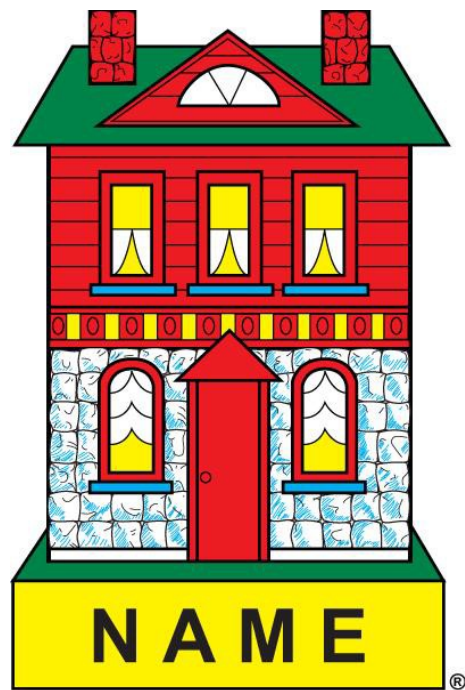


# *National Association of Miniature Enthusiasts*



## *Convention/Houseparty Manual 2018*

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# NAME CONVENTION/HOUSEPARTY MANUAL GENERAL

## OVERVIEW

### NAME Policy:

- I. **A Steering Committee shall function as the planning committee for National Conventions and Houseparties.**
- II. **The Hosting Chair shall be appointed by the President with approval of the Board of Trustees.**
- III. **The Chairman of Conventions and Houseparties will work with an Advisor appointed by the Convention/Houseparty Liaison to help the committee function as outlined in the guidelines in the NAME Convention/Houseparty Manual.**
- IV. **NAME provides liability insurance for Conventions/Houseparties.**

This Manual will serve as a wealth of information to you in conducting your Convention/Houseparty. At the beginning of most sections are the headings “NAME Policy” and “Important Requirements”. As a Convention/Houseparty Committee these items must be followed. They are either quoted from the NAME Policy Manual or important enough that the Board of Trustees expects you to follow.

Let’s begin with some definitions of terms we use.

- **Convention/Houseparty Advisory Committee (C/HP Advisory Committee):** The committee appointed by the Board of Trustees to work with the Steering Committee of each Houseparty or Convention. Members of this committee are not necessarily Board members.
- **Hosting Chair:** The Chair of the Steering Committee.
- **Steering Committee:** The committee that is actually hosting the event –you!
- **Convention/Houseparty Advisor (Advisor):** The individual from the **C/HP Advisory Committee** that has been assigned specifically to your Steering Committee as your direct source for help, information or whatever you need to help you make your party a success. This person should be your main contact for helping you put on a great party. His/Her experience and knowledge are yours for the taking.
- **Convention/Houseparty Liaison:** The Board member who is the Chair of the **C/HP Advisory Committee** who serves as the interface between the Steering Committee, the Convention/Houseparty Advisory Committee and the Board.

When giving the Convention/Houseparty as NAME's representatives, think of it as arranging a party for a large group of your closest friends. What can you do to help them have a great time? How can you excite creativity, renew interest, and promote the idea of a “not-to-be-missed” event, a wondrous party? Plan as carefully as you would a party in your own home. Those attending are special guests of honor and each committee member is their host.

Because Houseparties are **not competitions**, avoid worrying about "outdoing" a previous group.

Each Convention/Houseparty takes on the personality of the hosting group, so make sure the image is what you want for your Convention/Houseparty. Select a varied committee some experienced Convention/Houseparty chairs who know the “ins and outs” of a NAME function, and some new chairs that will bring fresh ideas and progress to plan future conventions/houseparties. They will need to be organized, committed, and of course, they’ll need to be fun to work with. If a committee member has never attended a Convention/Houseparty, please encourage them to do so before yours.

This manual will assist you in planning your Convention/Houseparty. Most of the manual consists of *guidelines* and ideas to help you get started and work through the many months of preparation. This information comes from veteran committee members as advice to those who follow them. A time line with date tabs or a backdating chart shall be established to avoid missed deadlines. Please note, however, that bold print stating **NAME POLICY** or **Important Requirements** indicates you must adhere to that policy. Functions handled by the NAME office are also noted.

Keep it a secret! It is generally accepted tradition to keep information about the Convention/Houseparty a secret. No information should be released except to explain your theme and to attract the interest of the membership. Other theme related information such as souvenirs, centerpieces, tote bags, programs, and books should not be divulged or published. Everyone likes surprises! In some instances, however, promotion of some aspect of the Convention/Houseparty is highly desirable.

The Board of Trustees recognize that Convention/Houseparty committee members are serving because of their love of miniatures and sharing, and express their heartfelt thanks to these generous unpaid volunteers. Convention/Houseparty committees are a prime example of our NAME motto, “*Only through sharing...*”.

## HOSTING CHAIR

### NAME Office

- I. Signs contracts concerning money and performance
- I. Processes bills submitted through the Hosting Chair
- II. Prints all packet information and receipts

### NAME Policy:

- I. There shall be a Hosting Chair who is the primary contact for the Convention/Houseparty.
- II. The Hosting Chair shall appoint an Assistant Chair to be approved by the Board of Trustees that will be equally well informed of all details and therefore capable of substituting for the Hosting Chair in any emergency.
- III. Convention/Houseparty Committee shall draw money from their budget no earlier than two full years before the event. Receipts shall be retained by the committee and submitted for reimbursement within the two year window.
- IV. The Board of Trustees determines when the Business Meeting will be held at the National Convention.
- V. The Hosting Chair shall not sign any contract with anyone, including the hotel. He/she is not to sign any statement absolving the hotel from responsibility for bodily injury or property damage. Contracted rooms (meeting or sleeping) shall not be released without the authorization of the Convention/Houseparty Advisor.
- VI. The Hosting Chair shall not hold any other chairmanship for the Convention/Houseparty he/she is hosting.
- VII. Convention/Houseparty Advisor and Liaison
  - A. The Convention/Houseparty Advisor is a member of the Board appointed Convention/Houseparty Advisory Committee that is assigned to your Convention/Houseparty to help guide and to assist with any questions. It is best if the Advisor works with one person regarding your Convention/Houseparty, usually the Convention/Houseparty Chair. The Convention/Houseparty Advisor will require a written report to be submitted before the meetings of the Board of Trustees as well as a copy of all minutes.
  - B. The Convention/Houseparty Liaison is the representative of the Board of Trustees to the Convention/Houseparty Advisory Committee. All questions will be first addressed to the Advisor.

### Important Requirement:

The Convention/Houseparty Liaison will receive and summarize all of the Convention/Houseparty Evaluation forms for distribution. If the Convention/Houseparty Liaison is not attending, a Board member will collect them and see that they are sent to the Liaison.

The following statement, quoted from the NAME Code of Ethics must be included in all registration packets:

- I. "No one shall sell merchandise other than authorized Convention/ Houseparty dealers at any time on Convention/Houseparty premises." If any violations are observed, the Hosting

Chair should take no action, but refer the information to the NAME President or another Board member.

- II. A letter in the registration packet should also remind the registrants that their registration is non-transferable, but that if they find it necessary to cancel after the deadline for refunds, they shall give their receipt to a friend who is also registered, asking them to obtain his/her items. A receipt of acceptance must be signed in Operations before the items are released. Otherwise the souvenirs, tote bag and souvenir book will be mailed to them.
- III. Convention/Houseparty Expectations (This section is repeated from the application that is agreed to and signed by all Hosting Chairs prior to approval to hold a Convention/Houseparty.)
- IV. Chairing a Convention/Houseparty, whether it is a Regional or our National Convention, is a great responsibility. For those who undertake this task, however, the rewards are awesome. Perhaps the ultimate in sharing is being host to hundreds of your fellow NAME members and providing them with memories they will cherish forever. The sincere thanks of those members and the joy of working with your committee are what you can expect in return for many long hours of hard work and planning. Rest assured though that with the experience and expertise available to you from the Board of Trustees, the Board Convention/Houseparty Liaison, the Convention/Houseparty Advisory Committee and your direct advisor, you will have all of the tools necessary for a successful event.
- V. Exactly what makes a Convention/Houseparty a success? There are two major criteria: a profitable event that meets the goals of the established budget and meeting the expectations via classes, sales room, meal functions, etc. that our members so eagerly anticipate. Conventions/Houseparties are an integral part of NAME's annual financial picture. Dues alone cannot fund NAME and income generated through Conventions/Houseparties is vital. In this regard, it must be clear that monetary gain for either personal or other external parties is not allowed. As chairman, you will be responsible for a budget of possibly \$185,000 (National) or \$75,000 (Regional). You will be approving expenses that are part of this budget. As you can see, this is a large sum of money and the potential harm to NAME is great. That is why you will have an advisor, Advisory Committee, Convention/Houseparty Liaison and Board of Trustees that will help you. Their experience is at your fingertips.
- VI. To insure that you understand and appreciate the responsibilities you will be undertaking is the reason you will be asked to thoroughly read and acknowledge this document. It is to clarify the "chain of command" and to help you be the gracious and innovative host that will give us all another great party.

The NAME Board of Trustees expects the following from the Hosting Chair and Committee:

1. To realize this Convention/Houseparty is a NAME fundraiser and to stay within the budget to make a profit for NAME.
2. To know and follow the Convention/Houseparty Manual.
3. To obtain Board approval for any fundraisers to be held during the event. To inform the Convention/Houseparty Liaison about any fundraising activities to be conducted prior to the event. Convention/Houseparty Committee approval is required if the pre-event fundraiser is determined to be a precedence setting activity. All fund raised must be sent to the NAME Office within 10 days of the event to be deposited into your

**Convention/Houseparty account. (Feb 2015)**

- 4. To notify the Convention/Houseparty Liaison in order to obtain Board approval for any fundraisers to be held during the event. (Jan 2015)**
- 5. To keep any problems that shall occur private.**
- 6. To be fair and unbiased when making choices for souvenirs, workshops, dealers, etc. and not use the event for personal gain or to promote friends.**
- 7. To treat the office staff, Convention/Houseparty Advisory Committee, Convention/Houseparty Liaison and Board of Trustees with respect.**
- 8. To obtain Board approval for all precedent setting events.**
- 9. To follow the chain of command as follows: starting with (1) Committee Chair; (2) Hosting Chair; (3) Convention/Houseparty Advisor; (4) Convention/Houseparty Advisory Committee; (5) Convention/Houseparty Liaison; and (6) Board of Trustees (the Board is ultimately in charge).**
- 10. If a question arises and you don't know who is responsible, ask your Advisor:**
- 11. Is this a creative decision? Yes – then responsibility rests with the Steering Committee. Is this something that affects only this particular Convention/ Houseparty? Yes – then responsibility rests with the Convention/Houseparty Advisory Committee.**
- 12. Is this something that could affect all future Houseparties or Conventions? Yes – then the Board needs to review it.**
- 13. Could this have a negative financial impact on the Organization? Yes – then the Board needs to review it.**
- 14. To send accurate reports to their Advisor every month and to file a final report when the Convention/Houseparty is over. (Nov 2014)**

**The Convention/Houseparty Steering Committee can expect:**

- 1. The Board and Office suggestions to be based on years of experience.**
- 2. Your Advisor to update you on any changes to the guidelines or policies.**
- 3. That the Board will try to work with you to achieve your goals.**
- 4. That the Board will do what is necessary to make sure the guidelines are followed.**
- 5. That the office staff will get to your matters as soon as they can, bearing in mind that they also have an entire organization to run in addition to this Convention/Houseparty.**

**The Hosting Chair agrees to, to the best of his/her ability; fulfill the expectations set forth above. The Hosting Chair understands that if he/she should fail to comply, he/she can be removed as Hosting Chair by the Board of Trustees. In addition, any Steering Committee Chairman that does not comply can also be removed from the committee.**

### **General Information**

- 1. The Hosting Chair is the actual host of the Convention/Houseparty, chosen by the Board and working under the direction of an appointed Advisor from the Convention/Houseparty Advisory Committee. His/Her duty is to be in charge of all operations at the Convention/Houseparty except those delegated to others by the Board of Trustees. A budget will be provided for the Chair to guide expenditures for the Convention/Houseparty. Statements will be provided to the Hosting Chair on a quarterly basis and then monthly during the six months prior to the Convention/Houseparty.**

2. It is your responsibility to check with the President and the NAME Office representative to determine when they will need the floor during the meal functions.

### **Create a Positive Attitude**

- I. Keep your steering committee happy and cohesive. Keep the Convention/Houseparty Advisor and the Convention/Houseparty Liaison happy by utilizing their expertise, keeping them informed and by following the guidelines in this manual. Keep the Board of Trustees happy by staying within the budget. Keep the registrants happy and fulfilled. Other than that, conduct life as usual.
- II. Be enthusiastic - it is contagious! You are the one who can set the whole tone of the Convention/Houseparty and your registrants will pick up on the positive, friendly attitude of your steering committee.
- III. Give the committee positive strokes by telling them what a fine job they are doing and say "Thank you".
- IV. Encourage creative ideas and sharing among committee members.
- V. Remain on target.
- VI. Be there for your committee members and help them solve problems.

### **Oversee Committees**

- I. Selecting Committee Chairs
  - A. Be very selective in choosing your Steering Committee members, especially in the key positions. You want to select people who are experienced self-starters, responsible, dependable, and able to work with others.
  - B. Choose a Steering Committee comprised of half veteran Convention/Houseparty Chairpersons and half novices if possible. First Timers should not serve as Committee Chairs. This system keeps new faces rotating into action and you will not need to reinvent the wheel each time.
  - C. Give each chairperson access to a full Convention/Houseparty Manual or their section at minimum. The complete manual is available for download at <http://www.miniatures.org/>
- II. Be creative in organizing your Steering Committee your own special way. Each member should have a timeline and some sort of binder to keep track of Convention/Houseparty details. Include things such as committee contact list, a foldout time-line, a 15-month calendar, committee stationary and blank pages for brainstorming of ideas.
- III. The committee should be involved in theme selection.
- IV. While selecting a theme, you should consider how it all ties together, i.e. souvenirs, tote bag favors, special workshops, etc.
- V. Make sure your Steering Committee chairs understand that they are to check with you before spending money, sending out emails or mailings or any other action. Steering Committee chairs cannot take new actions without your approval (and possibly the approval of the Convention/Houseparty Advisor as well). It is important for you to keep detailed records of all money spent by your committee.
- VI. Hold regular meetings, take minutes, and send members and your Advisor the minutes. Try to put a little fun or humor in your meetings. Please remember that it's absolutely essential that your committee enjoy the experience, a happy committee does a better job.



- VII. No reimbursements should be sent to the NAME office without the Hosting Chair's signature. Only the Hosting Chair can approve reimbursements. Assistant Chairs and Houseparty Advisors shall not approve reimbursements.

### **Assign Committee Responsibilities**

- I. Delegate responsibility to respective committees, then check periodically to make sure they are functioning smoothly.
- II. The Hosting Chair is responsible for making sure that all Steering Committee functions are running smoothly and must be aware of all details and plans for the Convention/Houseparty.
- III. The Hosting Chair and assistant should attend the first meeting of all individual committees and continue to attend all meetings as long as this seems necessary. A final meeting near the end of the planning stage may also be a good idea.
- IV. Make certain that each Steering Committee Chair sets timelines with deadline dates for their responsibilities and that they are on target at all times. Check with them often to make sure they haven't forgotten.
- V. It is imperative that the entire Steering Committee is aware of all other committee plans. This keeps the entire committee feeling that they are an important part of the "family" and really helps in case of illness, or an emergency absence of a committee chairman at the Convention/Houseparty. Steering Committee chairpersons should realize that their job will be immeasurably less hectic if they are not the only one with all the answers to the many questions that arise.
- VI. At a final briefing of the steering committee, emphasize that no matter what problems arise at the Convention/Houseparty (and there is always something), these problems should be discussed in private and out of the hearing of any guests. Each member of the steering committee must be prepared to be called upon to handle last minute emergencies in a courteous and efficient manner, to treat all registrants as though they were guests in his/her home, and to recognize that his/her greatest enjoyment of the Convention/Houseparty will be derived from the satisfaction of a job well done, rather than from personal gratification. Stress with your Steering Committee the importance of "grace under pressure".

