



# NAME Online Houseparty Theme Luncheon Application Instructions

Application due September 28, 2018  
"Around the World in 8 Days"  
May 15-19, 2019

NAME invites you to apply as a Theme Luncheon Host/Hostess for our Online Houseparty. To be considered, you must be a current NAME member. If you are interested, please complete the following application and email it, along with the requested enclosures, to the NAME Office at the address below.

Please note the following important information:

1. Deadlines for applications are posted in the Miniature Gazette and on the NAME website: [www.miniatures.org](http://www.miniatures.org).
2. As a Theme Luncheon Host/Hostess, you are responsible for two things.
  - The first is to provide your presentation or a link to your presentation to the Theme Luncheon chair by **(ENTER DATE)** suitable for downloading or viewing on the Online Houseparty website. This might be a .pdf file or might be a link to a YouTube video that you have created and uploaded. This presentation will be made available to all Online Houseparty attendees.
  - In addition, you are to provide a gift to each participant who registers and pays for your luncheon gift. **You will set the price for the gift as well as the shipping costs and are responsible for shipping the gift (with a tracking number) and providing proof of shipment to the Theme Luncheon Chair prior to being paid for your gifts.** The gifts should be related to your theme and may differ in color or other small details, but must be essentially the same for each attendee. Please submit a photo of your gift. The photo will not be published; however it will be used by the selection committee in choosing the Theme Luncheons.
3. Photographs or digital pictures: remember, this is your one opportunity to sell your luncheon, so make it count! Be sure your photographs are sharp and show your project clearly. All photos and applications should be sent electronically to the NAME office. Some members of the selection committee may not be familiar with your work.
4. Accurate and timely applications (that conform to the rules) are vital to the decision making process. Each member of the selection committee may not be familiar with every prospective Online Theme Luncheon Host/Hostess, so please be specific in your description.
5. If your Theme Luncheon is selected as part of the Online Houseparty, you will be sent a VIP registration form with your acceptance letter. You must be registered for the Online Houseparty to present your Theme Luncheon.
6. Please email the application, and pictures to [kim@miniatures.org](mailto:kim@miniatures.org). There is no fee to apply electronically. Your application and picture page will be uploaded to a secure cloud location for the selection committee to review.
  - If you choose to mail your application and pictures, please include a \$5 processing fee. You may either send a check or money order to the address below or pay via PayPal to: [name@miniatures.org](mailto:name@miniatures.org) Be sure to include description of payment with check or PayPal. Your application and picture page will be scanned and uploaded to the cloud.

If you wish to charge your fee you must complete the following:

PayPal: send to [name@miniatures.org](mailto:name@miniatures.org) with a memo of "Online TL Application"



Name on Card \_\_\_\_\_

Account Number \_\_\_\_\_ Expiration \_\_\_\_\_

**Do NOT add your credit card information if emailing this form. Call the office afterward with the information.**

Signature \_\_\_\_\_

**NAME**  
**Online HPApplications**  
**PO Box 69**  
**Carmel IN 46082-0069**

