

RRCNA29 CONVENTION COMMITTEE

Arts and Graphics Final Report Corey B.

FINANCIAL REPORT:

Beginning Balance: \$1200.00
Income: 0
Expenses: \$531.18
Ending Balance: \$668.82

INCOME DETAILS: NONE

EXPENSES DETAILS

- BANNER: \$122.34 FROM EMBROID THIS INC.
- XTRA BANNER FOR AUCTION: \$58.43 FROM VISTAPRINT
- FOUR FOAM BOARDS FOR EACH WORKSOP ROOM: \$237.41 FROM VISTAPRINT (PAID \$35.49 FOR RUSH SHIPPING)
- PROGRAMS: NO COST BECAUSE WE USED DIGITAL AND PRINTED ONLY 100
- REGISTRATION FLIERS (#500): \$100 GIFT CARD TO STATELINE SPORTS
- DANCE AND EVENT FLIERS, MONTHLY FLIERS, AND MISC.: \$13 FOR MISC, I DID NOT CHARGE FOR SUPPLIES.

DUTIES:

- Attend all Convention Committee meetings
- Attend all Convention Committee functions
- Form a Committee – (this is extremely important – you will need others to help you!! I suggest monthly meetings and food brings them in- the more people you have, the easier your job).
- Elect a committee vice-chair and secretary (makes it easier to report at convention meetings and you have coverage if you are sick or can't make it)
- Bring a written/typed report to each Convention Committee meeting and hand it to the secretary after giving the report (suggest using a template you make). This year I sent an email to the secretary.
- Write a final report to be handed to the next person taking the position (I had a great report and made our job much easier)
- Stick around and be available as a helpful resource to the next person in the position.
- Assist Serenity Keepers to develop shirts.
- Solicit, refine and develop ideas for convention theme and logo
- Render theme and logo selected by the whole convention committee. Produce final version logo and theme to produce appropriate files for merchandise vendors.
- Fliers for functions and meetings (sub-committee and convention committee)
- Meal tickets for banquet
- Banner
- Registration Flier
- Programs - We did a digital program (QR code) and saved the convention about \$400. I would make large code and place it at each workshop and at the entrance of convention.
- At convention:
 - Attend all meetings starting Friday.
 - Hang banners Friday after meeting
 - Place clean time calendar (or whatever you committee decides the new calendar is)
 - Update signs
 - Assist other committees (you will have time to help where needed)
 - Take down banners Sunday afternoon speaker

DUE DATES/TIMELINE:

- Have a typed report for each Convention Committee Meeting (e-mail to Convention Secretary prior to the meeting)
- This is the order we followed and make your job much EASIER!!
- 1) Develop a budget (suggest \$1200)
- 2) Develop the theme and logo and submit it to the convention committee for approval ASAP. I suggest doing the theme first followed by the logo. We had a contest for both with the winners receiving one free registration package (limit one per winner). Feel free to call me and I can let you know how we did this.
- 3) Submit approved logo/theme to merchandise ASAP. They can't do a thing until you complete this task!!
- 4) Submit approved logo/theme to jewelry vendor.
- 5) Submit approved logo/theme to the approved recorder
- 6) Develop a registration flier for approval and print ASAP (to get sent out ASAP). We printed 500 on medium quality paper (trifold). In the future I would suggest making these look good and eye-catching to attract people to our convention. High quality glossy paper may have been a better idea. Alos, we sent out the fliers too late - this was a mistake.
- 7) Contact and send info to Embroid This Inc. for banner. They were good quality at a reasonable price. Additionally, they already know what we need based on our past business dealings.
- 8) Work with programming to develop program for convention (your ability to do this will be dependent on programs ability to schedule workshops and speakers....this can be done as late as a month prior to convention – just remember this to has to be approved by the convention committee)
- 9) Meal tickets - didn't do anything special this year, but wish I had.
- 10) Develop and print signs for each room at convention (schedule, workshop topic)
- 11) Develop and print newcomer book giveaways for the clean time countdown.
- 12) Remember, you have to print monthly meeting and event (for F&E) fliers to be handed out at ASC. It is much easier to list all sub-committee meetings on one flier, with the exception of F&E events that have to be made for each event.
- 13) Remember – talk with ASC PR chair and have printed (#500) special convention meeting schedules.

REPORTS:

- Report for Convention Committee:
 - What has been accomplished by the sub-committee since last Convention Meeting
 - Report all use of funds (income, expenses, balance)
 - Motions for funds
 - Motions for decisions of the sub-committee
- Financial Reports:
 - Include itemized list of income
 - Include itemized list of expenses
 - Include overall numbers
 - Include check numbers
 - Include what's being returned to the committee

Tips:

- Things that need motions: anything that requires money (don't assume you will be automatically compensated), Logo and Theme, Program, and Registration Flier
- I suggest you print registration fliers on the highest quality paper you can afford. Make this look really cool and get done quickly. We mailed ours too late due to the fact that we did not get a date and location for the convention until way too late in the game. The sooner these are out, the longer people will have to plan and attend.
- DOUBLE and TRIPLE check your logo and theme file! This can be costly if an error is made.
- Have each sub-committee chair inspect the registration flier to make sure they have what they need on it (H&H, program, merchandise, and registration) before final approval and printing.
- Get the theme and logo done ASAP-this is your main job. Contact me and I'll let you know how we did this.
- You may want to start your "Final Report" at the beginning of your term. That way, as you encounter new challenges or find new solutions, you can include them right away without forgetting. Remember, this Final Report is the bridge to future trusted servants so that they don't have to overcome those obstacles without your guiding experience!
- ASK ME FOR HELP...I have done this position twice and I know what to do. I can help you make your life easier.
- Buy an extra banner for the auction from VistaPrint. This sold for \$175 at the auction (a profit of \$116).

PEOPLE TO CONTACT FOR HELP:

- Corey B. RRCNA 29 A&G Chair 815-262-7716 corey42970@gmail.com

Banner: Embroid This Inc.

Address: 7830 N 2nd St, Machesney Park, IL 61115

Phone #: (815) 623-2200

Printer:

Stateline Sports

7939 Burden Rd, Machesney Park, IL 61115

Contact: Mark M. 815-979-2311