### **Keep Convention/Houseparty Advisor Informed**

- I. The Convention/Houseparty Advisor is the resource person to aid the Hosting Chair, answer questions and help solve problems.
- II. Notify your Adviser immediately if problems arise with the hotel, if plans need to be changed or if there is a change on the steering committee.

### **Steering Committee Schedule of Events**

- I. The Hosting Chair should make a timeline, listing each event as it occurs on the Schedule of Events given to all registrants, with space left between the listings where special notes can be made, reminding the chairs and committee of any items that must be checked on at that time. This can be merged with the Timeline.
- II. Coordinate with the *Gazette* Editor and your Advisor for timing of articles/ads.
- III. Coordinate with the C/HP Liaison the schedule of all special meetings and Board related meetings such as the Annual Business Meeting at the Convention.

## **Arrange for Meetings/Schedule:**

During the National Convention each year, annual meetings shall be held. Include room assignments for these meetings in your planning and on the schedule. The following meetings and times shall be reserved:

Regional Meetings – Saturday – 9:00 AM (our earlier) to 10:00 AM – (Conducted by Regional Coordinators)

Annual Business Meeting - Saturday: 10:00 AM to 12:00 AM – (Conducted by the President) Auction – Friday evening

President's Reception – Friday evening before the Auction Gala – Wednesday evening

Other traditional meetings that occur at the National Convention should be added to the schedule at times when the Sales Room is not open. They shall not be held during the Auction or Gala.

- I. Club Representatives Meeting (Convention only) (conducted by Club Liaison)
- II. State Representatives and Regional Coordinators (conducted by RC Liaison)
- III. First Timers (to a Convention/Houseparty) Meeting (Conducted by NAME President)
- IV. Online Region Meeting (Conducted by Online Regional Coordinator)
- V. Dealer Meeting (Convention only) (Conducted by 1<sup>st</sup> Vice President)
- VI. Workshop Instructor Meeting (Convention only) (Conducted by C/HP Liaison)
- VII. Future Convention/Houseparty Meeting (Convention only) (conducted by C/HP Liaison)

## **Logo and Pins**

- I. Select your logo early, as the Board appointed Convention/Houseparty Advisory Committee must approve it. Send the logo to your Convention/Houseparty Advisor for approval by the Convention/ Housparty Advisory Committee. The cost of the pins is applied to your budget.
- II. Upon approval, the pin design must be submitted at least six months before Convention/Houseparty to the office.

## **Send information for the NAME Web Site**

- I. As soon as the selections are made, make sure Steering Committee Chairs, with your review and approval, send information to webmaster - publicity, workshop, salesroom, theme luncheon, and tours. It is important that the information is posted on the web before the opening registration date for the Convention/Houseparty.

## **Publicity**

- I. NAME purchases an ad in Miniature Collector each year for the National Convention. The cost is usually \$250.00 and comes out of the Publicity budget line item. Miniature Collector will contact the chairman or the NAME office in February or March regarding the ad. You will provide them with a list of the dealers (the same sheet that is placed online and in the packet) along with a small ad for public day. (Feb 2017)

## **VIP Registration of Committee**

- I. The Hosting Chair will submit a list of committee members and special guests for VIP registration to the NAME office 6-9 months prior to the event. The list usually includes Steering

Committee Chairmen, and other select essential workers. The NAME office will add the Board of Trustees, AOH members and Life members to the list of VIP's.

- II. Tear-off sheets
  - A. Tear-off sheets that are placed into the registration packet need to be sent to the Convention/Houseparty Advisory Committee for proofreading three weeks before deadline date. Work with committees to obtain the necessary information:
    - 1. Door prizes
    - 2. Exhibits
    - 3. Gold Star
    - 4. Host/Hostess
    - 5. Hosting Chair letter of greeting
    - 6. Hotel reservation forms
    - 7. Convention/Houseparty Helpers
    - 8. Schedule of events
    - 9. Souvenir book articles and advertising. Make sure all deadlines allow Souvenir Book Chair to make printing deadline.
    - 10. Theme Luncheons/Dinners
    - 11. Tote bag favors
    - 12. Tours
    - 13. Workshops:
    - 14. Round table teacher application
    - 15. List of Registered workshop descriptions, color photos
    - 16. Registered Workshop Sign up sheet
    - 17. Pre-convention workshop descriptions, color photos
    - 18. Pre-Convention Workshop Sign-up sheet.
    - 19. Any special events - the event must have prior approval of the Board of Trustees.
  - B. Each Steering Committee Chair should proof his/her own tear-off sheet. The Registration Committee Chair should also proof these sheets. This will help to eliminate errors.

### **Convention/Houseparty Schedule of Events**

The Schedule of Events is primarily set by the local steering committee. However, the Board of Trustees will require certain times to be reserved for Board related functions at a Convention. These times are determined by the Board of Trustees and included in the Schedule of Events. The schedule should be submitted to the Convention/Houseparty Advisor for review prior to the January Board of Trustees meeting.

### **Master of Ceremonies**

A sample guide is included in this manual to assist you in planning announcements at the meal functions.

- I. The Hosting Chair is usually the master of ceremonies during meal functions. If you are not comfortable with this, the responsibility must be delegated.
- II. Agenda
  - A. The Hosting Chair should prepare an agenda for each meal function, making certain that he/she knows how to pronounce the names of those individuals to be introduced. The agenda should

list EVERY thing to be done during that meal function so nothing is left out. You don't want to say your goodbye's on Sunday morning before you have given out the last souvenir so be prepared with a good agenda to save yourself some embarrassment. (Sept. 2017)

- B. All meal function commentary and programs should be planned. Keep the "show going with as little dead time" as possible. Imagine waiting 30 seconds to 1 minute for just five speakers to come to the microphone, and you can envision the amount of wasted time.
- C. At the opening program, the Hosting Chair should announce that badges must be worn at all times, and should explain the security reasons.
- D. Centerpiece winners **must** be present at the brunch in order to win - this should be announced at the opening program and a reminder again at the Saturday banquet. The President must be introduced during the opening program. The President will introduce the Board of Trustees, RC's, State Reps, AOH members and Life members in attendance.
- E. At the beginning of each meal function during which a wrapped souvenir is given, the Hosting Chair should plan to announce that these are not to be unwrapped until the signal to do so is given from the podium. Remember to give each souvenir maker due credit - they have worked hard for you.
- F. The Hosting Chair should re-read the duties outlined in this manual, making notes of items to include in announcements.
- G. If your event theme is conducive to having a costume parade, it is a wonderful idea to open the banquet with a parade before the meal gets cold.
- H. At the close of each program, which is followed by a Sales Room session, the Hosting Chair should dismiss the dealers 10-15 minutes early to prepare their sales tables.
- I. By Convention/Houseparty time most registrants have forgotten what was in the registration packet. Additional announcements of any activities such as: home improvements seminars, free fun and games in hospitality, exhibit room times, tours, silent auction, etc. must be made at first meal function and as necessary throughout Convention/Houseparty.
- J. At the closing meal function, the President or Hosting Chair should announce the results of the Convention/Houseparty Helper ticket sales and any special fundraisers conducted during the convention/houseparty.

## Security

The Convention/Houseparty Committee shall provide a locked room for both the exhibit and sales areas. It is important to look for hotels which meet these criteria. Should the hotel not be able to lock the room(s), security personnel must be hired to secure the room(s) during all hours the sales and/or exhibit room is closed after initial setup. When security guards are used, they must be hired from a **security firm that is licensed, bonded and insured to work in the locality of the Convention/Houseparty**. It is important to know this cost before your budget is finalized. **No amount of this Budget Line Item shall be used to offset other Convention/ Houseparty expenses.**

## Maintain Good Rapport with Hotel Personnel

- I. Hotels prefer to take direction from only one or two individuals, usually the Convention/Houseparty Liaison and the Hosting Chair. However, during the actual days of the Convention/Houseparty, the Hosting Chair will inform them that they are permitted to open the Sales Room, Exhibit Room, etc., at the direction of the committee members he/she specifies to have access.

- II. The hotel usually assigns one member of its staff to unlock doors at the request of those authorized. The Hosting Chair (along with the Operations Chair) should prepare a list of those rooms with the names of the Steering Committee chairs whose requests the hotel is to honor. The hotel will observe the name of the chairperson's badge and verify the authorization by checking this list. If someone not on the list requests that a room be unlocked, the hotel can tell them politely that they have to find an authorized person, giving the name of an authorized person. This procedure will save the Hosting Chair a great deal of time, and prevent him or her from being interrupted frequently at the Convention/Houseparty by a request to authorize unlocking of a room.
- III. Provide the hotel with floor plans, schedules and information necessary for proper room set-up for all rooms being used at the Convention/Houseparty. Most hotels require this information 30 days prior to your event. Keep in mind that each hotel may vary. This should include room arrangement, table covering as necessary, ice water and glasses, where electrical outlets need to be placed in the sales room, etc.
- IV. Guests who have special menu needs should have indicated on their forms what those needs are. It is your responsibility to provide your Table Host/Hostess Chairman with a list of these needs as well as to provide the hotel contact with the information so the kitchen can prepare the correct number of alternatives. Discuss placing tent cards in front of those special menu guests so the hotel staff knows which guest receives the alternative meal.
- V. Hosting chair shall work with the Hotel in choosing the Menus for each Meal Function. The Menus will be presented to the C/HP Liaison for approval before finalization. No Buffets will be served, unless prior approval is obtained. (May 2015)

### **NAME VIP's**

- I. When the hotel contract was negotiated, complimentary rooms for the NAME President and the NAME Office Representative should have been included outside of the normal room night credits.
- II. It is customary to provide some sort of VIP amenity (flowers, fruit basket, wine, etc.) for the NAME President. This can be done through the hotel. Check the hotel contract to see if VIP amenities are included and follow up to make certain they have been distributed.
- III. A President's Table must be provided close to the podium at all Conventions. It is customary for the President to invite the Hosting Chair, Assistant Chair, NAME Office Staff, AOH Chair and Mell Prescott Winner and whomever else he/she chooses to be seated at the President's table during meal functions.
- IV. At a Houseparty, the Hosting Chair shall have a table close to the podium. It is customary for the Hosting Chair to invite the President and NAME office staff to be seated with the Hosting Chair during meal functions at a Houseparty.

### **Website Information**

Submit anything that would add an attraction to the Convention/Houseparty.

1. NAME Webmaster: The webmaster will select a background/image/color scheme appropriate to the Convention/Houseparty theme and suitable for web pages. Links will be created from the appropriate NAME pages to the Convention/Houseparty pages. The Webmaster will work with all Convention/Houseparty Hosting Chair to insure timely and accurate Convention/Houseparty information is published on the NAME website.

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

1. Submit a written summary to the NAME Office and the Convention Houseparty Liaison. Include written summaries from Steering Committee Chairs. Please try to complete this within four weeks of the end of the convention/houseparty. Summaries should include recommendations for future conventions/houseparties.

# **SAMPLE**

## **ANNOUNCEMENT AGENDA**

Before each meal function, arrange with the head server when you will indicate to have the meals served. So that our guests can enjoy a warm meal, it is better to have the food served before any Convention/Houseparty business is addressed.

### **Opening Luncheon:**

Welcome Guests

Prior to the Luncheon, ask the NAME Office Representative and President if they need the podium for any announcements.

Before any introductions, have servers serve the meal.

After the meal, introduce Committee members – point out how to identify a committee member and assure guests that you are at their service, should they require assistance.

Introduce the President of NAME. The President will introduce the Board Members, NAME Office Representative, Past Presidents, AOH attendees, Regional Coordinators, State Representatives, and Life Members and will present the AOH and Founders Award at that time. (**Note:** It is policy that the President does this.)

Housekeeping:

Badges must be worn at all times.

Recommend that they not be worn when out visiting the city.

Centerpieces will be awarded at the Brunch on Sunday and you must be present to win.

Announcements:

Announce any changes in locations of classrooms. Announce any schedule of event changes.

Announce when and where guests needing special assistance with RoundTable purchases should drop off their lists.

Announce Convention/Houseparty Helper tickets are for sale and have the ticket sellers stand up so guests will know who has the tickets.

Announce any special Exhibit Room hours.

Announce any committee, regional, online meeting times and locations. Remind guests to visit the

Hospitality Room – daily kits, games of chance, etc. Introduce Centerpiece Artisan and/or tell about how the centerpiece(s) was selected.

Conduct Door Prize awards (if given at lunch).

Introduce and tell something about the artisan who has made the first souvenir you are presenting. You may want to have the artisan come up to the microphone to instruct the guests to open their packages if you wish. Once the gift is open, begin a round of applause for the artisan.

Remind guests of the Sales Room and Exhibit Room hours.

Dismiss the dealers about 15 minutes before the end of the luncheon so they can get to their tables before the sales room opens.

**Banquet:**

Prior to the Banquet, ask the NAME Office Representative and President if they need the podium for any announcements.

Welcome guests to the Banquet.

Have a costume parade if it fits your theme.

Announce Convention/Houseparty Helper tickets are for sale and have the ticket sellers stand up so guests will know who has the tickets.

Have servers serve dinner.

Remind guests to visit the Hospitality Room (Only if it will be opened on Sunday) – daily kits, games of chance, etc.

**Housekeeping:**

Badges must be worn at all times.

Recommend that they not be worn when out visiting the city.

Centerpieces will be awarded at the Brunch on Sunday and you must be present to win. Remind hostesses that they will receive instructions as to when to begin opening any gifts.

Ask hostesses to conduct table exchanges and pass around gifts. You may direct them to proceed 3 to the left, 2 to the right, etc.

Have your Door Prize Chair conduct Door Prize awards.

Introduce your entertainment for the evening (if applicable).

Introduce and tell something about the artisan who has made the second souvenir you are presenting. You may want to have the artisan come up to the microphone to instruct the guests to open their packages if you wish. Once the gift is open, start a round of applause for the artisan.

Introduce your Convention/Houseparty Helper Chair and have him/her conduct the helper awards.

Wish everyone a good evening and remind them of the time for the brunch in the morning.



### **Brunch:**

Prior to Brunch, ask the NAME Office Representative and President if they need the podium for any announcements.

Have servers serve breakfast. Housekeeping:

Remind guests of the hours the shipping company will be available to ship their items home.

Remind guests of the “Last Chance” shopping in the sales room and the last chance to view the Exhibit Room.

Remind committee of any meeting you have planned after the Convention/Houseparty/ closes.

Remind hostesses that they will receive instructions as to when to begin opening any gifts.

Introduce and tell something about the artisan who has made the third souvenir you are presenting. You may want to have the Centerpiece Chair and/or the Artisan come up to the microphone to instruct the guests to open their packages if you wish. Once the gift is open, start a round of applause for the artisan.

Introduce your centerpiece artisan and ask them to come forward to be recognized again for their work only if the artisan is an individual. You may want to have the artisan or Centerpiece Chair draw the lucky winner depending on how you plan to award the centerpieces.

Call for future Convention/Houseparty announcements from the floor – good to line them up in the order of the event.

Closing Remarks:

Thank all the instructors, dealers and theme lunch presenters. Thank everyone who donated a Convention/Houseparty Helper. Thank everyone who brought an exhibit to share. Thank everyone who donated a door prize and tote bag favors. Thank everyone for attending and wish them a safe journey home.

