WORKSHOP CHAIR

NAME Office
   I. Lottery of student requests for Pre-convention and pre-registered workshops.
   II. Collects class fees and pays instructors.
   III. Sends out acceptance letters.
   IV. Prints tear-off forms and evaluation forms.
   V. Provides Workshop Evaluation Forms and Class Rosters.

NAME Policy
   I. Artists, crafts people or dealers desiring to do a workshop shall submit a workshop application to the NAME office by the date listed in the Houseparty Headlines column of the Miniature Gazette and on the NAME website along with the application fee.
   II. All workshops are registered through the office.
   III. National Convention Pre-Convention Workshop selection is by committee. The committee consists of two (2) non-voting members (Convention/Houseparty Liaison and the current Hosting Chair) and five (5) voting members (Current Pre-Convention Workshop Chair, Immediate Past Pre-Convention Workshop Chair, Next Pre-Convention Workshop Chair, Teacher and a Local Member from the Region where the current Convention is to be held). The President appoints a member from the Board of Trustees to serve as the Pre-Convention Workshop Selection Chair who will select and contact the committee members and conduct the meeting. Application rules as published must be followed.
   IV. Houseparty Pre-Convention Workshops and Registered Workshop selection is conducted by the local Workshop Chair, Hosting Chair and at least (3) three other Steering Committee members. Application rules as published shall be followed.
   V. National Convention Registered Workshop selection is by committee. The committee consists of two (2) non-voting members (Board Convention/Houseparty Liaison and the current Hosting Chair) and five (5) voting members (Current Registered Workshop Chair, Immediate Past Registered Workshop Chair, Next Registered Workshop Chair, Teacher and a Local Member from the Region where the current Convention is to be held). The President appoints a member from the Board of Trustees to serve as the Pre-Convention Workshop Selection Chair who will select and contact the committee members and conduct the meeting. Application rules as published must be followed.
   VI. Should a pre-convention or registered workshop instructor be unable to attend due to a last minute hospitalization or death of an immediate family member, the instructor shall notify the NAME Office, the C/HP Chairman and the Workshop Chairman the name of the designated registered attendee who will be delivering the workshop kits to the Workshop Chairman for distribution to those registered for the workshop. Should a guest registered for a class then choose to cancel due to the instructor not being available to teach, a full refund shall be granted and the kit will be available for sale at the registration table. No substitute instructor shall be
designated to teach the workshop. The Workshop Chairman shall handle the
distribution of those kits in the convention space where the workshop was to be
taught at the designated start of the workshop. The workshop instructor will be
responsible for the return postage for any unsold kits if they are not returned to the
designated person. This policy does not apply to workshops such as the Thursday
Evening Workshop. (Immediate family is defined as parent, spouse, partner, son,
daughter or family member residing within the home.) (Jly 2015)

VII. The Workshop Chair is responsible to collect the class rosters from each class and
return them to the NAME office staff member attending the
Convention/Houseparty. (Nov 2014)

VIII. The Workshop Evaluations will be collected by the Workshop Chair and given to
the Board Convention/Houseparty Liaison who will summarize the Workshop
Evaluations for distribution. If the Board Convention/Houseparty Liaison is not
attending the Convention/Houseparty, the Evaluations will be given to the NAME
Office staff person at the Convention/Houseparty. (Nov 2014)

Revenue:

Workshop Participant Fees
These are the $14 per capita fees that are added on to the workshops to cover processing by
the office. **While the Houseparty is expected to generate approximately one workshop
fee per registrant, this money goes directly to NAME and any balance in this line item
shall not be used to cover other Convention/Houseparty expenses. (Jan 2015)**

Workshop Instructor Fees
These are the fees paid by the instructors to teach a class – Pre-convention, Registered and
Roundtables. **This money goes directly to NAME and any balance in this line item shall
not be used to cover other Houseparty expenses.**

Pre-convention and Registered Workshops:

I. Solicit and advertise
   - Consider soliciting workshops. However **do not** make any guarantees that an
     instructor will be selected. Solicit early enough to allow artists time to create a new
     project for the Houseparty.
   - Place notice in Bulletin Board page of Miniature Gazette one year prior to
     Houseparty indicating that applications are available. Include name, address, phone
     number, e-mail and deadline for applications.

II. Selection
   A. Pre convention
      1. The recommended number of Pre-convention workshops for a Convention
         is 10-12 and for a Houseparty is 6-8. In any case the number of total class
         seats **should not exceed 50%** of your registration. NAME contracts with
         the hotel for a limited number of sleeping rooms for pre-convention dates.
         Providing too many classroom seats, can cause issues with increasing the
         room block at most hotels.
   B. Registered

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1. Consider total number of activities available, i.e. roundtables, demonstrations, etc

2. The recommended number of Registered workshops for a Convention is 14-15 and for a Houseparty is 8-10.

3. Any questions should be discussed with your Houseparty Advisor.

C. Balance

1. Look for a balance of new, old, scales, draw, types and appeal.

III. Publicity

A. As soon as your selections are complete and before Registration opens, send a complete list of workshops to the NAME Office. The NAME Office staff will notify the webmaster of all workshop and information to be placed on the website. (May 2015)

B. Display any unfilled registered workshops during registration so that attendees have an opportunity to enroll.

Workshop information for web site

I. The following items need to be sent to the webmaster as soon as the workshops are selected. Changes due to subsequent cancellations will be made as they occur. The prime goal is to get the list online before registration opens.

A. A complete list of pre-convention and registered workshops. This would be in a format similar to what would go in the souvenir book. Information would include a brief description, teacher(s), scale, length of class, day(s) of class, maximum number of students, skill level, cost…final cost after the NAME fee of $14 has been added. (Jan 2015)

B. It is helpful if someone on the local committee has scanning capability; send via e-mail or on a disk, an uncompressed high quality scan of workshop photos/line drawings submitted by the workshop applicant. Otherwise, send the original photos/drawings via regular mail. The webmaster will return these to the Workshop Chair as soon as they are put online.

At the Convention/Houseparty

I. For any workshop room where the room is where the room is being used for a workshop which lasts more than one day, ask Operations to contact the hotel representative to assure that these rooms are not vacuumed until the workshop is completely over. The room should not be vacuumed during the nights between the workshops and the rooms should be locked when not occupied.

II. In the workshop rooms, it is important to cover any tables where paint or stain is going to be in use. Local newspapers will often give you end runs from the unused roll of newspaper. This is very good protective covering for the tables. Similar materials are available from paint stores or office supply stores as well. Work with Operations to make sure this is taken care of daily.

III. Check each workshop early every morning to make certain that the instructor’s needs have been met.

IV. The NAME Office Representative will provide you with the following:

• 2 Sign In Rosters (1 for the Instructor to keep and 1 to return)
• Evaluation Forms
Provide a large manila envelope for each workshop. This envelope will be used by the people taking the class to place their evaluation forms into. First thing each morning, give the instructor the rosters, evaluation forms and an envelope. Later in the day, return to collect one of the rosters and all of the evaluation forms that have been turned in along with the kits for those on the roster who did not attend the workshop to pick up their kits. These are to be returned to Operations along with a note indicating to whom they belong.

Letters
The NAME office has standard cover letters for acceptance or wait listing.

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