

JURY COORDINATOR

Task	Date
Maintain notebook outlining responsibilities, processes and your experience / suggestions. Notebook must be turned over to next chair at wrap up meeting at the end of convention.	
Work with Teacher Liaison Coordinator on Teacher letters and application process. Maintain close contact with Teacher Liaison to coordinate receipt of teacher applications, photos.	
Work with Web master to assure Teacher Application information is posted on the web site.	
Select a site for receiving basket submissions and for hosting the jurying process.	
If necessary, select a committee to assist in all phases of the process.	
Select a jury made up of 10 – 15 people. Jury should include GBA Board members, local guild representatives, and members of the convention committee. Anyone who has submitted baskets for consideration should not be on the jury or at the jury meeting.	
Receive electronic applications and basket photos. Arrange for copies of photos of submitted baskets for jurying process. Provide a sheet of submitted baskets by length of class (4, 6, 8, 10, 12 hours) for pre-view / jurying.	
Turn in receipts to Financial Coordinator in a timely manner.	
Please keep careful notes of the process, including new forms and procedures that worked for you, as well as any problems you may have encountered and how you solved them.	

VOLUNTEER COORDINATOR

(Retired Position – Responsibility transitioned to Chairs)

Task	Date
Maintain notebook outlining responsibilities, processes and your experience / suggestions. Notebook must be turned over to next chair at wrap up meeting at the end of convention.	
Contact each committee Coordinator to determine needs for volunteers during the convention.	
Keep a list of those people who volunteered and give them a choice of areas needing help. Volunteers are generally needed for goody bag assembly, handout of door prizes, registration of students, etc.	
Provide a list of volunteers and their information to the Name Tag chair no later than 1/12. Work with Convention Chair for any volunteer meal requests.	
Coordinate with Name Tag and Table Sign Coordinator for table signs needed for registration.	
Turn in receipts to Financial Coordinator in a timely manner.	
Keep notes on how well the process worked, what you would do to improve it. List any problems you encountered and how you solved them.	

WELCOME / SIGN IN

Task	Date
Maintain notebook outlining responsibilities, processes and your experience / suggestions. Notebook must be turned over to next chair at wrap up meeting at the end of convention.	
Communicate any layout requests to Logistics Coordinator.	
Work with Name Tag Coordinator on how nametags will be assembled and delivered.	
Before beginning registration, supervise set-up of the registration table so that the process of registration is flows smoothly.	
Class Assignment Coordinator will provide two lists: One by teacher/class (including students) and one by attendee (including their classes).	
The Financial Coordinator will provide an alphabetical list of all convention registrants. The Name Tag Coordinator will provide printed nametags to be given to each person as they check in.	
Coordinate with Name Tag and Table Sign Coordinator for table signs needed for registration.	
Returning students and teachers / vendors will be provided nametags. NEW STUDENTS will receive GBA logo name badge holders. Others wishing to have a GBA logo name badge holder may purchase one for \$3.00. Name Tag/Sign Coordinator will have extra GBA Badge Holders.	
Goody Bag Coordinator will provide prepared goody bags for distribution as registrants sign-in.	
Financial Coordinator is responsible for determining need for a 'dues' box at the registration table.	
Place a "Suggestions & Comments" box in the registration area. Deliver notes to GBA President at the end of Convention.	
Place a large box behind or under the registration table for "Lost & Found" items.	
Turn in receipts to Financial Coordinator in a timely manner.	
Keep notes on how well the process worked, what you would do to improve it. List any problems you encountered and how you solved them.	

