

2024 Gem Show Committee rev1 April 17

This committee shall be made up of the Event Coordinators as they are determined

This committee shall meet at the request of any of the coordinators to facilitate the communication between Assignments as necessary. At a minimum the Coordinators that need to share event information will need to attend. To set up a zoom meeting, contact iveycook4@gmail.com with your date, time, subject, email content and a list of attendees. Include any attachments you wish to send with the invitation.

First Meeting: Evaluate Assignments and Appoint Coordinators

(follow up with additional meetings until all coordinator positions are filled)

Second Meeting: Verify Assignments are understood and the process of selecting additional members to help with assignments is underway

Third Meeting: Progress of Assignments. Begin a calendar of progress and completion

Event Coordinator Assignments

Meeting Moderator: John Cook

Discussions:

Using amlsgemshow@gmail.com shared email for our communications

Each assignment – simplify and get commitment for completion

Communicating with membership to solicit help

Anytime communication between coordinators and within assignment

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
Reggie Bolton

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 payment and deposits. Coordinate with the Treasurer
Coordinate with the venue coordinator for vendor table layout

Jinger Glasgow - Coordinator
John Cook

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 Coordinator correspondence to vendors
Make arrangements for running credit cards, multiple card readers:
- 1-Entrance, 2-Kids Corner, 3-Club Table

Levan Foster – Coordinator
Reggie Bolton

Publicity and Publications Coordinator

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

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

Kristen Osborn - Coordinator

TV spots: Jinger Glasgow, John and Judy Wild

Rhonda Jordan

Kayley Young

Bill Hoffman

Avenues to pursue:

Printed material – flyers, posters, digital ads,

Contact Federation and regional clubs websites

Facebook groups

Instagram

Google

Local TV spots

Highway signage

Show Event Volunteer Coordinator

Establish and execute a volunteer signup roster

Initiate a preferred volunteer sign-up early to allow selective time and location opportunity

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

Casey Falkner – Coordinator

Vendor and Volunteer Appreciation Dinner on Thursday and Club Sponsored Refreshments During the Show

Determine the requirements and logistics of the dinner

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 – Dinner Co-Coordinators

Elena Llivina – Refreshments Coordinator

Club Sponsored Table

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, 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 and extent of membership solicitation

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

Card reader

Vivian Melof - Coordinator

Sandra Sullivan

Kelly Wilson

Lynn Ray

John Cook

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 coordinator during the show)

Food Truck Coordinator

Put together a plan for contacting and scheduling food trucks as determined by the committee

Jinger Glasgow - Coordinator

Kids Corner and Club Demonstrations

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

Bruce Benik II

Levan Foster and Yvonne Foster

Club Competition/Display Coordinator (in discussion)

Bring into existence a club competition/display

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

“Category Invitational” (invite every member in our club – everyone that makes something-place the in a category)

Rock tumbling, Exotic Specimen, Exquisite Slabs, Exemplary Cabs, Metal Work (casting/smithing),

Jewelry (Wire Wrap, Necklace, Rings, Earrings), Rock Art/Display, Fossil Find, Artifacts

(Member participation and judging)

Need a Coordinator

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

Ivey Cook

Silent Auction Coordinator (in discussion)

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.

Will need a Coordinator

Outside Services Coordination

Media Printing

Food Trucks

Jinger Glasgow

Security

Ben Beadore

Table Rental

Ben Beadore