## TENTATIVE CONVENTION/HOUSEPARTY TIMELINE

### **2-3 YEARS OUT:**

- \*Submit application for Convention/Houseparty to NAME Office Work with State and Regional Representatives
- Work with Site Coordinator for hotel contract
- \*Following Convention/Houseparty approval by Board organize committee Submit for approval
- \*Meet with total committee...minutes to NAME Convention/Houseparty Coordinator & NAME office

### **18-24 MONTHS OUT:**

- \*Select souvenirs...submit for approval
- \*Submit logo for approval
- \*Maintain regular communication
- Assistant Chair, Steering Committee, Hotel Liaison, Convention/Houseparty Liaison, NAME Office
- \*Centerpiece design selection
- \*Check city, state and Federal requirements for taxes and licenses

### **12-18 MONTHS OUT:**

- \*Walk through hotel with committee
- Begin planning of hotel room usage...storage, loading
- \*Tour planning
- \*Theme luncheon planning
- \*Identify media contacts
- \*Program planning
- \*Advertisements in GAZETTE

### **10-14 MONTHS OUT:**

- \*Select tours
- \*Solicit Convention/Houseparty Helpers, totebag favors, door prizes
- \*Solicit applications for Sales Rooms, Workshops & Theme Luncheons
- \*Souvenir Book planning
- \*Prepare press releases and finalize media contacts

### **9-12 MONTHS OUT:**

- \*Prepare tentative Convention/Houseparty schedule
- \*Submit preliminary information to webmaster
- \* Dealer Selection Committee meets
- \* Registered & Pre-Convention Workshop Committees meets
- \* Theme Luncheon selections
- \*Secure tax forms and complete to be in compliance with city and state
- \*Solicit roundtable instructors

### **6-9 MONTHS OUT:**

- \*Hire security for exhibit/sales area
- \*Dealer and Workshop contracts sent out by NAME office
- \*Preparation of registration packet
  - Copy-ready materials completed and emailed to NAME office
- \*Finalize schedule
- \*Information to web master
- \*Solicit advertisements for Souvenir Book
- \*Hospitality planning-table host/hostess; first timer mentors, theme luncheon host/hostess
- \*Submit tentative VIP committee list for early registration to NAME

### **5-7 MONTHS OUT:**

- \*VIP registration opens
- \*Dealer and workshop contracts returned
- \*Copy ready registration materials to NAME Office...first Wednesday of February
- \*Registration opens
- \*Roundtable instructors selected
- \*Finalize menus
- \*Finalize requests from Committee Chairs for equipment, electrical, etc.
- \*Submit pin artwork to NAME
- \*Public Day planning finalized
- \*Registration packets mailed out by NAME office
- \*Publicity Committee in high gear

### **3-6 MONTHS OUT:**

- \*Site visitation...final plans to hotel
- \*Finalize programs
- \*Table sign-up
  - \* Tentative listing of registrants sent to Registration Chair and Hosting Chair
  - \* Dealer contracts to Salesroom Chair
- \*Arrange for transportation and storage of all materials

### **2-4 MONTHS OUT**

- \*Workshop/Theme Luncheon/Tour registration
- \*Finalize floor plans
- \*Souvenir Book finalized with information about dealers, workshops, exhibits, donors
- \*Contact Security to update plans
- \*Notify exhibitors
- \*Prepare Convention/Houseparty Helper ticket boxes and secure tickets
- \*Registration information updated regularly between NAME Office and Reg. Chair

## FINAL 2 MONTHS

- \*Final day for cancellations
- \*Final walk through of hotel and meeting with hotel staff
- \*Detailed floor plans for all area...finalize signs and arrange to transport materials
- \*Printed labels to Registration Chair; finalize volunteer assignments
- \*Prepare Convention/Houseparty packets...name tags, totebags

**SAMPLE**

### HOUSEPARTY - SAMPLE SCHEDULE

#### Wednesday – Sept. 17

4:00pm - 8:00pm

Registration – Workshop, Table Sign up, HP Helpers, Gold Star, Door prizes

#### Thursday – Sept. 18

7:00am - 8:00am

Registration – Workshop, Table Sign up, HP Helpers, Gold Star, Door prizes 7:30am - 8:00am

Pre-convention Workshop Set Up

8:00am - 5:00pm

##### *Pre-convention Workshops*

Noon - 1:00pm

Registration – Workshop and Table Sign up, HP Helpers, Gold Star, Door prizes Noon - 3:00pm

Noon – 4:30pm

Exhibit Room-Exhibitor Set Up

5:00pm – 6:30pm

Sales Room Set Up

5:00pm – 6:30pm

Free for dinner

Registration - Workshop and Table Sign up, HP Helpers, Gold Star, Door prizes 6:30pm - 11:00pm

*“Title of Workshop”*

(Room opens for seat selection at 6:15pm)

#### Friday – Sept. 19

7:00am - 8:00am

Registration – Workshop, Table Sign up, HP Helpers, Gold Star, Door prizes 7:00am - 8:30am

7:00am - 11:30am

Exhibit Room-Exhibitor Set Up

7:30am – 8:00am

Sales Room Set Up

Registered Workshop Set Up 8:00am - 11:00am

*Hospitality Room Open* 8:00am – 11:30am

*Registered Workshops* 11:30am – Noon

Host/Hostess Meeting

Noon - 1:30pm

##### *Luncheon*

1:45pm – 4:30pm

*Sales Room Open*

2:00pm - 4:00pm

*Exhibit Room Open*

3:30pm – 5:00pm

*Hospitality Room Open*

4:30pm - 5:00pm

Late Registration - Workshop and Table Sign up, HP Helpers, Gold Star, Door prizes 5:15pm –

6:00pm

*Garage Sale*

6:00pm - 7:00pm

Free for Dinner

7:15pm - 7:30pm

Round Table Set Up

7:30pm – 8:00pm

Round Table Sales 8:00pm – 8:45pm *Round Table Workshops* 9:00pm promptly

*¼” Mini Swap*

9:30pm promptly

*½” Mini Swap*

10:00pm promptly

*1/144” Mini Swap*

#### Saturday – Sept. 20

7:30am – 8:00am

Registered Workshop Set Up 8:00am – 10:00am

*Hospitality Room Open* 8:00am – 11:30am

*Registered Workshops* 10:00am - 11:30am

*Exhibit Room Open*

Noon - 1:30pm

*Theme Luncheons*

1:30pm - 4:30pm  
3:30pm – 5:30pm  
4:30pm - 6:00pm  
Operations  
6:00pm - 7:00pm  
6:30pm - 7:00pm  
7:00pm - ??

***Sales Room Open, Exhibit Room Open  
Hospitality Room Open***

Optional Club Presidents Meeting, Online meeting, etc 5:30pm – 6:00pm Pick up Gold Star Pin in

***No-Host Cocktail Party***

Host/Hostess Meeting

***Banquet / Live & Silent Auction***

## **Sunday – Sept. 21**

8:30am - 9:00am  
9:00am - 11:00am  
11:30am - 1:30pm  
11:30am - 4:00pm

Host/Hostess Meeting

***Brunch***

Shipping counter open

***Sales Room & Exhibit Room Open to Public***

## CONVENTION/HOUSEPARTY BUDGETS

Houseparties are an investment of time and creativity on the part of the Hosting Committee and an extremely important event for our members, but they are a fundraiser for the organization as well. NAME is dependant on the revenue generated from a Convention/Houseparty to stay in business, so NAME is depending on the Convention/Houseparty Hosting Chair and Committee to be conscious of all monies that are spent. There are certain monies generated that go directly to support the organization. The current fees are listed here and are subject to change. There are the \$14 fees generated by workshops and theme luncheons, as well as the \$20 workshop instructor fees (including roundtable instructors). There is also a \$40 administrative fee to cover the costs associated with staff time spent on convention business, as well as to cover a portion of office space and utilities, staff costs, etc. NAME also expects a profit to be generated. (Jan 2015)

Generally, a Committee has specific ideas on where they would like to concentrate their money, be it in a fantastic Hospitality Room with free workshops, a special event, or souvenirs more expensive than their budget will allow. There are really only a few areas of the budget that allow for creative spending on the part of the Committee, but the following has been prepared in the hopes of assisting the Chairman in understanding not only how the money from a Convention/Houseparty Budget is allocated, but what areas of the budget can be used to help a Committee plan financially to accomplish their Convention/Houseparty goals.

### ***NAME Policy:***

- I. The NAME Board of Trustees sets the Budget for all Houseparties and Conventions.**
- II. All Convention and Houseparty budgets shall have a line item identifying an amount designated by the Board of Trustees as a NAME donation added as revenue from each registrant and identified to the membership.**
- III. Any modifications to a Budget must have the approval of the NAME Board of Trustees.**
- IV. Permission to conduct fundraisers during the Convention/Houseparty shall be presented to the Convention/Houseparty Advisory Committee for approval of the Board of Trustees.**
- V. The Convention/Houseparty shall not start drawing money from their budget until two (2) years before the event. Keep receipts and submit them within the two year time frame.**

### **Understanding the Budget:**

A few very important items you should remember throughout the process of planning your convention/houseparty.

**All fundraisers held during a Convention/Houseparty shall be approved by the Convention/Houseparty Advisory Committee except for those fundraisers for NAME. In such case, the fundraiser details shall be presented to the Board of Trustees by the Convention/Houseparty Liaison for approval. Every Convention/Houseparty shall have a fundraiser to benefit NAME.**

If you are hosting a **Convention**, there are fundraisers that will occur at your Convention that are NOT a part of your budget and will not reflect as a profit to your Convention in your final income. The Auction, Gala and Garage Sale proceeds go directly to NAME and are not reflected in your Convention income. Proceeds from Convention Helper tickets are income to your Convention. You may choose to have another Event/Activity which can be used as income to your Convention/Houseparty or as a fundraiser for NAME. You will need to determine which way you wish to proceed prior to the Board of Trustees approval of your budget. If you are hosting a **Houseparty** you must still conduct a fundraiser to benefit NAME. This fundraiser can be a Garage Sale, Event/Activity, etc.

Your budget is divided into Revenue and Income. Noted on the budget is the portion of the Expenses which are reserved for the NAME Office. A description of the Revenue and Expense line items is below.

### **Revenue:**

#### **I. Dealer Table Fees**

Table fee is set by the Board as is the number of tables – currently the number of tables is set at 10% of expected registration. *Variance: You can offer a second table to dealers if you find that your space can accommodate them and possibly increase revenue in this line item by several hundred dollars*

#### **II. Convention/Houseparty Helpers**

This figure is arrived at by multiplying the number of registrants by \$12 to \$15. *Variance: \$15 per registrant in Convention/Houseparty Helper Tickets is an attainable goal, however it will require effort. Experience has proven that, while having a wide selection of excellent Houseparty Helpers, the main factor in increased sales is a Committee that is visibly offering tickets for sale – effort in this area pays off.*

#### **III. Miscellaneous (Donations, Raffles, etc.)**

This line item covers miscellaneous fundraising income generated by the Committee to spend on the Convention/Houseparty. It could include donations, special raffles, garage sales proceeds, silent auction or any other special fundraisers prior to the Convention/Houseparty. **Permission to conduct fundraisers during the Convention/Houseparty must have the prior approval of the Board of Trustees.**

This includes Mini Mart, Silent or Live Auctions for Houseparties or any other fundraising efforts during the Convention/Houseparty.

The committee may conduct fundraisers prior to the Convention/Houseparty without Board approval. Venues that will at times allow you to conduct a fundraiser are State Days, Round Table Days, President's Retreats, Team Retreats, mini shows, etc. You must first receive permission from the person in charge of the event prior to conducting your fundraiser.

#### **IV. Workshop Participant Fees**

These fees are the \$14 that is added on to the workshops to cover processing by the office *referenced above*. For example: The dealer is accepted to teach a workshop at a cost of \$50.00. NAME adds \$14.00 to the cost of the workshop bringing the total price for the workshop to \$64.00. *While the Convention/Houseparty is expected to generate approximately one workshop fee per registrant, this money goes directly to NAME and any increase in this line item shall not be used to cover any Convention/Houseparty expenses. (Jan 2015)*

## **V. Registration**

Registration numbers and costs are set by the Board. Remember that at a Houseparty, the President, NAME Office Staff and Hosting Chair are given complimentary registrations, so you will need to budget these in. If you have a registration of 250 – and the HP is full, you will most likely have only 247 paid registrants.

## **VI. Registration Cancellation Fees**

You can expect a cancellation rate of about 5% of the registration – multiplying this by the \$40 cancellation fee will give you the total for this line item. (Jan 2015)

## **VII. Souvenir Book Advertising**

This is the money generated by paid advertisements in your Souvenir Book. To generate this amount of income, the Souvenir Book Chair will need to solicit advertising in the Souvenir Book. Ads can be solicited not only from Dealers, but by clubs, sponsorships or individual listings. It is possible to completely fund your Souvenir Book from advertising. You are expected to generate at least as much as the budgeted revenue amount, however; *any income over the budgeted amount may be used to offset other Convention/Houseparty expenses.*

## **VIII. Theme Luncheon/Theme Dinner Fees**

If you are having Theme Luncheons or a Theme Dinner, this is the \$14 fee that is automatically added to the cost of the Theme Luncheon or Theme Dinner to cover processing by the office. For example: The instructor is accepted to teach a Theme Luncheon at a cost of \$50.00. NAME adds \$14.00 to the cost of the luncheon bringing the sub total for the workshop to \$64.00. You will then add the cost of the meal at the luncheon, plus the meals for the instructor and his/her helper to the cost of each workshop. *This money goes directly to NAME and any increases in this line item shall not be used to cover any Convention/Houseparty expenses.* (Jan 2015)

## **IX. Workshop Instructor Fees**

These are the \$20 fees paid by the instructors to teach a class – Pre-convention, Registered and Roundtables. This money goes directly to NAME and any increases in this line item shall not be used to cover any Convention/Houseparty expenses.