BROCHURE EDITOR

Task	Date
Maintain notebook outlining responsibilities, processes and your experience / suggestions. Notebook must be turned over to next chair at wrap up meeting at the end of convention.	
Using photographs of selected baskets, assign class numbers to each.	
Write a clear concise description of each basket. Each description should include: class number, day and time of class, name of teacher, name of basket, dimensions of basket, class fee, weaving level (beginning, intermediate, advanced), number of hours to complete, and a short paragraph which clearly details materials used and design features. Also list any special tools needed if teacher specifies.	
Transfer all of this information to a CD or thumb drive, matching pictures to descriptions.	
Create Brochure. Can leverage brochure from previous year. Include new dates, committee page, name of convention, name of hotel, Important Information page, Registration Policies, and make note of color and logo changes. Co-Chairs should review the brochure for correctness.	
<p>Arrange to turn over all materials for sending to publisher. Note: Kinko's has been used successfully for the printing of the brochure at a lower cost than in prior years.</p> <p>2024: Process updated to email soft copy to current membership. No longer printed.</p> <p>2018: Brochure print specs: 100 lb. glossed text – self cover. 4 color, glossy paper, stapled, folded, 12 pages, 250 copies with 200 copies of the Registration and Logo form. Purchased stamps to mail to membership plus an additional 15 – 20 possible new members.</p>	
Assure print process falls in line with mailing deadline when taking brochure to printer.	
Work with web master to have a copy of the brochure and forms posted on the website after they have been mailed out to the GBA membership. Assure any updates to the posted brochure during the registration process. Web version should exclude personal information (email and phone) of GBA members.	
This process retired 2024. Purchase envelopes and stamps and mailing labels. Create mailing labels from updated membership list obtained from Treasurer or Secretary. Print return address labels (should be the GBA mailing address). Purchase extra stamps and envelopes for late applicants. (These may be carried over to the next year if not used.)	
Email brochure, registration form and logo form on or before September 5.	
Turn in receipts to Financial Coordinator in a timely manner.	
Keep notes on how well the process worked, what you would do to improve it. List any problems you encountered and how you solved them.	

RAFFLE COORDINATOR

Task	Date
Maintain notebook outlining responsibilities, processes and your experience / suggestions. Notebook must be turned over to next chair at wrap up meeting at the end of convention.	
Coordinate with teacher, vendor, goody bag, and door prize coordinators to include the name and contact numbers of raffle coordinator in their acceptance letters. This information should also be included in the convention brochure.	
Contact all local/Georgia guilds to solicit individual and group raffle donations, goody bags, and door prize (coordinate with other chairs).	
Contact John C. Campbell in October for a donation of a one-week class.	
Check raffle ticket supply; purchase as necessary. Keep in mind you will need a small supply of different colored tickets for Campbell or other special items.	
Inform Logistics Coordinator of your table and chair requirements for receiving raffle donations and for display of raffle items. Schedule volunteers to man the raffle table throughout the day Friday and Saturday.	
Select a committee to assist in all phases of the raffle throughout the convention.	
Each person donating raffle gifts should be given a card to record his/her name, address, name of item & description.	
Numbers should be assigned to each item and that number should be recorded on the master list, on a tag on the item, on the original information card and on the ticket box that is attached to the item with yarn or ribbon. Each raffle item must have a label attached to it that lists the donor name.	
Raffle items will be displayed attractively on tables that have been placed in the center of the lobby. Work with hotel to use glass crates for creating display levels on tables. All items must be removed Friday night to be locked in a secured room and replaced on display tables early Saturday morning. Some years we have been able to move entire tables into the weaving rooms for secure storage overnight on Friday.	
Raffle tickets are offered for sale Friday and Saturday. Committee members will visit weaving rooms frequently to promote ticket sales and will sell tickets at the raffle table in the lobby.	
Turn in receipts to Financial Coordinator in a timely manner.	
Coordinate drawing that will be held following the GBA general meeting. Record recipients' name and signature on master list. Recording the signature of the person picking up the prize avoids confusion when winner is not present.	
Thank you notes must be sent to donors.	
Submit a list of all donated items, donors, winners in word or excel formation to Newsletter Editor / Secretary for publication in the next GBA Newsletter.	

