

HOSPITALITY CHAIR

Responsible for all aspects of the hospitality suite at the National Specialty.

Qualifications

- Outgoing and enthusiastic individual.
- Comfortable soliciting donations and effective at follow-up.
- Good writing and communication skills.
- Helpful if attended at least one previous BMDCA National Specialty.
- Ability to apply the following basic management skills: (e.g. making decisions, recruiting and scheduling workers, delegating tasks, being resourceful, solving problems quickly and efficiently, and dealing effectively with people).

Time Commitment

This is at least a one-year assignment, with busy periods occurring at the beginning to find suitable location, develop sponsorship program, and submit solicitation letters to regional clubs and/or local businesses. High volume of activities from one month prior to the show. Time commitment at Specialty dependent on number of volunteers to provide labor for morning rushes. There is also a two-week period after the Specialty when letters of appreciation should be sent

Time Line

Upon Accepting the Assignment

- Familiarize self with the following chapters of the BMDCA Specialty Manual: Committee Chair, Finance, Fundraising and Hospitality, noting all details of the position description, relevant deadlines and BMDCA Policies (bold and underlined text).
- Confirm hotel/site's contract terms on bringing food into the hospitality area with the Show Chair.
- Work with Show Chair to develop the preliminary budget.

At least One Year Prior to the Specialty

- Plan on attending current year's specialty if possible to learn from current Chair and make contacts for your event. If unable to attend, contact past Chair to gain knowledge of what worked well, what didn't, etc.
- Coordinate the solicitation of regional clubs in zone to sponsor a day of morning hospitality with Hospitality Chair. Follow-up periodically since clubs do not all meet regularly.
- Secure space for hospitality with the Hotel Liaison. (See Chapter 15 Attachment A-4)

First of the Year Prior to the Specialty

- Continually follow-up with prospective donors to secure donations/volunteer labor. Acknowledge early donations on e-lists and the Specialty website.
- Finalize schedule/hours of operations.
- Confirm meeting room(s) with Hotel Liaison and request copy of the BEOs for all spaces.
- Contact the Grounds Chair to inquire about securing equipment rentals (if needed) from tent vender (for volume discounts). Also request signage and first aid kit for hospitality area.
- Gather information about local area.

~Two Months Prior to the Specialty

- Advise Catalog Advertising Chair of any regional clubs/corporate sponsors that should be acknowledged in the show catalog. Submit any logos/ad copy/artwork by prescribed deadlines.

One Month Prior to the Specialty

- Make shopping list of food/coffee items, sundries and other miscellaneous expenses. Update budget accordingly.
- Recruit volunteers to work shifts (unless labor is provided by sponsors).
- Advise Newsletter Editor of any regional club/corporate sponsors that need to be acknowledged in the Specialty Newsletter and provide any logos/ad copy.

Sunday before the Specialty

- Shop for food, paper goods and other hospitality items.
- Reconfirm volunteers.

Throughout the Week

- Ensure room is opened early each morning and coffee/tea and food are ready.
- Greet people throughout the morning/day.
- Make sure hospitality area is adequately manned and stocked with food and beverages.
- Ensure room is kept clean and restocked for next day.
- Purchase perishables as needed.

Within Two Weeks of the Specialty

- Send thank you notes to corporate and regional club donors.
- Submit a completed report to the Show Chair (see Committee Chair Attachment A-1 in Chapter 2).

Key Statistics for Historical Data:

1. Number of Gallons of Coffee per day
2. Number of Bottles of Water per day
3. Number of Cups per day
4. Most Popular foods
5. Least Popular foods