*As you can see, there are very few ways outside of fundraisers (not only special fundraisers, but the active selling of Convention/Houseparty Helper tickets and Souvenir Book ads) to increase the Revenue of a Convention/Houseparty. The number one thing you can do to assure adequate revenue is to actively publicize and promote the Convention/Houseparty prior to the opening day of registration. A filled Convention/Houseparty assures the needed revenue to cover your expenses. Even if your expenses are well within their budget, if the registration is low, you will not be able to meet your expenses.*

## **Expenditures:**

**Your Expenditures total must not exceed your Income total.**

### **I. Advertising and Publicity**

This covers all the advertising expenses for the Convention/Houseparty and may include fliers, local newspaper ads, Regional newsletters, direct mail, etc. The Convention/Houseparty is expected to advertise in the Gazette for three half-page ads free of charge. **No amount of this line item shall be used to offset other Convention/ Houseparty expenses.**



## **II. Centerpieces**

You will need to provide one Centerpiece for each table and an additional Centerpiece for the NAME Museum. Extra Centerpieces can be auctioned at the convention, or used as Convention/Houseparty Helpers to create additional revenue. Extra Centerpieces shall not be gifted or sold as these are funded through registration dollars. **Savings from this line item may be used to offset other Convention/ Houseparty expenses.**

## **III. Exhibit Room**

This amount covers items needed to assist in displaying Exhibits – copies, labels, boxes, boards and signage. If the hotel requires money for electricity, tables or draping, this will be insufficient. Double check your contract for information on table and electrical charges. **Savings from this line item may be used to offset other Convention/ Houseparty expenses.**

## **IV. Hospitality Room**

The budget covers supplies, materials and decorations for the Hospitality Room. This is an area that has received more and more effort in the past years. Hospitality rooms have been gathering places for free workshops, special drawings and demonstrations. This may be one of the areas you would want to divert funds to, especially if you would like additional money for supplies for projects. **Savings from this line item may be used to offset other Convention/ Houseparty expenses.**

## **V. Convention/Houseparty Helpers**

The amount in this area covers supplies – the purchase of tickets and supplies used for selling – boxes for Convention/Houseparty Helper tickets, photos, copies, funny hats for ticket sellers, etc. **Savings from this line item may be used to offset other Convention/ Houseparty expenses.**

## **VI. Meals**

This is the one single area that can put you over your budget faster than anything else. Poor planning in this area could leave you severely over budget, but with careful planning, you could actually pull money from this area. The first thing you need to do is to look at the meal costs at your hotel. Ideally, you would like an opening lunch, a Banquet and a Brunch. Start by choosing mid-range meals – on top of that total *you will need to add taxes, any service charges and gratuity* as indicated in your contract. Most hotels do not include the tax and gratuity in the price of the meal in their banquet packets. A \$9 meal can quickly become a \$13 meal after the hotel has added tax and gratuity resulting in you being over budget. (*Variance: in some states, as a non-profit, we are tax exempt.*)

*Double check on the paperwork required to file tax exempt status with the hotel. This could save you money.)* By now, you are probably way over budget. Now is the time to adjust to less expensive meals – you may even need to start with an opening dessert instead of a lunch. If you do, spell it out in the packet. This is an area where you will probably need to make some tough decisions. It is the responsibility of the Hosting Chair to see that the total meal costs (including tax and gratuities) fall within this budget. A consideration here is that sometimes hotels give better rates based on the number of meal functions. The committee will need to determine if having a dessert opening vs. a sit down luncheon will impact the contract before making a decision. Failure to meet the minimum expenses on the contract can result in stiff penalties as well, so read your contract thoroughly. Hotels will often cut costs if you select a buffet. Buffets are difficult as this is unsafe for many of our attendees who have mobility difficulty and not everyone stops to help them. **No amount of this line item shall be to offset other Convention/Houseparty expenses.**

**Meal Guest:** Should you have a member sign up his/her non-registered companion to attend the three meal functions (opening luncheon, banquet, brunch) you will need to calculate the cost of the meals. This is very costly. The meal budget is usually in the neighborhood of \$130.00 for the three meals. This is your starting base. To this you will need to add whatever the service fee the hotel is charging in your contract (ex: 23% equals \$29.90 on a \$130 meal base). To this is added the gratuity which is sometimes stated in the contract. We use 22% if not dictated in the contract. That is another \$28.60. To that, add the \$14 per capita fee and \$5.75 for the badge and printing. Round this up the nearest dollar and you will publish the guest meals cost at \$209.00 for the three meals. Choosing to attend one meal only is not an option. (Feb 2018)

#### **VII. Meeting Expense**

Generally, meeting expense is two items: the cost of having a staff person at the Convention/Houseparty to handle administrative tasks – these costs include food, lodging, and transportation and can be between \$500-\$1,000 and any costs incurred by your committee meeting in person prior to the Convention/Houseparty. Often committee controlled budgeted expenses are around \$1,000-\$1,500. This line item is a good one to use to cover other areas of your budget where you need extra money. Many committees have saved this money by having committee members purchase their own meals during committee meetings so they can use this budgeted money elsewhere. *Variance: We have the option of staff using the 1/50 rooms we receive from the hotel for NAME staff personnel, but generally, these rooms are given as recognition to volunteers on the committee.* **Savings from this line item controlled by the committee item may be used to offset other Convention/ Houseparty expenses.**

#### **VIII. National Administration Fees**

This fee covers costs associated with staff time spent on Convention/Houseparty business – i.e., collect and record fees, issue receipts, process bills, etc., as well as to cover a portion of office space and utilities, staff costs, etc. **This money goes directly to NAME and shall not be used to cover any Convention/ Houseparty expenses.**

#### **IX. Operations Expenses**

This fee covers miscellaneous expenses that are associated with the Convention/Houseparty – signage, expenses incurred by the Chairman, decorations, general expenses not belonging to a specific committee etc. **Savings from this line item may be used to offset other Convention/ Houseparty expenses.**

#### **X. Postage**

Fee covers mailing costs for the Dealer and Instructor contracts, the registration packet and receipts for workshops as well as miscellaneous postage expenses submitted by the Chairman. **No amount of this line item shall be used to offset other Convention/Houseparty expenses.**

#### **XI. Registration (Packets, Badges, etc.)**

This covers expenses for both the packet that is sent by the office to registrants when they register as well as the on-site packet, badges, ribbons, etc. Gold star pins are also included in this item. **No amount of this line item shall be used to offset other Convention/Houseparty expenses.**

#### **XII. Sales Room Expense**

Sales Room expenses vary greatly from hotel to hotel. Be sure to check your contract. There are almost always charges for electricity for each sales table (hotel may charge not only for the electrical boxes, but for the set-up as well.) Hotels also may charge for tables, draping, microphones, etc. A microphone shall be available in the Sales Room for announcements. Should you need to have two separate rooms for your Sales Room, a second microphone will be necessary. Expenses for table signage and dealer goodie bags are also included in this line. Be sure to check your contract for specifics. **Savings from this line item may be used to offset other Convention/ Houseparty expenses.**

### **XIII. Security**

The Convention/Houseparty Committee must provide a locked room for both the exhibit and sales areas. It is important to look for hotels which meet these criteria. Should the hotel not be able to lock the room(s), security personnel must be hired to secure the room(s) during all hours the sales and/or exhibit room is closed after initial setup. When security guards are used, they must be hired from a security firm that is licensed, bonded and insured to work in the locality of the convention/houseparty. It is important to know this cost before your budget is finalized. **No amount of this line item shall be used to offset other Convention/Houseparty expenses.**

### **XIV. Souvenir Book**

The budget for the Souvenir Book is very generous. Not only can a huge portion of the book itself be paid for by creative solicitation of advertisement, a reduction of size or donation of printing costs can free up a lot of money for other Convention/Houseparty expenses. An additional Souvenir Book shall be provided for the NAME Museum.

**Savings above and beyond the budgeted amount from this line item may be used to offset other Convention/ Houseparty expenses.**

### **XV. Souvenirs**

Souvenirs are the largest controllable expense of a Convention/Houseparty. Remember to allow money for packing, shipping and other unexpected expenses such as transportation to the Houseparty. The souvenir artisan's price includes individual packaging and shipping of the souvenir. Only after you have seriously looked at all other expenses to make sure they are within their budgets can you begin to look at increasing your souvenir budget. If you are over in your food budget, over in sales room costs or security, your souvenir costs may have to be reduced. If all expenses are in line and you decide to have a small souvenir book, no paid entertainment, inexpensive tote bags and donated centerpieces, or if you decide to do an additional fundraiser, then you may find you have enough to supplement your souvenir budget. You will need to order 4 (four) additional souvenirs for a houseparty and 6 (six) additional souvenirs for a convention. One of these souvenirs is reserved for the NAME Museum. **No amount of this line item shall be used to offset other Convention/Houseparty expenses.**

### **XVI. Telephone**

This covers reimbursement for phone calls made by the hosting committee or conference calls related to your convention/houseparty. The office has unlimited long distance phone coverage and does not submit for their phone calls. **No amount of this line item shall be used to offset other Convention/Houseparty expenses.**

### **XVII. Theme Luncheons/ Theme Dinners**

Remember that costs for theme luncheons or dinner need to include the cost of meals plus tip, taxes and gratuity, the souvenir or gift, rental of equipment where applicable as well as covering the cost

of the meal for the instructor and an assistant. Round up, not down. **No amount of this line item shall be used to offset other Convention/Houseparty expenses.**

**XVIII. Totebags**

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. **Savings from this line item may be used to offset other Convention/Houseparty expenses.**

**XIX. Tours**

Frequently Tours is an area that is extremely over budget. There is no budget and no cushion for this item, so careful planning and contingency planning are essential. Make sure you do not guarantee too many spaces. Make certain that should a bus not fill, a smaller bus can be used without penalty. Realistically estimate the number of attendees who will register for tours. The NAME office will add the \$14 per capita fees to the cost of the tour. Add enough onto the tour costs to cover a host or hostess if not provided by the tour company. Pay careful attention to non-refundable deposits. Be certain that the vendor sets the cancellation date to at least 10 days after the Convention/Houseparty cancellation date. **Savings from this line item may be used to offset other Convention/Houseparty expenses. (May 2015)**

## COMMITTEE MEETINGS

### *NAME Policy:*

**All final bills shall be submitted to the NAME Office no later than 90 days after the Convention/Houseparty**

### **Important Requirements:**

- ❖ **Minutes or reports from all meetings shall be sent to the NAME Convention/Houseparty Advisor and all Steering Committee Members within thirty days of the meetings.**
- ❖ **Schedule of meetings**
  - **Hold meetings at least every three months**
  - **One year prior to Convention/Houseparty meetings may be held every month**

### **General Information:**

- I. Committee members can be spread throughout a Region so attendance at all meetings may not be possible. In this case the Hosting Chair must be informed of plans on a regular basis.
- II. At your very first meeting the Hosting Chair should discuss the Steering Committee's role and responsibilities. Emphasize the fun everyone will have working on this event and that you will feel like a family before this event is complete. It is important to let the committee know that like any family, problems will arise and the best way to solve problems is to deal with them immediately. Committee members are encouraged to praise each other for good ideas or a job well done. Remember the whole idea is to have fun.
- III. Souvenir gifts should be selected during the earlier meetings in order to receive the approvals and to give the artisans plenty of time for production.
- IV. The Convention/Houseparty Chair and the Assistant Chair should meet with each Steering Committee Chair individually at initial planning and with the individual committees at least once during the final year of Convention/Houseparty preparation, and certainly more often if necessary. During the initial meeting, a Time Line should be set for each committee. It is extremely important that close communication be maintained throughout.
- V. You may want to make a few of your meetings more social so the members will get to know one another. This is especially important if the committee is made up of members throughout the region.
- VI. The final meeting prior to the Convention/Houseparty should be a walk through of the entire Convention/Houseparty making sure each committee has covered all bases. You may want to schedule this meeting for a Saturday or Sunday so you will have plenty of time, and you may plan to hold the meeting at the hotel.

### ***Other considerations:***

- I. Consider printing this entire manual for each chairperson. Although an extra expense, each committee member would know who is responsible for each job, who to give ideas and suggestions to, and most important who will need the most support at

- II. Convention/Houseparty time. At minimum, Steering Committee Chairs should have the section of the Convention/Houseparty Manual that describes their responsibilities.
- III. The time line should be checked at all meetings.
- IV. Meeting requirements are at the Hosting Chair's discretion. Written reports, phone calls, or e-mails may be necessary due to long distance travel. Remember the camaraderie established at a meeting (i.e., fun) is sometimes the greatest benefit of working on a committee.
- V. A full committee meeting held the evening prior to the first day of the Convention/Houseparty (Sunday night for a convention and Weds. /Thurs. Night for a houseparty) helps with the last minute details, problems, questions, or just to congratulate yourselves on a job well done.
- VI. A final committee meeting held on-site on Sunday (during Public Day) can facilitate packing and shipping of items to registrants not in attendance along with items remaining in Operations which are to be shipped to the NAME office. The remainder is shipped to the NAME office. NAME has a UPS account. It is recommended that the Operations Chair transport items to be shipped to their local UPS office for shipping if the on-site shipper has departed.

## ***COMMITTEE MEMBERS***

### **NAME Policy:**

- I. Convention/Houseparty Steering Committee members shall be NAME members in good standing.**
- II. The NAME Board of Trustees shall approve the Hosting Chair. The Convention/Houseparty Advisory Committee shall approve all steering committee members and replacements.**
- III. The Hosting Chair shall appoint an Assistant Chair to be approved by the Board of Trustees who will be equally well informed of all details and therefore capable of substituting for the Hosting Chair in an emergency.**
- IV. No one on the steering committee will be considered for a souvenir contract for the Convention/Houseparty for which they serve.**
- V. If a Steering Committee member applies for, and is accepted for a sales table at the Convention/Houseparty, someone else must staff the table during the Convention/Houseparty.**

### **Important Requirements:**

- ❖ **All steering committee members (and family members) shall register by the VIP deadline.**
- ❖ **Anyone serving as a Convention/Houseparty committee chair is allowed to teach or take part in pre-convention activities with majority approval of the Steering Committee and whose duties as a chairperson will not be compromised.**

### **Other Considerations:**

- I. Some committees are labor intensive at Convention/Houseparty time, (i.e., Operations, Tote Bags, Convention/Houseparty Helpers, Door Prizes, Centerpieces, Registration). A club or established work group can be responsible for this but only one person is designated the Chairman who serves as a member of the Steering Committee.**
- II. Each chair should have a designated assistant for emergencies especially at the National level.**
- III. When possible, Steering Committee Chairs should have first hand knowledge of a Convention/Houseparty experience. First Timers should not serve as committee chairs, but they can be great helpers.**
- IV. All correspondence from any chairman needs to first be reviewed and approved by the Hosting Chair.**

### **Important Information to Note not related to the Steering Committee:**

- **Life Member Reception:** The Life Member Reception is normally held just before the Auction at a Convention. The President is responsible for this reception.
- **Auction Chair:** An Auction is held at the National Convention each year. The Auction Chair is appointed by the President with approval of the Board of Directors and is not a member of the Steering Committee. The Auction Chair makes all of the arrangements for AV equipment rental and for set up of the room for the Auction. The space and cash bar are negotiated as part of the contract with the hotel. The Auction Chair will work with the Hosting Chair to add the Auction to the Schedule of Events, to establish a set up time and to coordinate a table at each Registration time to accept Auction items. The Auction Chair will work with the Operations Chair who will assign the Auction storage space. The Auction is held on Friday evening and no other convention activities shall conflict with the Auction.

## *Convention/Houseparty Steering Committee Members*

Hosting Chair\*  
Assistant Chair\*  
Activities and Events\*  
Centerpieces  
Door Prizes  
Exhibit Room  
Garage Sale  
Gold Star  
Hospitality (this position can also incorporate Table Host/Hostess or you can have two different people do them)  
Convention/Houseparty Helpers\*  
Mini-Exchange  
Mini Mart (optional)  
Operations\*  
Pre-Convention Workshops\*  
Program (optional)  
Publicity  
Registered Workshops\*  
Registration  
Roundtables  
Sales Room\*  
Souvenir Book  
Souvenirs  
Table Host/Hostess  
Theme Luncheons  
Tours  
Tote Bags

\*These committee positions are very important and the Hosting Chair should have names to present to the Convention/Houseparty Liaison before applying to host a Convention/Houseparty. An Advisory Committee member will be assigned as Advisor upon approval of the Convention/Houseparty by the NAME Board of Trustees. An Advisory Committee member will be assigned after the Convention/Houseparty has been approved.



## Houseparty Auctions- Live & Silent

The NAME Board of Trustees holds an Auction at the Convention each year. (Please refer to Committee Members Section of this Manual.) The Board appointed Auction Chairman takes care of the only Auction to be held at a **Convention**.

### *NAME Policy*

- I. **Silent/Live Auction requires pre-approval of the Board of Trustees.**
- II. **The Silent Auction/Live Auction shall only be held at a Houseparty; not at a Convention.**
- III. **The Silent Auction/Live Auction may be a benefit fundraiser with the proceeds going directly to NAME or as a committee fundraiser with the proceeds used to offset houseparty expenses or increase the income of the houseparty.**

### **Important Requirements:**

- ❖ **NAME will provide a staff member to handle receipts of money from the Auction.**

### **Expenditures:**

The budget does not include funds for a Silent/Live Auction.

### ***Silent/Live Auction:***

The Hosting Committee for a **HOUSEPARTY ONLY** may request approval from the Board of Trustees to conduct a Silent Auction or Live Auction as a NAME fundraiser or to offset houseparty expenses. Houseparty Auctions will be open to registered attendees only and will not be held during hours open to the public.