LOGO / T-SHIRT SALES

Task	Date
Maintain notebook outlining responsibilities, processes and your experience / suggestions. Notebook must be turned over to next chair at wrap up meeting at the end of convention.	
At first meeting, with input from convention committee members, determine style(s) of shirts and/or other products to be offered.	
Locate vendors and get estimates on different brands and styles. Submit proposal to chair(s) for approval / consensus.	
Choose vendor based on goods and prices.	
Estimate selling prices to include on order form. Consider tax, set up fees, supplies, etc. when estimating the selling price. While this is not intended to be a 'money making' event, it is best to cover costs while offering a great price.	
Compose shirt order form and have enough copies made to include in brochure mailing. Deliver order form to brochure mailing chair by 8/15	
As orders arrive, keep a spreadsheet of names, number of shirts, sizes and checks received. Can order a few extra items for sale at convention.	
After final ordering date, total number of orders and checks received and compare to spreadsheet. Give checks to treasurer.	
Place order with vendor and notify treasurer of amount of payment to be sent to the vendor.	
Pick up the order when finished and inventory shirts to ensure correct numbers and sizes.	
Smooth, fold and label shirts with names of owners.	
Submit logistics requirements to Logistics Coordinator.	
Turn in receipts to Financial Coordinator in a timely manner.	
Distribute shirts at convention at a convenient pick-up location.	
Keep notes of your procedures and note any particular problems you encountered and describe how you solved those problems.	

STUDENT and TEACHER GOODY BAGS

Task	Date
Maintain notebook outlining responsibilities, processes and your experience / suggestions. Notebook must be turned over to next chair at wrap up meeting at the end of convention.	
Student and Teacher Bags to be identical. Note: Vendors do not receive goody bags. Goody Bags can also be distributed to individuals who are not attending convention, but are volunteering (often with Raffle or Registration).	
Create letter requesting donations. Coordinate with teacher liaison and vendor liaison to include your letter in their initial mailings of teacher and vendor application forms.	
Work with Convention Chair(s) to come up with a GBA logo item to be included in the Goody Bag. Item cost should be in the \$4 - \$6 price range. Updated to \$5 - \$10 for 2024.	
Contact businesses and individuals in your community and elsewhere to solicit suitable items for goody bags. Contact major basket supply vendors for donations.	
Request donations from each of the local Georgia guilds.	
Collect all donations and purchase strong inexpensive bags keeping in mind the color scheme chosen for the convention.	
Communicate logistics needs to Logistics Coordinator by September.	
Solicit volunteers (other Convention Committee members / GBA officers) to assist in filling the goody bags.	
Deliver filled Goody Bags to the Welcome / Sign-In Coordinator so the Goody Bags can be distributed as part of the Sign-In process.	
Turn in receipts to Financial Coordinator in a timely manner.	
Keep careful notes of expenses incurred and of names of donors. If any problems were encountered please note and explain how you solved those problems.	

DOOR PRIZES

Task	Date
Maintain notebook outlining responsibilities, processes and your experience / suggestions. Notebook must be turned over to next chair at wrap up meeting at the end of convention.	
Check with Convention Chair(s) to determine process (random door prizes or one per registrant or bring one get one).	
If using a Random or One per Registrant process, coordinate with goody bag chairperson and raffle coordinator to send a letter requesting donations for raffle prizes, goody bag contents and door prizes. These requests may be included with teacher and vendor acceptance letters if you wish.	
Contact Georgia guilds with requests for door prize donations, if applicable.	
Collect donations and determine a numbering or lettering system for distribution at the convention, if necessary.	
Visit weaving rooms to remind people to choose items late Friday afternoon and Saturday as needed. If it appears every has participated, and there are still items remaining, announce a final call.	
Turn in receipts to Financial Coordinator in a timely manner.	
Keep careful notes and records of donations and donors. Also note any problems you may have encountered and how you solved those problems.	

CLASS ASSIGNMENTS

Task	Date
Maintain notebook outlining responsibilities, processes and your experience / suggestions. Notebook must be turned over to next chair at wrap up meeting at the end of convention.	
Meet with Financial coordinator to get records of registrations as to dates and status (1 st day, 2 nd day, late, etc.)	
Assign classes based on the above information, as outlined in the brochure.	
Notify Teacher Liaison Coordinator as to classes and teacher hours. The normal class numbers are no less than 6 students to make a class and no more than 12 students total. Some teachers will agree to teach a lesser number and some will agree to teach more, but those teachers must be contacted in advance and must agree to the terms if different than the above stated numbers.	
Notify students by letter of their class assignments. This letter must request separate checks to each teacher for each class assigned and checks must be returned by the date stated in the letter.	
1/10/xx Provide full details – names, hometown, guild affiliation, class assignments, Friday snack, first timer flag, etc. to Name Tag Chair. Provide FINAL student updates by 2/15/xx.	
Provide copy of class assignments by Teacher (including students) and by Registrant (including classes) to Welcome/ Sign-In Coordinator for registration area / reference.	
Turn in receipts to Financial Coordinator in a timely manner.	
Keep careful notes of how you accomplished your goals, any expenses incurred and any problems you encountered.	

