

2024 AMLS Gem and Mineral Show Event Agenda

April 15, 2024

2023 Committee Members

Ben Beadore – 2023 Show Chairman

Jinger Glasgow – 2023 Publicist

Rhonda Jordan – 2023 Website and Facebook Publicist

Destinee Gilbert – 2023 Facebook and Instagram Publicist

Casey Falkner – 2023 Volunteer Coordinator

Reggie Bolton – Treasure and venue

2024 Committee Members

Initial Planning and Organizing – first meeting April 15

Meet to plan and organize the show and coordinators. The purpose of dividing up the coordination into member assignments is to spread out the work load, but also to include as many members as possible.

* Decide to appoint an event coordinator to facilitate a time-line, record progress, and follow-up accountability of coordinators. (John Cook)

Discuss previous years planning strategies and develop this year's action plan. Document the Annual Gem Show Event planning and coordination process as a template for future events.

Make initial contact with prospective club members to accept the role of coordinator

Create the itinerary or each of the coordinators

Ben Beadore

Jinger Glasgow

John Cook

Note: Does a member have to be current with dues to volunteer.

Establish a timeline with Coordinator assignments

Coordinator contact information

Contact updates

Venue Coordinator

Contact with the Civic Center Authority and secure the club's compliance

Coordinate with the Treasurer

Coordinate with Vendor Coordinator with table and power layout

Assemble volunteer team to execute vendor layout, table setup and teardown

Ben Beadore

Reggie Bolton

Levan Foster

Anthony Piazza

John Cook

Vendor Coordinator

Send initial invitation to last years vendors

Follow-up to invitations

New vendor solicitation

Collect and record vendor applications

Collect, record and transmit vendor payment and deposits. Coordinate with the Treasurer

Coordinate with the venue coordinator for vendor table layout

Jinger Glasgow

Reggie Bolton

Treasure and Legalities Coordinator

License and Permits and Insurance

Determine and facilitate required license, permits and insurance requirement

Coordinate with the Vendor Coordinator correspondence to vendors

Make arrangements for running credit cards, multiple card readers - 1-Entrance, 2-Kids Corner, 3-Club Table and Membership

Levan Foster

Reggie Bolton

Ben Beadore

John Wild

Anthony Piazza

Publicity and Publications Coordinator

Assemble a volunteer team to plan and execute all avenues of publicity

Avenues to pursue:

Printed material – flyers, posters, digital ads,

Contact Federation and regional clubs websites

Facebook groups

Instagram

Google

Local TV spots

Highway signage

Responsible for the design of show related materials:

Flyers, posters, digital creation for on-line distribution

Solicit photo and video opportunities from volunteers and vendors during the show

Rhonda Jordan/Kristen Osborn/Destinee Gilbert Co-Chairs

TV spots: Jinger Glasgow, John and Judy Wild

Club Gem Show Event Volunteer Coordinator

Establish and execute a volunteer signup roster

Casey Falkner
Rhonda Jordan
Vivian Melof
Levan Foster
Robert Lorino

Vendor and Volunteer appreciation dinner

Determine the requirements and logistics of the dinner

Assemble a volunteer team to execute the appropriation, preparation and service of the dinner

See the dinner through until cleanup

Coordinate with Refreshment Coordinator and leftovers

John Gaston
Bonnie Gaston

Outside Services Coordination

Media Printing

Food Trucks

Jinger Glasgow

Security

Table Rental

Ben Beadore

Spots in the Gem Show that need Planning and Volunteer Participation

Refreshment Coordinator

Club Sponsored Vendor and Volunteer Refreshments

Coordinate the requirements to execute and appropriate the refreshments needed

Coordinate with the Volunteer Coordinator for volunteers and times of service

Bonnie Gaston

Kids Corner and Club Expositions

Determine the extent of involvement and activates

Plan the clubs revitalized Pup Scouts participation and recruitment

Special Pup Scouts contests and events

Assemble a volunteer team to provide for, delivery, setup, teardown and return of activities

Coordinate with the Volunteer Coordinator for volunteer positions and times during event

Card Reader

Don Hill – Coordinator

Allison Reeves with kids

Robert Lorino

Louise Hewlett with grand kids

Kristen Osborn

John Gaston – Pup Scouts and contributing coordinator

Bednik

Levan Foster and Yvonne Foster

Silent Auction Coordinator (in discussion)

(see footnote on silent auction)

Assemble a team of volunteers to plan and implement a silent auction

Organize the Silent Auction by soliciting contributions to be auctioned

Club Sponsored Table

Determine the extent of the club's representation

Provide for the appropriation of necessary literature, give-always

Plan and execute the hourly door prizes

Connect with club members to donate door prizes

Connect with show vendors for donations

Coordinate with the membership chair for event presence

Coordinate with the Volunteer Coordinator for volunteers and times to work the table

Card reader

Sandra Sullivan

Vivian Melof

Kelly Wilson

John Cook

Club Competition Coordinator

Club Displays and Competition Categories (utilize glass enclosure at entrance for winning pieces)

“Category Invitational”

Rock tumbling, Exotic Specimen, Exquisite Slabs, Exemplary Cabs, Metal Work (smithing), Jewelry (Wire Wrap, Necklace, Rings, Earrings), Rock Art/Display, Fossil Find, Artifacts

(Member participation and judging)

Scott Klatt

Don Hill

Robert Lorino

Larry Carby

John Gaston

Bryan Thomas

Larry Yadnik

Vivian Melof

Yvonne Foster

Levan Foster

Ben Beadore

John Wild
Judy Wild
Jinger Glasgow
Casey Falkner

Entrance Table

Receive visitors to the show

Collect entrance fees and hand out door prize tickets.

Card Reader

Casey Falkner

Jill Hill

Jinger Glasgow (but mostly vendor correspondent)

Dianna Carby

Judy Wild

Mary Preston

Lorino

Silent Auction Coordinator (in discussion)

(see footnote on silent auction)

Assemble a team of volunteers to plan and implement a silent auction

Organize the Silent Auction by soliciting contributions to be auctioned

(Note about a Silent Auction)

This year begin a new inclusion of a Silent Auction to our event.

This would provide an area for more club members to participate as well as be an added draw for show patrons.

This could take the place of a door prize or in addition to the door prizes.

The silent auction could be a higher value than the door prize.

Coordination with vendors would be required prior to publicizing this.

Auction items can be club acquired, and vendor solicited.

Vendor acquisitions would have a minimum value or starting value and the resulting high bid would be split 40/60 with the vendor.

Names to consider for high value coordinators

John Wild