- **Silent Auction:** The Hosting Committee may schedule a silent auction, during any time frame that is most convenient for the Committee and attendees, except during hours open to the public. If an auction is scheduled at the same time as the sales room, classes or theme luncheons, then it should be open at least 30 minutes after the close of the workshops, theme luncheons or sales room to allow time for the dealers or instructors to bid as well. Do not hold staggered auctions during these hours. Experience has proved that if an auction ends during the middle of sales room hours or in the middle of a workshop, members will leave the room to get in their final bids which is unfair to the dealers and/or instructors. Try to hold the auction in a private location since it is for registered attendees only. You may consider holding a silent auction during registration hours. If you have an exceptional item or two, feel free to set a minimum bid on the item. (Sept. 2017)
- **Should you receive a donation of a large dollhouse or two, you may want to consider placing them on a table in the registration area and open it to bidding immediately. The auction bid sheet should clearly state when the final bidding on the house will end. Stick to the stated time.**
- **Live Auction:** The Hosting Committee may schedule a live auction during any of the 3 main meal functions or during a time when no other activity is scheduled. It will be open to registered attendees only. Be aware of the time limitations for holding extra activities during meals. (June 2015)

The success of the auction is totally dependent on how well the Houseparty Auction Chair does with

soliciting the items.

- I. Solicit Auction Items:
- II. Solicitations may go to clubs and newsletter editors for addition to their newsletters.
- III. Personally solicit from dealers, workshop instructors, friends and other personal contacts as well as on-line appeals.
- IV. Acceptance of Auction Items:
  - A. Acknowledge receipt of donation intent with a postcard and/or email thanking them for donation.
  - B. A general “Thank You” should be given to Souvenir Book Chair to include in the Souvenir Book as most items are received on site and not known ahead of time.
  - C. Times are scheduled at the Houseparty for acceptance of Silent/Live Auction items, usually at each Registration period. Receipts should be given to each donor.
  - D. Send a reminder postcard and/or email to all donors you have solicited six weeks prior to the Houseparty indicating where they should drop off their donation and thanking them for their participation in this fundraiser event.

***Display of Silent/Live Auction Items:***

- A. The display area should be prominent, secure and attractive.
- B. The sales room/exhibit room provides an excellent secure area.
- C. Label each Silent/Live Auction item with name of donor. Be certain to include every name on the original donor form.
- D. Anticipate unexpected donations to be delivered at the event. It is not uncommon to receive many without prior notice.
- E. Anticipate travel space and time limitations when planning the artistic side of your presentation for the night of the Banquet. Bear in mind that you will have a short time to prepare and set up the display in the Banquet Room.
- F. If you are dividing the Auction into two groups, consider placing the groupings on separate walls so participants know which auction items are ending first.
- G. Prepare pre-printed “Do Not Touch” and “Cover not Included” tent cards.
- H. Prepare a separate bid sheet for each donation. A sample bid sheet is located in the Forms section of this manual. The bid sheet should contain the name of the piece, donor’s name, Minimum Bid Increment and space for the bidder to write in their name or bidder number and the amount of the bid. Determine ahead of time what bid increments you will use for each item (ie: \$1.00 or \$5.00). Place a bid sheet in front of each item along with an ink pen for your bidders to record their bids.
- I. You may have a fabulous item in your auction that you would like to use for a LIVE Auction item instead. Approval from the donor, if attending is required before pulling an item for a Live Auction. The item must be pulled before bid sheets are placed.

***Conducting your Silent/Live Auction:***

You want the auction to move QUICKLY. Announcements should be made frequently throughout the evening reminding attendees to bid. Make announcements to remind guests that bidding will to end in 10 minutes and again at 5 minutes. Expect a last minute rush to place bids. Announce when bidding is closed.

- I. Be sure you have a plan in place for removing the bid sheets. This is a huge job and you will need plenty of help.

- II. As soon as the announcement is made that bidding is closed, have the volunteers gather the sheets. Go through each bid sheet and circle with a colored marker or highlighter the winning bidder number and/or name and amount.
- III. Plan ahead for the announcements of the winners. Take the circled bid sheets to the podium and have your presenter slowly and clearly read the title and donor of the donation and the winning bidder number and/or name. The presenter should hand the bid sheet to a volunteer who will pass it to the winner to take to the table set up for receipt of payment.
- IV. If there is no winner, wait a few seconds, call the winner's number and/or name again then set the bid sheet aside until the end to repeat. If still no response, then the person with the next highest bid will be announced as the winner.
- V. The NAME Office Staff or a representative of the Board of Trustees will collect the bid sheet and payment and mark the bid sheet PAID.
- VI. The bid sheet will then be handed to a volunteer to escort the winner to collect their winnings. The bid sheet is then returned to the NAME Office Staff member.

***After the Convention/Houseparty***

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

# CENTERPIECE CHAIR

## *NAME Office*

Prepares any purchase orders

## *NAME Policy*

- I. There will be no judging of Centerpieces by any method.**
- II. If there are extra Centerpieces due to a reduction in registration, they shall be used as Convention/Houseparty Helpers or donated to the Auction.**
- III. There will be one Centerpiece per table of registrants. Deviation from this policy must be submitted to the Board of Trustees for approval.**
- IV. To preserve the history of NAME, the committee shall provide one Centerpiece to the NAME Museum.**
- V. Centerpieces cannot be used as thank you gifts for anyone. Distribution will be conducted at the Sunday brunch by the drawing of seat numbers. The registrant must be present to win. This should be announced at the opening program and again the day of award.**

## **Expenditures**

Houseparties are given a budget for supplies for each Centerpiece. Extra Centerpieces can be auctioned at the convention, or used as Convention/Houseparty Helpers to create additional revenue. Extra Centerpieces shall not be gifted or sold as these are funded through the budget.

## *Select and Prepare Centerpieces*

- I. Chairman and Committee select ideas for Centerpieces.
  - A. Centerpieces should be EXCEPTIONAL!
  - B. Based on Convention/Houseparty theme
  - C. Easily transported by winner
  - D. Uniform size and scale
  - E. Consider budget amount
  - F. Include packaging and box for traveling in cost of centerpiece
  - G. Variables
    - All alike
    - 3-4 different scenes
    - Each one different
- II. Present ideas to entire Steering Committee for approvals
- III. Select method of preparation
  - A. Committee
  - B. Individuals
  - C. NAME clubs
- IV. Ideas to consider in preparation
  - A. Donations of items from individuals, companies and wholesalers
  - B. Many companies will donate materials for a free ad in the souvenir book.
  - C. Ask them to send a camera ready ad or logo.
- V. If different individuals make Centerpieces, quality content can be a problem even if basic components are provided. Set your deadline for collection of these centerpieces so that you have time to make modifications to an less than quality pieces. (Sept 2017)

1. If components are given to individuals or clubs, be sure to keep accurate records of locations of Centerpieces.
2. Label all Centerpieces. Include Convention/Houseparty date, Convention/ Houseparty logo, designer or maker.
3. Consider color coding boxes of each style when Centerpieces are not identical so they can be easily rotated for viewing.

**Other Considerations:** Potential Donors. For both Houseparty and Convention levels go directly to the manufacturer, corporate office, or large chain store. Indicate that we are a non-profit 501(c)(3) Corporation and their donation would be used for fundraising purposes. This would make their contribution tax deductible (advise them to check with their accountant). Their donation would allow hundreds of miniaturist's direct contact with their product, their company name and their generosity. Ask for, and expect to receive, items at no charge. (The worst they can say is, 'no'). Many companies are unaware of how we use their product in miniature if it is made for the full-scale market.

Do not limit your requests to the miniature industry. Many manufacturers may be very interested in learning how their product is incorporated into miniature. You may consider approaching a dealer or local miniature shop about discounts for purchasing your supplies in bulk if the committee is preparing the centerpieces.

Provide a list of centerpiece artisans and the title of their centerpieces to the Souvenir Book Chair.

### ***Logistics***

- I. Transportation
  - A. The Centerpiece, Table Host/Hostess and Operations Chairs share in the responsibility for the proper, secure storage of the Centerpieces between meal functions. If you choose to exhibit them as part of the Exhibit Room, try to choose one of each design and make sure the Exhibit Room Chair is involved.
- II. Distribution methods
  - A. Plan an efficient check-out/check-in system
  - B. The Centerpiece Chairman shall be present to supervise during Centerpiece placement.
  - C. The Centerpiece Committee may be totally responsible for placing the Centerpieces on the tables for the meal functions. Instruct them as to the exact time they will need to be in place.
  - D. The Table Host/Hostess may be responsible for placing the Centerpieces on the tables. The Centerpiece Chair must give exact instructions as to the method of transporting and placement. This shall be done at the first Table Host/Hostess meeting before any meal function. There shall be a secure system devised with the Operations and Table Host/Hostess Chair for the giving and receiving of Centerpieces before and after the meal function.
  - E. Once you have started a system for rotating the Centerpieces for each function, do
  - F. not switch as this may create the impression among the general registrants that some of the best Centerpieces are being moved to specific tables. If your Centerpieces are not all identical, be sure to rotate them at each meal so that attendees will have an opportunity to see a variety of Centerpieces.
  - G. Make sure you have an alternate method in place for determining winner if not drawn on first round.
  - H. Find creative ways to award the centerpieces. (ex: if the Centerpiece has a door, hand out ten small envelopes, with only one containing a key. Have the hostess pass around the envelope 3 to the left, 2 to the right, etc. In the end, the person who holds the envelope with the key

wins the Centerpiece!)

***After the Convention/Houseparty***

Submit a written summary with recommendations to the Hosting Chair.

# DOOR PRIZE CHAIR

## *NAME Office*

Print tear-off sheets for packets.

## *Important Requirements:*

- ❖ **A door prize is any donation between \$10 and \$50.**
- ❖ **Door prizes received for use at the Convention/Houseparty shall not be used for Public Day(s).**

## **Solicitation**

- I. Solicit door prizes with tear-off form in registration packet. Use the same deadline as for souvenir book as donors should be listed in the souvenir book.
- II. Draft and mail letters to regional clubs requesting donations of door prizes. These may be sent in conjunction with requests for Convention/Houseparty helpers and tote bag favors. Ask that donations be delivered to you unwrapped.
- III. Prepare Door Prize form and turn in to the Hosting Chair prior to the deadline.
- IV. Contact Regional Coordinators and State Representatives to ask them to include requests in their newsletters.

## *Acceptance*

- I. As tear-off sheets are received, thank you notes should be sent to acknowledge receipt of door prize donations.
- II. Most door prizes will be brought to the Convention/Houseparty. If they are sent to the Door Prize Chair, be sure that each has the name and address of donor so that recipient may send thank you notes. You may even pre-print a label to attach to a 3x5 card which can be used by the recipient as a 'thank you' postcard, or a nice thank you note.
- III. Make sure that the doorprizes you give out meet the criteria for doorprizes. It may be necessary to combine items to make up a nice doorprize.
- IV. Pre-prepare a list of donors to check off as door prizes are received.
- V. Again, at the Convention/Houseparty make sure each door prize has name and address attached. Have index cards for the donor to fill out should the donor not have their item labeled.
- VI. Work with Operations Chair for secure storage of door prizes until distribution.
- VII. Have committee ready to sort, by value, all door prizes received so that each table gets approximately the same value. This job can take time, schedule wisely. (White lunch sacks work great for most door prizes and provides a continuity of color when distributing the door prizes.)

## *Distribution*

You may be tempted to try "bring a door prize – get a door prize". The intent of door prizes is to exemplify our motto. Many people donate to the success of a Convention/Houseparty, such as centerpieces, Convention/Houseparty Helpers and tote bag favors - door prizes fall in this same category. There are other opportunities for sharing such as table exchanges and mini exchanges where registrants can "bring one and get one".

**Formula for Door Prize Distribution:**

- I. Divide total number of door prizes by total number of tables; i.e. 600 door prizes divided by 120 tables = five door prizes per table.
- II. Divide door prizes by approximate value; i.e. not all \$50 door prizes to one table. See above.
- III. Put appropriate number of door prizes in one bag to give to table host/hostess for whichever meal function or functions you choose to distribute them.
- IV. Use seat numbers 1-10 for drawing. If the number drawn is vacant at some tables, just continue (the idea is to keep the pace moving). Do not draw another number for those tables. Continue drawing numbers until all door prizes are awarded at each table.
- V. If there is more than one door prize for each registrant, place all 10 numbers back in the container and draw again until all door prizes have been distributed.

***Souvenir Book***

- I. Prepare a list of the names of door prize donors and give to Souvenir Book Chair prior to deadline. All donors should be recognized.
- II. Check with Roundtable Chair for teachers donating samples and add them to the donor list.

***After the Convention/Houseparty***

Prepare a written summary and submit it to the Hosting Chair.



## Activities

(Activities include Thursday Evening Workshop)

### NAME Policy:

- I. **Only registered attendees may participate in Activities**
- II. **Activities shall be approved by the Convention/Houseparty Advisory Committee (hereinafter referred to as “the C/HP Committee”).**
- III. **The activity may be used to offset other Convention/Houseparty expenses. The income from these Activities is counted toward Convention/Houseparty income.**
- IV. **Activities which are fundraisers for NAME and not used to offset Convention/Houseparty expenses shall be submitted to the Convention/Houseparty Liaison for approval by the Board of Trustees. The income from these Activities goes directly to NAME and is not counted toward Convention/Houseparty income.**
- V. **All Conventions/Houseparties shall have a special activity to benefit NAME. The activity shall be presented to the Board of Trustees for approval by the Convention/Houseparty Liaison.**
- VI. **The total price of the activity shall not exceed \$60 including the \$10.00 Activity Fee without the approval of the Board.**
- VII. **The maximum number of registrants should be determined by the Committee, but the minimum number should be no less than 50% of the total number of Houseparty registrants.**
- VIII. **Even though the Activity is sponsored by the Committee, the Committee is not required to do 100% of the work themselves. The Committee can commission cutting, casting, etc. as expenses of the activity.**
- IX. **If the Committee is not interested or is not able to put on an activity themselves, the Committee can solicit an artisan to create the activity, but only if the purpose is to create something to enhance the theme of the convention/houseparty or to hold the Souvenirs. The artisan shall provide all materials and supplies for the activity at cost. The Committee will provide room set-up requirements to include any refreshments and will include these expenses as part of the money collected for the activity. A contract is required for the artisan spelling out all expectations.**
- X. **If the activity is a workshop project not designed to hold the Souvenirs or to enhance the theme of the convention/houseparty, it is just a large Registered Workshop, and falls under the Registered Workshop instructions.**
- XI. **If the activity is a workshop project, it shall be special for that Convention/Houseparty and may not be sold or reproduced at any time, in any form. Any unsold kits shall only be sold at the NAME table.**

**(Please note:** The Garage Sale at a Convention is a fundraiser for NAME and proceeds go directly to NAME. Proceeds from a Garage Sale at a Houseparty may go directly to NAME or may be used to offset Houseparty expenses. The Hosting Chairman appoints the Garage Sale Chairman. )

## General Information:

There are time slots in your schedule where you can add additional activities to your Convention/Houseparty. The committee chairman for the activity will be responsible to plan and execute the activity.

The activity must be self-supporting through a fee paid by attendees, donations or a combination of fees and donations when expenses are involved.

At a houseparty, Thursday evening is a time slot normally available for an activity. Many of the registrants are already on site for pre-convention workshops, while others have arrived early in preparation for activities that start the next day.

