

2024 Show Committee Members / Coordinators
Duties and Responsibilities Agenda
Revised May 2nd 2024

Show 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
Order tables
Engage and hire required security
Assemble volunteer team to execute vendor layout, table setup and teardown

Ben Beadore - Coordinator

Team Members:
-to be selected by Ben
(General Show Volunteers)

Vendor Coordinator

Send initial invitation to last year's vendors
Follow-up to invitations
New vendor solicitation
Collect and record vendor applications
Collect, record and transmit vendor contracts, payments and deposits. Coordinate with the Treasurer
Coordinate with the venue coordinator for vendor table layout

Jinger Glasgow – Coordinator (in name)

Team Members:

Jinger Glasgow – Vendor Liaison (Shown as Show Chairman for the purpose of vendor continuity.)
Assumes the role as Chairperson, as the visible contact with the vendor. The chairperson can make no decisions without communication with the Show Coordinator that has been doing the specific job for the show.

Coordinate with Venue and Treasurer Coordinators to assemble the "Vendor Packet" to be given to the vendor.

Will, beginning on September 5th and continuing through September 8th, address each vendor concerning the "Vendor Packet" to make sure they understand tax regulations and will comply.

Also collect any remaining money the vendor owes. Any table additions or repositioning will be deferred to the Venue Coordinator.

John Cook – Vendor Records

Shall monitor the amlsgemshow email and reply to all correspondence.

Shall maintain and protect the Show Vendor Spreadsheet.

Shall make available the Vendor Spreadsheet as requested.

Levan Foster – Phone calls

Coordinate communications via amlsgemshow email vendors that need to be telephoned with regards to contractual commitment that have not responded to email requests.

Treasurer and Legalities Coordinator

License and Permits and Insurance

Determine and facilitate required license, permits and insurance requirement

Put together the tax requirements/envelopes as part of the "Vendor Packet"

Coordinate with the Vendor Liaison the contents of the "Vendor Packet"

Reggie Bolton – Tax and Licenses

Levan Foster – Treasure Records

Publicity and Publications Coordinator

Assemble a volunteer team to plan and execute all avenues of publicity and publications. This is a big job and this coordinator should utilize our capable members to share this project.

Responsible for the design of show related materials:

Flyers, posters, digital creation for on-line distribution

Coordinate with the club newsletter and club website where needed to help with information sharing.

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

Kristen Osborn and Rhonda Jordan - Coordinators

Team Members

-to be selected by Kristen and Rhonda

(below are just a few of the many members willing to help in the club)

Kayley Young – digital communications

Bill Hoffman – digital art

TV spots: Jinger Glasgow, John and Judy Wild

Avenues to pursue:

Printed material – flyers, posters, digital ads,

Contact Federation and regional clubs websites

Facebook groups

Instagram

Google

Local TV spots

Highway signage

Vendor/Volunteer Appreciation Dinner and Club sponsored refreshments Coordinator

Determine the requirements and logistics of the dinner and coordinate the cost for reimbursement

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

Determine the extent and appropriation of refreshment furnished during the show

Coordinate the cost for reimbursement

John and Bonnie Gaston - Coordinators

Team Members

-to be selected by John, Bonnie

(This is a great opportunity call on club members, especially new members that have rarely if ever participated in the club events. You are coordinators and letting other member help plan and facilitate this will help to promote fellowship)

(General Show Volunteers)

Kids Corner and Club Demonstrations Coordinator

Determine the extent of the clubs involvement in kids activities and club demonstrations

(should a water flume be consider as discussed last year – your decision)

Inventory and order and put together items need such as sand cups, geodes, grab bags etc.

(Plan the clubs revitalized Junior Rockhounds participation and recruitment- get with John Gaston and Allison Reeves)

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

(This is a great opportunity call on club members, especially new members that have rarely

if ever participated in the club events. You are coordinators and letting other member help plan and facilitate this will help to promote fellowship)

Coordinate with the treasurer to get a card reader for this area

Don and Jill Hill – Coordinators

Team Members

-to be selected by Don Hill

(Suggestions for team members to help take on this very large and important project)

Allison Reaves with kids

Robert Lorino

Louise Hewlett with grand kids

Kristen Osborn and son

John Gaston – Junior Rockhounds and contributing coordinator

Larry Yednak

Bryan Thomas

Bruce Benik II

Levan Foster and Yvonne Foster

During the show dates

(General Show Volunteers)

Club Sponsored Table and Membership Coordinator

Assemble a team from membership to help with the pre-show planning and execution

Determine the extent of the club's representation

Coordinate the deliver and return of the club provided materials

Provide for the appropriation of necessary literature and give-always (if available)

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 (consider if a reader is needed and coordinate with treasure)

Vivian Melof - Coordinator

Team Members to help before show time

-to be selected by Vivian

Suggestions for team members (Kelly Wilson, Lynn Ray, John Cook)

During the show dates

(General Show Volunteers)

Club Sponsored Geological and Paleontology Corner Coordinator (still in discussion)

Sandra Sullivan - Coordinator

Team Members

-to be selected by Sandra

(General Show Volunteers)

General Show Volunteer Coordinator

Establish and execute the volunteer signup rosters

Initiate an early volunteer sign-up to allow selective time and location opportunity for members with a preference to location day and time.

Initiate the annual on-line signup prior to the event to fill remaining slots from the membership at large

Casey Falkner – Coordinator

(Casey to call upon members to help with this task because of a busy schedule)

Entrance Table Coordinator

Receive visitors to the show as they enter the venue
Collect entrance fees and hand out door prize tickets.
Card Reader – get with the treasurer
Casey Falkner - Coordinator
Team Members
-to be selected by Casey
(General Show Volunteers)

Club Display Coordinator

Bring into existence a club contributed display
Club Display will use the glass enclosure at entrance for)
(invite selective members in our club to submit an item from a chosen category)
Rock tumbling, Exotic Specimen, Exquisite Slabs, Exemplary Cabs, Metal Work (casting/smithing), Jewelry (Wire Wrap, Necklace, Rings, and Earrings), Rock Art/Display, Fossil Find, and Artifacts

Bunny Bolton - Coordinator

Team Members to execute this project leading up to the event.
-to be selected by Bunny

Suggestions for participants: (any member that has demonstrated their art)

Scott Klatt
Don Hill
Robert Lorino
Larry Carby
John Gaston
Bryan Thomas
Larry Yednik
Vivian Melof
She She Vaughn
Yvonne Foster
Levan Foster
Ben Beadore
John Wild
Judy Wild
Jinger Glasgow
Casey Falkner
Ivey Cook
And many others

Food Truck Coordinator (to be discussed)

Put together a plan for contacting and scheduling food trucks as determined by the committee
Follow up prior to the event to guarantee the presence.
Coordinate the location for the food truck setup with the venue coordinator.

Please remit any corrections or comments to amlsgemshow@gmail.com with May 2 agenda in subject.