NAME TAGS AND TABLE SIGNS

Task	Date
Maintain notebook outlining responsibilities, processes and your experience / suggestions. Notebook must be turned over to next chair at wrap up meeting at the end of convention.	
Get a list of convention attendees and all pertinent information from Class Assignment Chair 2/10/xx with final update by 2/15/xx. Attendee Name Tag should include their first name prominently displayed above their last name. Also include their city/state. Can include GBA Board and Convention Chair positions on name tags so attendees can easily identify. Some years we've included the local guild, but that information may not be readily available.	
Get list of volunteers, Vendors and helpers and create name tags for these folks.	
Make nametags for all students, teachers, vendors, and committee chairs. You may wish to use different colors or styles for different categories. Nametags should include the convention logo, name of guest, and city and state of residence. Purchase nametag kit (includes paper and holders 3 X 4). Purchase printable nametags. Check to see how many first-time students to the GBA convention there are so that they get a black name badge holder. Make sure that Welcome/Sign In coordinator has all materials well before time of registration so they can arrange it as they wish. Order new black logo nametag holders as necessary.	
Purchase 12 – 16 oz. candy for each class table / registration and raffle tables. Will need supplies for 12 to 14 baskets. Assure candy is replenished at least once a day.	
Print table signs. Include class number, teachers name, large picture of basket, name of basket, and day and time that class will be taught. Information should be available from Teacher Liaison by September or the Brochure. Check with the Brochure Editor or the online brochure for project pics for table signs.	
Have table signs placed in see-thru sleeve (most cost-effective as the sleeves can be recycled from year to year).	
Create table signs for Raffle, Registration, Logo Items, Door Prizes, etc. Coordinate with Convention and Committee chairs for any other signage needs.	
Coordinate with Logistician Coordinator for placement of table signs according to classroom layout. There are table sign holders for each table.	
Coordinate with Convention Chairs for any other large/easel type signage, possibly providing information on room and teacher locations.	
DO NOT adhere any signs to venue walls with prior approval from Venue Contact. Can coordinate with Convention Chairs.	
Change table signs each day as classes change and replenish candy as needed. As you change the signs, ask the previous teachers if they want to keep their signs. (Many like to keep them as souvenirs.)	
Keep careful notes and records of expenses. Turn in receipts to Financial Coordinator in a timely manner.	

LOGISTICIAN

Task	Date
Maintain notebook outlining responsibilities, processes and your experience / suggestions. Notebook must be turned over to next chair at wrap up meeting at the end of convention.	
Determine layout of tables for classes each day. When assigning teaching areas, be sure to take into account the size of the baskets/projects, the teachers' needs for electrical outlets, lighting and space. Consult teacher liaison for this information and contact teachers directly if there are any questions as to their needs.	
Work with Teacher Liaison Coordinator to determine placement of those who requested tables for Saturday evening marketplace. Tables are \$5 each or per the brochure.	
Determine layout for lobby area. Consult with registration, raffle, door prize and logo/shirt chairpersons and arrange for tables, chairs, tablecloths and skirting they will require.	
Create floor plans for all convention areas. (Vendor chair will provide the vendor layout.) Have enough copies printed Welcome/Sign In Chair, and Convention Chair.	
Refer to table arrangements used the previous year / years.	
Work with Convention Chair(s) to coordinate with/meet with hotel event coordinator with detailed plans and requests for tables, chairs, tablecloths and skirting, plastic table covers for classrooms, adequate water containers, a generous number of trashcans, and any other needs that may be suggested by teachers or committee members.	
Touch base with Table Signs / Name Tag Coordinator for appropriate signs at tables, and class doors.	
Turn in receipts to Financial Coordinator in a timely manner.	
Follow up on each step of this process, beginning on Friday morning and check on each area when classes change to assure that all details are in place as requested.	
Keep careful notes of your duties as you complete them, as well as copies of your floor plans. Also list any problems you may have encountered and how you solved those problems.	