- It is important to remember that all C/HP Committees shall hold at least one fundraising activity where profit goes to NAME general funds.
  - An activity can be a Fundraiser for NAME or to offset Houseparty expenses. A \$10 Activity Fee will be added per attendee to any committee sponsored activity registered through the NAME office including 'just for fun' activities.
  - Committee will designate in advance if profit from a Committee-sponsored activity goes to NAME general funds or to defray C/HP costs, or is "just for fun", in which case it must be self-supporting. Any remaining funds in C/HP account at closing revert to NAME general funds (Committee cannot designate a recipient other than NAME).
  - A proposal for the activity shall be submitted to the C/HP Liaison through your Advisor to present to the C/HP Advisory Committee for approval. The proposal shall include the source for the activity to be provided, detailed cost of materials for the activity including any food to be served and the fee to be charged for the activity.
  - The activity shall not be a profit making activity for any individual or group other than NAME. Materials are to be provided at cost or via donation.
  - The total fee for the Activity shall not exceed **\$60.00** including the \$10.00 Activity Fee, all activity expenses, the cost of food, if being served, unless donations are received to cover these costs.
- I. When planning an Activity it should:
    - Appeal to the majority of registrants
    - Be theme related
    - Be able to be completed in the time allotted
  - II. The maximum number of registrants for the activities should be determined by the Committee, but the minimum number should be no less than 50% of the total number of Houseparty registrants.
  - III. Even though the Activity is sponsored by the Committee, the Committee is not required to do 100% of the work themselves. The Committee can commission cutting, casting, etc. from another member as expenses of the Activity provided the work is at cost and not for profit.

- IV. No selling of additional items to complete or accompany the activity is permitted.

***When the Activity is a Workshop:***

The fundraiser workshop such as a Thursday (or any) Evening Workshop has been a very popular Activity at many Houseparties. This activity is usually scheduled for three to four hours and frequently includes dessert or other refreshments served to the attendees.

- I. The Committee may solicit an artisan to provide at cost (see above) a workshop which enhances the theme of the houseparty or is designed to hold the souvenirs.
- II. The Committee shall not solicit an artisan who will be paid for a fundraiser workshop (except as noted above) as this then becomes a Registered Workshop. The workshop will then be subject to the policies of a registered workshop requiring acceptance of applications for consideration as the instructor (includes all activities where profit goes to an individual instead of to NAME).
- III. The fundraiser workshop shall be special for that Convention/Houseparty and may not be sold or reproduced at any time, in any form. Any unsold kits shall only be sold at the NAME table.

***Activity - Seminars:***

Seminars, such as Home Improvement Seminars, have become a popular free activity which normally does not require registration through the NAME office. These activities offer members an opportunity to learn something new.

- I. It is important to make certain that you have a room available to hold the seminars available to you at no additional costs before considering holding seminars.
- II. It is important to identify a prospective topic, contact a presenter who is knowledgeable about the topic, and make arrangements for the meeting space with the Hosting Chair.
- III. The committee member in charge of scheduling the seminars shall be present to introduce the speaker and to make sure the presentation remains within the allotted time.
- IV. It is always a bonus if there is a special prize drawing for those present, although not required.
- V. As this is not a paid activity, no evaluation form is required.
- VI. The person(s) presenting the seminar must be registered to attend the Convention/Houseparty. (Jan 2015)
- VII. Nothing shall be for sale in the seminar. These are for demonstration purposes only. Exception: The Estate Acquisition Seminar held by the Board of Trustees may have estate items for sale. (Jan 2015)

***Other:***

For any activity for which transportation, food or an activity located off site, contracts are required. All contracts shall be submitted to the Convention/Houseparty Liaison to forward to the NAME Office for signature. The contract should contain all prices, what is being committed to for the activity, cancellation date, cancellation penalties or fees, date and times.

If the Committee is not interested or is not able to put on an activity requiring much planning, the Committee may opt to provide games such as Bingo, a Social Activity such as an Ice Cream Sundae Bar or games with prizes as an alternative with very little fundraising efforts. If these

activities will require advanced registration, it must be handled through the NAME Office. The Committee will provide room set-up requirements to include any refreshments and will include these expenses as part of the fee collected for this activity.

## EXHIBIT ROOM CHAIR

### *NAME Office*

I. Prints and ships tear-off forms.

### *Expenditures:*

#### **Exhibit Room**

This amount covers items needed to assist in displaying exhibits – copies, labels, boxes, boards and signage. If the hotel requires money for electricity, tables or draping, this will be insufficient. Double check the hotel contract for information on table and electrical charges.

#### **Security**

The Convention/Houseparty Committee must provide a locked room for both the exhibit and sales areas. Should the hotel not be able to lock the room(s), security personnel shall be hired to secure the room(s) during all hours the sales and/or exhibit room is closed after initial setup. When security guards are used, they must be hired from a security firm that is licensed, bonded and insured to work in the locality of the convention/houseparty. It is important for your Hosting Chairman to know this cost before your budget is finalized. If your area has higher wage costs, you may need to supplement this line item.

### *NAME Policy:*

**NAME's 501(c)-3 non-profit status requires that our functions have an educational purpose and the public must be admitted to the exhibit room free-of-charge on Public Day(s).**

### **Important Requirements:**

- **All registered members of the Convention/Houseparty are encouraged to exhibit. Exhibits will be accepted on a first come, first served basis as long as there is room for them. The tear-off sheet should explain that exhibits shall not be for sale, nor can an exhibit be shown as an example of an exhibitor's work with the exhibitor standing nearby soliciting orders.**
- **Each exhibitor must be registered at the Convention/Houseparty. If there is a special exhibit that pertains to the theme of the Convention/Houseparty which includes non-registered persons, that is made by a non-registered person, the tag must indicate the creator's name and the exhibitor's name.**
- **Once an exhibitor sets up an exhibit, it shall not be moved or touched by anyone other than the exhibitor without the exhibitor's written permission. This should be included on your Exhibit Release Form.**
- **Exhibits shall not be removed from the exhibit area unless prior arrangements have been made with the Exhibit Room Chair.**
- **Make sure all photographers from miniature publications and the news media understand our policy. Check with Publicity Chair for policy information.**

- **The Convention/Houseparty can receive radio and TV public service announcements because of the “free” admittance. Try to design an exhibit space that can be roped off, or curtained off, from the sales room to keep the public out of the sales room without a paid admission. More visitors can usually be attracted to the Exhibit Room if a large dollhouse or impressive exhibit is placed where it is readily visible from just outside the entrance to the Exhibit Room.**

### **Solicit Exhibits**

- I. An exhibit tear-off sheet should be prepared for inclusion in the registration packet. This sheet should include information shown in the sample. These are to be turned in to the Hosting Chair prior to the deadline.
- II. It is best that all exhibits be pre-arranged with the Exhibit Chair using the tear-off sheet. You may choose not to accept last minute exhibits unless prior arrangements have been made. However, do remember that some may have traveled a great distance with their exhibit and will be extremely disappointed if it is not accepted.
- III. Request the exhibitor give a brief description of the outstanding features of the exhibit, identifying antique miniatures if possible and pointing out any unusual creative factors. Using this information, the Exhibit Room Committee should prepare typewritten or printed tent cards to sit in front of each exhibit, listing the title of the exhibit, the exhibitor’s name and the creator of the exhibit if not made by the exhibitor along with any descriptive information provided.
- IV. Remind exhibitors to use good taste, as children will be viewing the exhibits.
- V. As tear-off slips are returned to the Exhibit Committee with dimensions noted, that amount of space should be allocated for each exhibit on the floor plan.
- VI. All exhibitors should be notified by letter, or postcard, that you have received their tear- off applications and are delighted to have their exhibits. Information regarding set-up time and exhibit removal time should be included in this letter. Inform them that they will need to supply an extension cord if their exhibit is to be displayed electrified. They should also be informed that they will be expected to sign a liability release.

### ***Floor Plan***

- I. Prepare a floor plan to give to the Hosting Chair to include with the layout setup for the hotel one month prior to the Convention/Houseparty.
- II. When determining where exhibits will be placed, make certain that an outlet is accessible for those needing electricity. In many cases, the hotel charges per electrical drop provided. Try to group lighted exhibits as much as possible to minimize these charges. Discuss this with your Hosting Chair and Operations Chair.
- III. When determining where exhibits will be placed you may want to consider placing all exhibits that will be leaving prior to Public Day(s) at one end of the room if that portion can be blocked off on Public Day(s) so your exhibit room will not look half-empty. Another option would be to stagger those leaving with those staying at set up time and it will just give your tables a more spacious look for Public Day(s).
- IV. The Exhibit Chair must check the layout of the room as soon as the hotel staff has completed it to ascertain that it was set up according to the floor plan, making corrections

- V. as needed. This inspection should be at least two hours prior to exhibit set up and should include the Operations Chair. You may have as much as \$50,000 in miniatures in the Exhibit Room. Make certain that security is adequate. **Do not leave the room unattended or unlocked.**

### ***Exhibit Room Setup***

- I. Check with the hotel for table drape colors and electrical needs. Dark colored draping, such as black or maroon, serve as a good backdrop. Ask your Hosting Chair to consult with the hotel regarding additional table cloths to cover any risers you plan to use.
- II. Work with the hotel contact to assure that the room is not vacuumed at any time without the Exhibit Room Chairman present. The space between and behind the tables should not be vacuumed once we take occupancy of the room to avoid lost or misplaced items should the tables be bumped while vacuuming.
- III. All exhibits shall be secured so that nothing can be removed from the exhibit. A plastic cover or enclosure is recommended.
- IV. Each exhibitor should bring his/her own extension cord with identification attached. The committee should have on hand additional multi-outlets extension cords with identification attached.
- V. Choose type of risers to be used. Covered computer paper boxes, apple boxes or milk crates work very well. Ask the hotel for some 18" tables if there is no fee, which unopened can be used as risers creating a stair step effect and better displaying some of the smaller items. Again, please check with the hotel to determine if there will be additional charges for the extra tables before proceeding.
- VI. In the event that someone brings an exhibit to the Convention/Houseparty, which was not prearranged, try to squeeze it in and have a release form ready to sign.
- VII. Have supplies on hand for set up. These could include paper towels, window cleaner, extra signs, marking pens, release forms, tape, duct tape to secure wires to floor, extra extension cords (some heavy duty), power strips etc.
- VIII. An emergency miniature tool kit may be beneficial to help solve some of the small problems that may arise while transporting a miniature. Let the exhibitors know at the sign-in table that you'll have these supplies on hand should they need to tidy up their display. You do not want to assume the responsibility of making any repairs.
- IX. Theme decorations often improve the look of the Exhibit Room. Choose decorations and the location of decorations carefully so they do not detract from the miniature displays.

### ***Fire Prevention***

- I. Plans must be made to prevent fires in the exhibit room resulting from defective wiring in exhibits. There are two effective ways of doing this:
- A. Ask the hotel electrician where the master switch, which turns off all electrical outlets, is located. Have him/her show you how to operate it.
- B. Plan to unplug all cords from all electrical outlets each time the exhibit room is closed and then plug these cords in each time the room is opened. Just turning the exhibit lamps off does not prevent fires from plugged in cords or transformers.
- II. The Exhibit Room Chair is responsible for seeing that the above procedures are carried out.

### *Checking in Exhibits*

- I. Prior to Convention/Houseparty
  - A. Prepare a master list of exhibitors in advance.
  - B. Develop a secure system for receiving exhibits.
  - C. Make arrangements for extra help especially on set up day. Extra carts are helpful. Check with the Operations Chair about any equipment needs.
  - D. Prepare release forms.
- II. During the Convention/Houseparty
  - A. Check off exhibits on the master list as they arrive.
  - B. Have exhibitors sign release forms.
  - C. Give exhibitor a copy of receipt and advise them they will need to return it at time of pick up on Sunday.

### *Checking Out Exhibits*

- I. Prior to the Convention/Houseparty
  - A. Determine a secure procedure for check out.
  - B. Place procedures in written form for distribution to exhibitors.
- II. During the Convention/Houseparty
  - A. Have enough help scheduled during check out of exhibits.
  - B. A receipt must be presented to a designated committee member for claiming each exhibit to ensure that the exhibitors remove only their exhibit. Provide extra monitors in the room to make sure that the remaining exhibits are not disturbed while others are being picked up.
  - C. The Exhibit Room Chair must remain in the room until all exhibits have been removed on Sunday.
  - D. Every effort must be made to encourage exhibitors to leave their displays in the room until the end of Public Day(s).

### *Exhibit Room Schedule*

- I. Prepare a schedule of times exhibit room will be open and post it in a visible location.
- II. Camera time
  - A. An optional time can be set aside for those registrants with camera equipment. Tripods and other bulky equipment should be used only during this period. The exhibit room is **open to all registrants** at this time, but the registrants need to understand that photographers and camera equipment may obstruct their view. **Photographers have first priority** during camera time.
  - B. **Cameras should be allowed anytime** for those who just wish to take a few snapshots and are not concerned with bulky equipment, special lenses, etc.
  - C. Inform exhibitors of camera time so they might arrive to remove covers and domes from their exhibits.
- III. Dealer time: The exhibit room should be open at least once when the sales room is closed to allow the dealers an opportunity to view the exhibits.



### ***Security***

The Convention/Houseparty Committee must provide a locked room for both the exhibit and sales areas. It is important to look for hotels which meet these criteria. Should the hotel not be able to lock the room(s), security personnel must be hired to secure the room(s) during all hours the sales and/or exhibit room is closed after initial setup. When security guards are used, they must be hired from a security firm that is licensed, bonded and insured to work in the locality of the Convention/Houseparty. It is important to know this cost before your budget is finalized. **No amount of this line item shall be used to offset other Convention/ Houseparty expenses.**

- I. Provide your Gold Star Chair, with a schedule of shifts for which you need volunteers to help monitor the exhibit room during set up, open hours and break down. There should be enough reliable Gold Star volunteers on duty to watch and protect the exhibits. Prepare a schedule and method to notify volunteers of their time to be on duty. Issue special identification to your monitors. A fun hat with the word "SECURITY" boldly printed on the front makes it clear that the room is being monitored. Sometimes simply knowing someone is walking around keeping an eye on things can deter would be theft.
- II. Since NAME's non-profit status requires that our functions have an educational purpose, the public must be admitted to the exhibit room free-of-charge on Public Day(s). Extra volunteers to patrol the aisles will be required.
- III. Make sure security is maintained. Security volunteers should circulate through an assigned section of the exhibit room during viewing hours.
- IV. No one should be allowed to touch any exhibit. If any individual repeatedly ignores the rules they should be asked to leave the room.

### ***Souvenir Book***

Prior to the Convention/Houseparty:

A list of exhibitors should be given to the Souvenir Book Chair before the deadline if the Convention/Houseparty Steering Committee has decided to include this information in the book.

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

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

# GARAGE SALE

## NAME Policy

- I. *All fundraisers held during a Convention/Houseparty shall be approved by the Convention/Houseparty Advisory Committee except for those fundraisers for NAME. In such case, the fundraiser details shall be presented to the Board of Trustees by the Convention/Houseparty Liaison for approval.*
- II. **The Garage Sale cannot be held during Sales Room hours.**
- III. **A NAME office representative and two additional people designated by the NAME representative (usually Board members) will serve as cashiers for this activity.**
- IV. **The Garage Sale at a Convention is a fundraiser for NAME and proceeds go directly to NAME. Proceeds from a Garage Sale at a Houseparty may be a benefit fundraiser with the proceeds going directly to NAME or as a committee fundraiser with the proceeds used to offset houseparty expenses or increase the income of the houseparty.**
- V. **The Hosting Chair appoints the Garage Sale Chair.**
- VI. **No other Convention/Houseparty activity shall conflict with the Garage Sale.**

A Garage Sale may be held at a National Convention or Houseparty. The Garage sale is only open for approximately an hour during the Convention/Houseparty. The following guidelines are set regarding conducting a Garage Sale.

