

# 2024 Gem Show Check list from Show Committee Agenda June 14 2024

**This is a request for a status report of Committee Members and Coordinators Agenda**  
(this committee should be communicating to ensure the every show need is met)

**Refer to the Show Coordinator Duties and Responsibility Agenda Rev 4 June 14**  
(the revised Agenda is available on the website Member's Bulletin Board)

## Venue – Ben Beadore and John Cook

Visit venue and rough verify table layout.

50 foot tape

Painters tape for temp mark this day only

Rough idea of electrical layout – list supplies to get

Check off – Kitchen, Dining Hall, Kids Corner, Show Display area, Food Truck location in parking lot.

## Vendor Coordinator – John Cook and Ben Beadore

Review Documents: Spreadsheet, Contracts, Booth layout

## Treasure and Legalities- Reggie Bolton, Levan?

Vendor Packets, Tax Envelopes, licenses, insurance, Contracts  
Status

## Publicity and Publications- Kristen Osborn and Rhonda Jordan

Respond to the Show Coordinator Duties and Responsibility Agenda Rev 4 June 1  
Status

## Vendor/Volunteer Dinner- John and Bonnie Gaston

Status, supplies, help needed

## Kids Corner and Club Demonstrations- Don and Jill Hill

Respond to the Show Coordinator Duties and Responsibility Agenda Rev 4 June 1  
Status

**Club Sponsored Table and Membership-** Need a coordinator (Vivian is out)

There will no membership solicitation at this year's Gem Show  
Sandra is adamant about books and maps and giveaways and needs someone to take over the  
planning and execution of this club duty

Need to address door prize coordination and execution

**Club Sponsored Geo and Paleo-**

This has been excluded from the 2024 show

**General Show Volunteer Coordinator-** Casey Falkner

Establish the date this will begin

Status

Coordination with other Coordinators

**Entrance Table-**

Supplies, charge card status

**Club Display-** Bunny Bolton

Status

**Food Trucks-** need a coordinator (get truck list from website)

Criteria for trucks

Agreement with truck owner

Site location map

**Outstanding Issues:**

Need Coordinators for areas not covered

Coordinators need to be asking for members to help them with their commitment

Problems with communication with club members and confirmation of their commitments to follow through.

Understanding there is no Show Chairman to blame for any short comings.