

# TOTEBAG CHAIR

## NAME Office

- I. Prepares purchase orders

## Important Requirements:

- ❖ **Totebags not picked up at Convention/Houseparty are returned to Operations Chair to be mailed to absent registrant along with souvenirs, etc.**

## Expenditures:

### Totebags Budget Line Item

Totebags are generally given a small budget for the purchase of the totebag itself. Variance: If the totebag itself is not an integral component for carrying out the theme of the event, consider donated bags, some Chambers of Commerce have bags from the city that they will donate or sell for a very reasonable price.

## Select Totebag

- I. Commercially made
- II. Created locally
- III. Purchased at cost
- IV. Use your imagination!

## Solicit Favors

At your first committee meeting, gather ideas for totebag favors into a list. You will use this list to solicit favors for your event.

- I. Solicit totebag favors by
  - A. Letters to clubs in your region for regional. Letters to all clubs for a convention. Include with letter for Convention/Houseparty Helpers and Door Prizes
  - B. Tear-off sheets in registration packets
  - C. Local businesses
  - D. Chamber of Commerce and/or Convention Bureau
  - E. Special page in regional newsletter
  - F. Craft supplies companies – Inform them of the exposure to hundreds of crafters, miniaturists, etc.
- II. The solicitation letter should include list of items that relate to theme.

## Souvenir Book

Provide a list of totebag donors to Souvenir Book Chair prior to deadline. For companies who donated, offer them an ad and get their camera ready artwork/logo.

## Fill Tote Bags

- I. Secure a location for filling the bags. It should be a LARGE area.

- II. Choose a date approximately two to four weeks prior to the Convention/Houseparty. You cannot do this too far in advance unless you have a large storage area. After being filled, these bags take up a lot of room.
- III. Recruit the entire Steering Committee to help fill the totebags.
- IV. Develop an efficient plan for filling the tote bags equally.
- V. Consider putting all items in a sealed plastic bag, which would not take up as much storage space. The items could be put into the totebags at the hotel.

### **Transport and Storage**

- I. Coordinate with the Operations Chair to transport the totebag items to hotel along with souvenirs, books, registration packets, etc.
- II. Determine where the totebags will be stored at the hotel. Coordinate this with the Operations Chair.
- III. Transport the totebags to Registration.

### **Distribution**

- I. It is best to distribute the totebags to registrants at time of registration. It gives the registrants something exciting when they first arrive.

### **After the Convention/Houseparty**

- I. Submit a written summary, including recommendations, to the Hosting Chair.