- Promote your Garage Sale donations via a tear sheet in the registration packet. You may solicit donations from individuals and clubs if desired.
- Include a sign up section on your tear sheet which can be completed and returned to the Garage Sale Chair, however be flexible to receive additional unexpected donations during your Registration times at the Convention/Houseparty. Keep a list of those who have sent in their tear sheet and send it to the Souvenir Book Chairperson so their names can be included in the Souvenir Book.
- Make certain that your tear sheet indicates that items for the Garage Sale are donated and are not for individual profit.
- Have someone available to receive the Garage Sale items at Registration.
- Ask for volunteers on your tear sheet. Contact them via email or telephone to see how they would like to help: pricing, set-up, check-out, clean-up, etc. When the Houseparty or Convention Schedule is printed, check your schedule for time slots that are available for you to schedule workers. Ask your volunteers if they have signed up for any classes so you will know when they are or are not available to help you. A chart is helpful both to you and to your workers so they know when they are needed. You can let them know in advance and post this on-site on the door to the pricing area. Request additional volunteers from the Gold Star Chairperson and share with the Gold Star Chairperson your list so they can receive a Gold Star pin.
- You will need supplies such as snack, sandwich, quart, and gallon-sized ziplock bags, packing tape, quite a few Sharpie markers to clearly mark prices on bags, as well as staples and a stapler or two to seal the bags so shoppers cannot easily remove items from the bags. Plastic clamshell containers from bakeries and restaurants are wonderful for packaging furniture (so they don't become broken or lose drawers or other small parts) and dolls (so they don't become broken). Ask your local stores for donations or recycle them from other sources. If you wish to be reimbursed for your supply purchases, find out from your Chairman what your budget will be before

making purchases. You must save your receipts and turn them in to the Houseparty or Convention Chairperson for approval.

- You will need to arrange for donated plastic shopping bags for the sale (ask your local grocery store, Target, or Walmart (maybe 200 bags) and be prepared to give them a donation receipt per NAME's non-profit status).
- Decide where items will be received off-site by those who wish to bring or send their donations to you, where they will be stored, and how they will be moved to the Convention or Houseparty site. If a truck needs to be rented, you will need to get prior approval from the Convention or Houseparty Chairperson.
- Send a Thank You Note or email to donors as you receive their items via mail or in person.
- You will need a supply of medium/large boxes in which to place items that you have priced off-site. Mark these boxes clearly on one end and one side of each box that they are GS (Garage Sale) and have been PR (priced) so that they arrive to your on-site pricing room to distinguish between those boxes and ones that have been received on-site that need to be priced. Designate a side of the room in the pricing area for these boxes, and ask those who are helping bring in the boxes to make sure one labeled side is facing forward.
- Ask the Convention or Houseparty Chairperson to have the Garage Sale receiving table at Registration as close to the pricing room as possible so you don't have to lug heavy boxes of donations very far. You must have someone available to receive the on-site Garage Sale donations each time Registration is open and take them to the pricing room. Have a dolly available, and some Thank You cards available for people who would like a record for their tax donation.
- You will need 2-3 people manning the pricing area almost all day every day until the sale is held depending on the amount of on-site donations that need to be sorted and priced. No one else should be allowed in that room. It should be locked when the chairperson or another trusted worker is not present.
- Decide in advance how you are going to price the items. No item should be priced less than 25 cents and price increments should be in increments of 25 cents (ie: 50 cents, 75 cents \$1.00, etc.) to avoid having to dispense small change. Be consistent. Try to print a couple of lists in advance as to what you are going to charge for certain items since items that are alike will arrive at various times to be priced. For example, windows and doors will be priced at \$1, hardware at 50 cents, etc. Resist the urge to overprice items; they need to be bargain-priced so they get sold.
- When filling small snack or sandwich bags with assorted miniatures, make sure there is at least one quality item in with some junkier items and price the bag at \$1-\$2.
- Consider putting large dollhouses that are in good condition out on a table in the registration area with a silent auction sheet bid sheet and write at the top of the bid sheets when the silent auction will close for those items, i.e., will it be closed at the NAME Auction or at another time (end of NAME Business Meeting at National Convention or Banquet on Saturday or Brunch on Sunday).
- Pull artisan-signed items and other rare or valuable miniature items from the sale to give to the Auction Chairperson or the On-Line Auction Coordinator.
- As for pricing large items that shoppers cannot carry around with them, consider taping a photograph of the item to the item with the price written on it using a Sharpie marker. A piece of masking tape marked SOLD should be under the photo. When someone wants to purchase the item, they should remove the photo and place

the photo in their bag. The SOLD sticker will then be clearly visible to all the other shoppers. After paying for their items, the photo should be presented to the volunteer at the exit door so that the item can be placed on a dolly and removed from the sales area and taken to the shopper's vehicle or hotel room by a volunteer. If providing a photograph of items isn't feasible, you can use a number or letter on the price tag and use that same number or letter on the SOLD tape under the price tag.

- Conduct the Garage Sale in a room and not in a roped-off public area if at all possible. If you have an extremely large amount of donated items, make sure you have enough set-up time to get the sales area ready. It is recommended that no other events be scheduled in that room for the entire day leading up to the garage sale.
- You will need hotel staff to set up the room with the number of tables you estimate you will need; a diagram is helpful in planning and executing this step. Provide the Operations Chairman with a copy of your diagram. Make signs on stiff cardboard for each table or group of tables to identify which items go on which table and to help shoppers find categories from which they would like to purchase items. Some suggestions: Houses/Roomboxes, Magazines, Books, Dolls, Furniture, Accessories, Fabric & Wallpaper, Electrical, Landscaping, Smaller Scales, and Kits. Borrow table stanchions (the hotel may charge to use theirs) to hold the signs or ask the hotel if you can use "Command" strips on the walls. You will also require several people with dollies to transport items from the holding/pricing room to the garage sale room and several workers to unpack the boxes and get the items to their designated tables.
- Leave plenty of room around each table to accommodate wheelchairs, walkers, and scooters.
- Assemble your sales team at least ½ hour prior to the sale to allow them time to shop for a bit, ask questions, and get to their assigned stations. Make sure volunteers mark their bags clearly with their name as it appears on their badge and place them UNDER the checkout tables since Garage Sale shoppers will be storing their held bags BEHIND the checkout tables.
- Only Convention/Houseparty attendees may come to shop or volunteer at the Garage Sale. Be sure everyone is wearing their badge.
- It is always fun if you can provide some sort of entertainment while shoppers are waiting in line prior to opening of the Garage Sale.
- Hand out bags (plastic grocery bags) to shoppers waiting in line, and have extra bags available as shoppers may need an additional bag or two. A couple of volunteers can roam the area ready to hand out additional bags and take full bags to be labeled with the shopper's name as it appears on their badge to a holding area behind the checkout team. Large boxes labeled A-J, K-P, and Q-Z are helpful in locating the held bags when shoppers are in the checkout line. Only volunteers should be allowed to retrieve the bags and should check to see that the name on the bag matches the name on a shopper's badge. When the shopper is ready to check out, they need to let the checkout team know they have an additional bag(s) being held that needs to be totaled along with their current bag of items.
- It is strongly suggested that you hand out a small Garage Sale conduct sheet to those waiting in line as you hand out the bags or if possible, make announcements using a portable microphone. The sheet should state the following:
  - Please do not remove large quantities of items from the tables to sort through in a corner. It is disrespectful and unfair to other shoppers.
  - Confine your shopping to the surface of the table as you would at a regular garage or tag sale.

- Pushing, shoving, or unruly conduct will not be tolerated; be considerate of other shoppers or you will be asked to leave the sale area.
- Once you have completed check out, your purchases are yours. NO RETURNS .
- Consider allowing children under 12 to enter about 15 minutes before the doors open. Allow wheelchair, walker, and scooter shoppers in about 5-10 minutes before the doors open.
- Have easily-identifiable helpers (funny hats or headbands, perhaps) in the room to assist with large items. Have someone with a dolly available to remove large purchases, such as dollhouses, from the sales room after they have been paid for at the pay station.
- When possible, have an entrance door and an exit door. Arrange for the check-out and pay stations to be located near the exit door. Station a couple of volunteers at the exit door to check register receipts as shoppers leave the room.
- Only the Garage Sale Chair and helpers should be allowed to pre-shop during set-up of the Garage Sale. Their individual purchases should be limited to \$15.00 so that plenty of desirable items are available to shoppers who have waited in line.
- Arrange to have a minimum of (6) six PRINTING CALCULATORS WITH TAPES available at a Convention and at least (4) four at a Houseparty during checkout. Ask people you know if they have one you can borrow or contact a previous Garage Sale Chairperson to ask them where they obtained the ones they used. The NAME office representative will provide all of the cashiers you will need at checkout. Your volunteers will ring up the totals and the tape will go to the Cashiers for receipt of payment.
- Make an announcement about 5 minutes before the hour is up that the sale is almost over and shoppers need to proceed to the check-out line.
- Lines can be very long at checkout. Check to see if the hotel will lend you rope stanchions to keep your check-out line orderly and headed toward the pay station. Have one line and a volunteer to direct the shoppers to the next available check-out team. One volunteer of the check-out team will call out the prices of each item to the volunteer with the calculator who then runs a tape of the purchases and totals it out. The total is shaded with a highlighter pen or circled with a pen and handed to the shopper who takes it to the cashier and pays for their purchases. NAME accepts cash, checks, and credit cards.
- The cashier then collects the money, staples the register tape to the bag as well as staples or ties the bag closed. Make sure the tape or bag is marked as 'paid' in case the shopper wishes to return for more shopping.
- Have your cleanup team box leftovers from the sale and return them to the pricing room.
- Have a plan in place as to how you will dispose of any leftover Garage Sale items.

### **SUGGESTIONS:**

- For Conventions, following the NAME Annual Business meeting on Saturday morning, allow Regional Coordinators and State Reps pull items to take back to their regions for NAME Table Sales at local shows or to be used as prizes at NAME-Sponsored Events. For Houseparties, ask the Chairperson when would be a convenient time to do this.
- Give away NAME Gazettes along with a flyer about NAME to shoppers who come to Public Day in the salesroom.
- Offer magazines to State Reps, Regional Coordinators, and Club Presidents before offering whatever is left to any attendees.
- Consider having a ½ price or By Donation event after the NAME Annual Business Meeting is over.
- You could also have a "Box Sale" during the remaining days of the convention and accept a

donation for a pre-boxed mix of leftovers from the sale.

**FINALLY:**

- Prepare a final report of your Garage Sale and submit it to the Convention or Houseparty Chairperson and the Convention/Houseparty Liaison as well as to the NAME Office.
- Be sure to thank your valuable volunteers!!!
- (Thank you to Sue Ann Ketchum, Garage Sale Chairperson of the 2017 National Convention for her assistance in revising this section.) Revised 2/2018

# **GOLD STAR CHAIR**

## ***NAME Office***

- I. Orders Gold Star pins

## ***NAME Policy***

**To reduce cost, the pin design is standardized at the NAME office.**

## **Important Requirements**

- ❖ **The pin color may be selected by the local committee or from the supply on hand at the NAME office.**
- ❖ **Gold Star hours shall not be transferred between individuals.**

## **Committee Responsibilities**

- I. Coordinate requests from Steering Committee Chairs.
- II. Sign-up table for volunteers at Convention/Houseparty
- III. Distribution of Gold Star pins at Convention/Houseparty
- IV. Schedule volunteers

## ***Guidelines***

- I. With the approval of the Steering Committee, decide what jobs are eligible for Gold Star pins.
- II. Two hours of volunteer service are necessary to receive a pin. The volunteer does not have to serve two hours in the same area.
- III. No one may receive more than one pin.

## ***Requests from Steering Committee***

Each Steering Committee Chair will determine the number of workers and hours needed by Gold Star volunteers.

- A. Suggested volunteer areas:
  1. Exhibit room monitors
  2. Sales room monitors
  3. Table host/hostess
  4. Public day ticket sales
  5. Hospitality room
  6. Program participants
  7. Registration area
  8. Convention/Houseparty Helper ticket sales. Care should be taken in selecting Convention/Houseparty Helper ticket sellers, as they may be responsible for large sums of money.
  9. Those who may have worked prior to Convention/Houseparty, if they are attending Convention/Houseparty, are eligible for a pin.

10. Convention/Houseparty Committee

- B. Place order for pins with NAME Office 3 to 4 months prior to the event.

**Sign-up Table**

Maintain a table in a visible area at the Convention/Houseparty for additional volunteer sign-up in the registration area. List the times volunteers are needed and update it frequently.

***Distribution of Pins***

- I. Establish a location and time for volunteers to pick up pins.
- II. Create a schedule card to give to each volunteer. The volunteer should have the committee member which they have been assigned to help sign the card. The volunteer should return the card to the Gold Star Chair to receive a pin. You may want to have a designated time to hand out your pins and include it in the Schedule.

***Schedule Volunteers***

- I. From the tear-off sheets in the packet that are returned, make up a schedule for each volunteer.
- II. Coordinate with Registration Chair to put volunteer's schedule in appropriate registration packet.

***After the Convention/Houseparty***

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



# HOSPITALITY CHAIR

## *NAME Office*

### I. Processes bills

## *Expenditures*

### **Hospitality Room**

The budget covers supplies, materials and decorations for the Hospitality Room. This is an area that has received more and more effort in the past years. Hospitality rooms have been gathering places for free workshops, special drawings and demonstrations. This may be one of the line items you would want to add some of your fundraising money to, especially if you would like additional money for supplies for projects.

## *Hospitality Room/Area*

- I. The objective is to provide a place for registrants to relax, socialize, make new friends and renew old friendships. If there is an area in the hotel lobby that lends itself to grouping of chairs and/or tables, the space could work as your hospitality area. On the National level, it may be difficult to maintain intimacy in such an open area, therefore a separate room is preferable.
- II. Smoking will not be permitted in the hospitality room.
- III. The Hospitality Room may be open during the Gala. Demonstrations may not be held during this time unless they are repeated at a later time so that those attending the Gala may participate. If the Hospitality Room will have kits available when open during the Gala, those kits must be made available again later. Refreshments may be served. Otherwise, all activities normally associated with the Hospitality Room may be held. (Jan 2015)
- IV. Someone delegated by the Hospitality Chair must be in attendance whenever the hospitality room is open.
- V. Volunteers to man the room may be obtained through the Gold Star program. Look for volunteers that have warm, pleasant personalities and can introduce those in the hospitality room and make them feel welcome.
- VI. For added interest, you may want to provide scrapbooks or pictures mounted on a bulletin board, etc.
- VII. The room may be decorated in the theme of Convention/Houseparty.
- VIII. Plan activities for the room (be sure to let your Hosting Chair know so announcements can be made at the meal functions and is placed in the schedule). Keep your activities low key as this is an excellent area for socializing.
  - A. Think about offering something to registrants who are not signed up for registered workshops.
    1. Free theme related workshops
    2. Lectures
    3. Demonstrations
    4. Convention/Houseparty Newsletters
    5. NAME Video's and CD's
    6. Games and puzzles
    7. Consider preparing a tote bag containing your Convention/Houseparty logo, or a shirt containing your logo or have people play a game to enter a drawing to win – make your

hospitality room a fun place to be.

**Kits:** If you plan to have free kits available in Hospitality, be sure to let guests know they will receive one kit per person so there is enough to go around. It is disheartening to learn that one person picked up 25 kits for club members while a registered guest received none. It is fun to have a different kit available each time the Hospitality Room is open. If your committee is so creative that you have more kits available than you have opening times, you may consider having a 'kit challenge' which would require that the person sit down in the Hospitality Room and assemble their kit. Once they have completed the kit, they can show it to the volunteer working in the Hospitality Room and receive a different kit to take home. Fun!

### ***Newsletter***

Although a lot of work, it is always well received when a committee prepares a nightly newsletter to place under members doors each evening. The newsletter should contain the location of all of the activities for the following day, any updated information that needs to be shared, miniature tips, printies, instructions for a small project related to your theme. You may even interview people you see in the halls and ask to publish their raves about what a fun time they are having in your newsletter.

### ***Resource Information***

Working with the Registration Chair, compile some, or all, of the following information to be given out at the Convention/Houseparty. Many people never look in their packet – this information should be available in the Registration Area and in the Hospitality Area as well.

