

Attendee Engagement

Note: The information below is provided as a guideline to assist the convention committee which may be assigned this area of responsibility. Needs may change from year to year, therefore specific requirements and/or the need for this committee will be provided by the current convention chair after consultation with the presiding officer. This committee is a new combination of the Hospitality and Meals Facilitation Committees.

PRIMARY DUTIES: GENERAL

- Review previous committee reports.
- Confirm committee approved budget.
- Create a staffing schedule for the duration of convention.
- Write a report per instructions.

PRIMARY DUTIES: HOSPITALITY

- Welcome arriving convention attendees.
- Manage space designated for hospitality.
- Manage Lost & Found and First Aid Station. Provide a list of lost and found items to the convention chair for presentation during convention announcements.
- Schedule staffing for hospitality and greeters.
- Plan and oversee BIL activities or provide local entertainment information (as requested by the presiding officer).

PRIMARY DUTIES: MEALS

- Reach out/confirm number of reserved tables/seats needed for Saturday night dinner (and number of chairs per table). Complete this by the established deadline. Note that this work will start after registration closes with the WSC Executive Assistant.
- Collaborate with the designated printing team to provide all needed reserved signs.
- Ensure that all meal attendees actually have a meal ticket before admitting them.
- Facilitate seating using the “seating sticks.”

COORDINATION REQUIRED WITH OTHER AREAS OF RESPONSIBILITY:

- Facilities and Signage
- WSC Executive Assistant
- Project Chairs (for dinner chair count for project speakers)

TIMELINE:

Before Convention:

- Review reports from prior years and reach out to applicable points of contact for additional insights or to ask questions.
- Request needed directional signs from the hostess chapter responsible for signage.
- Coordinate the space layout for Hospitality/Lost & Found/First Aid Station with the facilities chair by established date.
- Create a hospitality staffing schedule for duration of convention. This should provide table staffing (2

- people) and welcome “roaming” greeters (2-3 people, especially on Saturday).
- Inventory First Aid kit and purchase needed items by May 1.
 - Complete set up of Hospitality/Lost & Found/First Aid Station no later than one hour prior to the beginning of convention registration.
 - Consider an identifying item – brightly colored apron, shirt or something so that people can easily spot you.

During Convention: Hospitality

- This committee sets the tone for arriving convention attendees. Be sure to smile, be patient and provide assistance.
- Ensure Hospitality space will be open and staffed at established hours.
- Report any “lost and found” items to convention chair throughout convention.

During Convention: Meals

- Place any programs or other informational printed items on tables as directed by convention chair.
- Place requested reserved seating markers at tables.
- Place sufficient staff at meal room entrances to check for meal tickets to ensure only those who are entitled to meals are admitted.
- Have sufficient people stationed inside the meal space to facilitate seating, using the “seating sticks”.

After Convention:

- Turnover any remaining “found” items to WSC Executive Assistant.
- Inventory and pack up any convention properties/supplies which will be handed over to next year’s convention steering committee.
- Deliver properties and inventory to a central location designated by your convention chair.
- Write a report per instructions and email to CPRC chair by June 15.
- Submit any outstanding expense reports with **original** receipts to your convention chair no later than June 15. Per Washington State Chapter policy, expenses that are submitted after June 15 are not reimbursable.

Budget: \$ _____

Expenses: \$ _____