

## ConRunners 9

October 9, 2004

### FOOD SERVICE

Difference btwn ConSuite and Staff Lounge

- different people
- can't kick any ass in ConSuite
- anyone has access to ConSuite and you have to be nice to all

ConSuite

- ongoing convention party
- put out games, decorations, toys
- make an inviting atmosphere
- get sleep
- get enough assistants (4 concom/staff; 4-8 volunteers)
- unruly people in ConSuite
  - make rules for ConSuite to give reason for removal if necessary
  - body order problems
  - loud, obnoxious behavior
  - a lot depends on who is running the room
- rules for ConSuite
  - no disruptive behavior
  - not maid or mother – pick up after yourself
  - hygiene rule – cult of the rubber duckie (wander in bath robes w/ rubber duckie, hand out soaps and shampoos, if they don't get the hint – security takes them aside to have them)
- if you have a good ConSuite, they will come
- no access to phone – don't want long distance on con's dime
- choice of food
  - depends on the hotel contract
  - needs to be small enough to be considered finger foods / hors d'oeuvres
  - can't cook in the consuite
- counter productive to cut this budget – must have something to draw crowd and keep them entertained
- social area of convention
- dead dog – logistics isn't supportive (want to truck stuff on Monday anymore)
- advertise things going on ConSuite
- needs to be open on Thursday
- needs to be inviting
- try to keep open 24 hour if possible
- nice food
- good atmosphere
- stuff to do; things to play with; movies/games/etc
- Sunday evening – chili / dead dog
- Dead body – sleeping on couch – allows you to get some sleep, answer questions, and keep things from wandering off – must be trustworthy
- Nuts, chocolate – put it out slowly
- Convenience or cost (more work) – cut stuff costs more than processing it yourself
- Labor intensive, both before and after
- Soda – can shop around and get price down, but must transport and store it
- Shopping for ConSuite
  - Make list of what wanted for con
  - Go to several stores to get prices
  - Buy at the cheapest price
- Storage for items bought – often buy and take straight to con so don't have to store

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- Need to figure those things that can be bought on way to con, which need to be bought before con, and shopping around to get best price (find out where stores are close to con hotel)
- Citrus or grapefruit oils to cut down funk factor

### Staff Lounge

- actual meals for staff
- different rules since not considered
- pre-con : cook things (heat up in crock pots at-con)
- can borrow equipment, or use own (organization doesn't have enough equipment)
- start shopping 6-9 months ahead of time – shop holiday sales (turkey during Thanksgiving, ham at Easter)
- 501c3 letter will get a potential to buy the sales over the limit; rarely get donations of food
- quality needs to be good, but also need to be considerate of
- TIP – a buck or 2 every time they come (trash, ice, housekeeping, towels, etc.); you negotiate contract with upper management, but it is the staff that makes or breaks the at-con experience
- Walk-thru to see where things are/damage; attend pre-con meeting; find out procedure to get ice
- Don't cut onions onsite, or do only small amounts of onions to keep smell done
- Have to keep the cold stuff cold while out being served – cycle it (can't leave dip out for 5 hours) – put bowls on ice to keep cold – toss every couple of hours – don't give food poisoning
- Food allergies – don't find out early enough most times – will provide ingredients list
- How to take into account food allergies – depends on who it is (GoH – green room problem; staff – staff lounge) – make signs of notice of certain foods
- Know what most common food allergies are and don't use those items or make note of item use
- MUST HAVE VEGETARIAN OPTION
- Comfy food in staff lounge – staff is stressed and eating quickly
- Underspace – let it be spiced to taste

### Sponsored Parties

- find out what they intend to do (bring in all their staff, bring a few specialty items)
- normally have a person staffing the con and they staff the rest
- sometimes they just give money and we buy what they specify
- contact in advance
- often a cake or some specialty item, they take a corner, and for a couple of hours
- sometimes they take over the whole thing (have room and equipment provided)
- alcohol not allowed to do - not covered by insurance

### Donated Items

- rainbow bread outlets are closing down (may not have bread donated in future)
- someone gets a contact and arranges for donations

traffic flow is necessary to determine success for it

don't take food/soda through the lobby

determine outlets and power supply – breakers on room; amps on breakers

a/c cooling; keep room cool (change bulbs to fluorescence) for many people using room creates heat

decorate the suite in theme if for convention (ambience budget)

must be obsessively careful to not give attendees food poisoning

must be willing to work with the hotel liaison; only the hotel liaison works officially with the hotel

atmosphere is about as much important as food; staff lounge = home;

have to be organized and need to have more than 1 person clued in on the plan

can't shut down for events – often best time for staff to get food since other areas are quiet

post menus on the walls

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MUST HAVE STAFF – MUST HAVE GOOD STAFF – NEED TO KNOW WHO IS HANDLING FOOD

Keep up with stuff as you go along – clean up – keep food put away

Need to reinstate dead dog – need reason to stay for dead dog – keep people here later (barry drawing?)

Are conventions relevant – social activity for the old folks of fandom

### PUBLICATIONS

- outlets in and out of fandom; cost varies
- send flyers to con
- mail flyers to cons
- program back ads
- exchange ads – must make sure that ad copies are received
- majority of comic stores (samurai comics – recently put in place flyer holders)
- chain stores (borders – can place connotations, sometimes flyer; b&n – can't put anything in store)
- flyers need to have something to make people want to come
- need specific flyers to attract specific audiences
- organization – tie CN distribution with flyer distribution
- demographics
- need assistance to make flyers
- Costco business center – 3cents a copy for colored paper, no matter the amount copied
- National publications – asimovs, locus (only 3-4 times a year), dragon – free listing
- Slides in Harkins – may get some free – switched to animated file (no longer slides) – for non-profit – reserve 1 year out, receive copy 6 months out – will do free as available
- Tv advertising – local cable ads – slots on national shows for local area – scifi channel/cartoon network – toonami/ - becoming too expensive (sf channel has increased exponentially) – can't tell if it leads to new attendees
- Local cable / public access show – Fusion Patrol
- Local newspaper – works really well if put half-naked woman in new times – east valley tribune, new times, the rep
- New times – should be ignored (tends to have very negative write ups)
- Surrounding area newspaper – surprise, avondale, east valley, etc.
- Newspaper ads were expensive – there's so many ads, that there isn't much exposure
- Put ad in book page – book editor / life & leisure editor may be a good focus
- Targetted marketing is needed
- Hit or miss on tv – depends on the day's events; find a producer into fandom?
- Channel 3 would be good – looking for local fluff
- Cosplay costume – anime in local convention would draw younger fans
- Need to have guests that draw – publicity draws on programming
- Contests,
- Fabric stores – masquerade, costume panels, etc.
- Set up table outside of grocery store and sell memberships
- Website is vital – need info that excites and informs
- Sflovers websearch google words
- Sf organization list – hard to update
- Scifi calendar – Steve Jackson games – RPGA list