

2024 Show Committee Members / Coordinators
Duties and Responsibilities Agenda
4th Revision June 1 2024

(This document is on the website Members Bulletin Board)

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:

-John Cook
(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

Ben Beador and John Cook – Co- Coordinators

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

Club Treasury Responsibilities

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

Set out signage in strategic locations along roads just prior to the show weekend

Kristen Osborn and Rhonda Jordan - Coordinators

Team Members

-to be selected by Kristen and Rhonda

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 Area (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

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)

Vacant - Coordinator

Consult with Sandra Sullivan
Team Members to help before show time
-to be selected
During the show dates
(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

Bunny Bolton - Coordinator

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

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.

Vacant- Coordinator

See Food trucks pre-contacted by Jinger Glasgow

Please remit any corrections or comments to amlsgemshow@gmail.com with June 1 agenda in subject.