- Location of hospitality room
- Local restaurants
- Local points of interest
- Walking tours of the city
- Closest hospital, clinic or emergency room
- Pharmacy – 24 hour or delivery
- Churches
- Maps

### ***Other considerations:***

At a Convention/Houseparty, consider establishing a mentor program for newcomers in which they are paired with someone who has an understanding of how Conventions/Houseparties work. The mentor would contact the newcomer, welcome them, answer questions, share information, and would be a contact at the Convention/Houseparty if they needed assistance. Lovely idea for houseparty; at a convention there is a first timer meeting which could take care of this need.

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

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

# CONVENTION/HOUSEPARTY HELPERCHAIR

## *NAME Office*

- I. Prints tear-off sheets for packets
- II. Accepts money

## *NAME Policy*

- I. All fundraisers held during a Convention/Houseparty shall be approved by the Convention/Houseparty Advisory Committee except for those fundraisers for NAME. In such case, the fundraiser details shall be presented to the Board of Trustees by the Convention/Houseparty Liaison for approval.**
- II. Convention/Houseparty helpers are valued at \$150 or more. Anyone purchasing a Convention/Houseparty helper ticket or winning a Convention/Houseparty Helper must be registered and in attendance at the Convention/Houseparty.**

## **Important Requirements:**

- ❖ **Ticket boxes must be easy to open and big enough to not have to transfer tickets to another container for drawing.** (The reason for this is because you don't want people knowing how many tickets are in the boxes – people's feelings have been hurt when they have seen that not many tickets were put in the box for their donation.)

## *Revenue:*

### **Convention/Houseparty Helpers**

The anticipated revenue is calculated by multiplying the number of registrants by \$14 or more. Variance: \$15 per registrant in Convention/Houseparty Helper Tickets is a reasonable expectation. It will require some dedication; however experience indicates that while having a wide selection of excellent Convention/Houseparty Helpers contributions, having a committee that is visible available offering tickets for sale is crucial to successful sales. (Jan 2015)

## *Expenditures:*

### **Convention/Houseparty Helpers**

This budget item is used to purchase supplies – the purchase of tickets and supplies used for selling – boxes for Convention/Houseparty Helper tickets, photos, copies, funny hats, etc.

### *Convention/Houseparty Helpers*

The success of Convention/Houseparty Helpers is totally dependent on how well the Convention/Houseparty Helper Chair does with soliciting the helpers and ticket sales.

- I. Solicit Convention/Houseparty Helpers
  - A. Solicitations may go to clubs and newsletter editors for addition to their newsletters.
  - B. Personally solicit from dealers, workshop instructors, friends and other personal contacts.
- II. Acceptance of Convention/Houseparty Helpers

- A. Acknowledge receipt of donation intent with a postcard thanking them for donation.
- B. A list of donors as of the deadline should be given to Souvenir Book Chair.
- C. Times are scheduled at the Convention/Houseparty for acceptance of convention/ houseparty helpers and door prizes. Receipts should be given to each donor.
- D. Send a reminder postcard to all donors six weeks prior to Convention/Houseparty indicating where they should drop off their donation and thanking them for their participation in this fundraiser event.
- E. No Houseparty Helper can be used as a gift. (July 2017)
- F. Work with your Roundtable Chair to collect the roundtable samples and kits from those who have agreed to donate. It is important to label these donations “Donated Roundtable Kits – from Participating Instructors” and “Donated Roundtable Samples – from Participating Instructors”. Previously there has been an issue with Convention/Houseparty Helper winners not understanding that they are only receiving the kits that have been donated and not ALL of the kits as not all Roundtable Instructors donate their kits.

### ***List for Souvenir Book***

Prepare a list of donors and give it to the Souvenir Book Chair by souvenir book deadline.

### ***Display of Convention/Houseparty Helpers***

The display area should be prominent, secure and attractive.

- A. The sales room/exhibit room provides an excellent secure area.
- B. Label each Convention/Houseparty Helper with name of donor. Be certain to include every name on the original donor form. Members are being generous by making the donation and the least a committee can do is label the donation with the donor’s name. If the helper was delivered in a box, it is a good idea to label the box with the number assigned to the helper and keep the empty box stored under the table so the winner can claim the box after the item has been awarded to take their winnings home in. (Sept 2017)
- C. Be prepared to supply extra domes/display covers if you have them, etc to cover items donated without cover. Label these items that “domes are not included” with helper. To save space, use empty cardboard boxes as risers on back half of the Convention/Houseparty Helper display table with ticket boxes directly in front. You may also use 18” tables stacked on the back of the tables. Check with the hotel representative to determine if there is an additional cost for these tables. 2 or 3 tables stacked on top of each other make a level, stable platform as a riser. This is especially good for large or heavy items. They can be covered with the same cloths as the table tops.
- D. Anticipate unexpected Convention/Houseparty Helpers to be delivered at the event. It is not uncommon to receive several without prior notice.
- E. Anticipate travel space and time limitations when planning the artistic side of your presentation for the night of the Banquet. Bear in mind that you will have a short time to prepare and set up the display in the Banquet Room. Get trusted volunteers to help you move the items to the banquet room.
- F. Prepare pre-printed “Do Not Touch” and “Cover not Included” tent cards.
- G. If you have a space constraint in the Banquet Room and have access to a camera, take a picture of each Convention/Houseparty Helper, and label each helper including the number of the helper, picture and ticket box. (i.e., Helper #1, Ticket Box #1, Picture #1) You can then leave the helper in it’s original place and move the boxes to the Banquet Room for continued ticket sales.

Other Considerations: You have worked hard to solicit Convention/Houseparty helpers. The donors involve a lot of time, talent, and money. Convention/Houseparty Helpers raise substantial funds for NAME and extra attention and hoopla for donors and Convention/Houseparty Helpers will ensure future donations.

### ***Ticket Boxes***

Ticket boxes should be uniform, attractive and theme related.

1. Select boxes for the deposit of tickets for each Convention/Houseparty Helper. They must be big enough to hold large amounts of tickets. The boxes should not have large openings at the top as you should not be able to determine how many tickets are in each box.
2. Each box must have a removable lid or easy access so ticket can be easily drawn.
3. Be sure to have several extra boxes available for unexpected Convention/Houseparty Helpers.
4. Do not transfer tickets to another container for drawing.
5. Plan now for the set up at the banquet. Be sure you have a way to identify which box goes with each helper and in which order. A combination of photo and numbers is very helpful in this regard.
6. Make sure the opening luncheon includes an announcement regarding the helpers, the area in which they are displayed, the price of the tickets, when the drawings will be held, when the last chance to put tickets in the box will be and the fact that winner must be in the room when the ticket is drawn to win. Otherwise, a new number will be drawn.

### ***Ticket Sales***

Note: Many Convention/Houseparty Steering Committees choose to give each registrant a free ticket in their packet.

- I. Purchase double (2 part), numbered tear-off tickets from an office supply store. You will need at least 25,000 tickets for a convention. For a Houseparty you will need at least 10,000 tickets.
- II. Ticket prices suggested: 1 ticket...\$1; 6 tickets...\$5; 25 tickets...\$20 It is helpful to have tickets torn apart in groups of 6 and 25
- III. *Check the state gambling laws for any restrictions.*
- IV. Consider purchasing all of your tickets the same color. We have had several instances of winning ticket numbers which are not the same color of the ticket handed in. If you can locate tickets in an odd color or shade it will become more difficult for a dishonest person to use a ticket that was not purchased at your event.
- V. Identify ticket sellers in some way - hats, vests, aprons, etc. Tickets should be on sale as frequently as possible. Don't use timid sellers as the amount of tickets you will sell depends in large part on the enthusiasm of the ticket seller. The point is to be enthusiastic without being aggressive. Confine the ticket sales to the Convention/Houseparty areas of the hotel. Registrants complain if they are accosted in the restaurant or bar.
- VI. Anytime you have large amounts of money, you will need to turn it in to the NAME office representative in charge. Ticket sellers must check out their tickets and change in the morning and turn their money over to the Convention/Houseparty Helper Chair each evening. The Convention/Houseparty Helper Chair then turns the collected money over to the NAME office representative who will count it with her/him and will give her/him a receipt for the money turned in. The Convention/Houseparty Helper Chair can turn over money to the NAME office representative at any time during the day if the

Convention/Houseparty Helper Chair feels it necessary.

- VII. Several committee members should be assigned to sell tickets throughout the Convention/Houseparty, beginning at opening registration. Tickets should be sold as often as possible - during meal functions, in workshops, etc. Ask the instructor first before selling in a workshop.

### ***Convention/Houseparty Helper Drawing***

You want the drawing to move QUICKLY. There's nothing like sitting and waiting while people are running back and forth. It looks unorganized and does not reflect well on the committee.

- I. The drawing is held at the Saturday banquet. Determine when the drawing will take place at the banquet.
- II. Give several warnings from the podium to purchase and place tickets in their favorite houseparty helpers ie: 10 minutes, 5 minutes, last chance!
- III. If the helpers are placed along more than one wall, be sure to announce where they are located in the room.
- IV. Be sure you have a plan in place for removing the ticket boxes and/or the helpers to the banquet area. This is a huge job and you will need help. It is best to consult with the Operations Chair well in advance. If it is small scales, or if you have room in the banquet hall, it is possible to take the helpers and give them out as they are drawn. If not, you will also need to plan a procedure and time when the winners can pick up the helpers.
- V. Plan ahead for the drawing; ask several people to assist you. Each ticket box needs a card with the number on the box, the title of the helper, and the name(s) of the donor plus a photo, if possible. If you cannot attach a photo of the helper, it is important to display the actual helper in the banquet room. Otherwise, attendees do not remember which box is for which helper tickets. You need one person to act as presenter at the microphone, at least two people to act as runners to keep the boxes coming in the proper order, one person to accept the box and double check to see that it is in order, open the box and hold it while the ticket is drawn, someone to draw and hand off the ticket to the person at the microphone (this is a great thing for one of our youth members to do) and one person who takes the card and ticket from the person at the microphone and staples the ticket to the card. Someone will verify the ticket if necessary (in the event that the winning ticket is not signed or is the wrong half of the 2 part ticket). You will need two runners if you are giving out the helpers in the banquet room. 7 or 8 assistants are not unusual. Only the person at the microphone needs to be on stage. The others can line up on the floor in front of the stage.

**The Drawing:** Make sure everyone knows their parts; i.e., the runners know to keep the boxes in order. Send the runners to begin collecting boxes. Thank the donors and the ticket purchasers. The presenter should be comfortable with the microphone. The presenter should slowly and clearly read the title, number and donors names from the card. Speak clearly. It is excruciating to listen to someone drone on and on to make jokes that fall flat so keep the boxes moving and take it one card at a time. Each runner will hand the box to the person who will hold the box while the VIP draws the winning number. The runner will then go back for another box. The person holding the box for the VIP will remove the card attached to the box and then open the box. The VIP will then draw the ticket and hand it to the holder who gives it and the card to the presenter at the microphone. The presenter reads the card number, title and donor(s), announces the winner and waits for a response. Repeat the name and numbers on the ticket, if necessary.

After the response, the presenter hands the card and the ticket to a person with a stapler who staples

them together and hands the card with the ticket to a runner to give to the winner. In the event that the ticket is not signed or is the wrong half, be sure to verify the other half of the ticket with the winner. If there is no winner, wait a few seconds, call the winner's name again, then set the card AND that ticket box aside until the end. At the end, call the winner one more time. If still no response, then draw again. It is important that the drawing move quickly however it is equally important to recognize each donor.

***After the Convention/Houseparty***

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

## MINI EXCHANGE (Swap)

### *Important Requirements*

- ❖ **There is no fee associated with participation in a Mini Exchange.**
- ❖ **A Mini Exchange participant must be a registered attendee of the Convention/Houseparty.**

A Mini Exchange is an optional activity you may offer to your guests. During a Mini Exchange participants exchange a miniature that they have made for those that others have made. You may choose to give participants the option of participating in more than one scale of exchange. Most conventions/houseparties offer exchanges in 1", ½", ¼" and 1/144". Participants can choose to participate in as many scales as they would like, however you may want to limit participation to only one exchange per scale. Be prepared for individuals to show up to participate in the exchange who did not sign up to do so. On the Mini Exchange form, it is a good idea to suggest that they bring their exchanges in a bag no larger than a 1 gallon zip lock bag. This will cut down on the number of people bringing tiny things in very large containers, creating a sorting nightmare for you.

### *Before the Exchange:*

Prepare a sheet for the Registration Packet for your participants to complete and return so that you will know how many participants to prepare for. Include a deadline date to return the form. Be certain to include the sentence: **NO KITS OR PRINTIES PLEASE**. Items should be individually packaged and should include the participants name on each one.

Determine in advance how many identical items participants will be expected to make in order to participate. Limit the quantity to 20 or 25. Clearly state the number of exchange items they should make on your sheet. You may want to request one additional to set aside to be grouped together for a drawing at the banquet.

Announcements should be made at the meal functions to remind guests of the times for the exchanges. The times should also be included on the schedule.

### *Conducting the Exchange (Option 1):*

- Line up opened, numbered paper lunch type bags equal to the number of participants on the table you will be using for the exchange.
- Provide runners for special needs guest.
- While participants are waiting in line outside of the room, issue them a number. This is the same number as the bag they will end up taking home at the end of the exchange.
- If you are collecting an additional piece for a drawing, collect it as participants enter the room.
- Have the individuals' line up in front of their own bag. They will then place their **FIRST** item in the bag **NEXT** to theirs (ie; your bag# is 12 so you will place your first item in bag #13) and then in every succeeding bag until they have given out all of their items.



- You may have as many as 50 people participating all at the same time so it is important to monitor to make sure people are where they should be so that everyone gets the same number of items.
- Instruct everyone to line up in front of their own bag once more.
- Instruct them to place one hand on their own bag.
- Instruct them to take the bag and enjoy their exchange items.
- As the group leaves, prepare for the next exchange.

### ***Conducting the Exchange (Option 2):***

Another more popular method being used recently is to collect the items at Registration. An advantage to this option is that participants do not have to wait in line late at night to participate which leaves the schedule open for other activities. It also gives you a chance for quality control. If the person brings in printies, you may reject them. You should verify that the appropriate number of pieces are in their bag. It will be necessary to be available at several times during registration hours and publish those times well. The Mini Exchange form will need some adjustments as well so participants know in advance that they will be turning in their items. The schedule should contain at least a 90 minute timeframe period for participants to return to a pre-designated area to claim their items. Announcements shall be made at the meal functions to remind guests of the times for drop off and pick up. The times shall be included on the printed schedule.

At registration:

- Count with the participant to make sure that the correct number of items is being turned over and that they aren't printies.
- Place all of the person's items into one bag labeled with his/her sticker number.
- Give the participant a pre-prepared/numbered sticker for their badge to be returned to you at pick up. Give them a separate card or slip of paper stating the pickup time.
- Have the participant sign in their exchanges on a prepared sheet sorted by number.
- If you are collecting an additional piece for a drawing, collect it at this time. Preparing the Exchanges:
- Have plenty of bags (large zip lock bags, paper lunch bags) on hand for sorting the exchanges.
- Find a room with a large table with plenty of room to move around freely as you sort.
- Choose no more than 5 (five) dependable people to help you. At least 3 of these shall not be members of the Steering Committee. It is strongly advised to use non-committee volunteers to protect yourself from any concerns about the fairness of the sorting.
- Line up opened, numbered paper lunch type bags or gallon sized plastic bags equal to the number of participants on the table you will be using for the exchange. It is helpful to have 25-30 small bins (approx. 6x10) for sorting to make this process move faster than sorting into bags.
- It is very important that participants NOT receive their own item in the exchange.
- Begin with participant #1 and start placing his/her items in bin/bag beginning with bin/bag #2. Proceed until all bags are filled with the correct number of exchange items.

#### At Pick Up:

- If at all possible, block off entry to the room where pick up occurs. It is advisable to set up tables at the door opening to block off the door and place your chairs inside the room from which you will distribute the exchanges.
- Arrange for 2-4 reliable Gold Star Volunteers to act as runners to assist you at pick up.
- Have all of the bags sorted by scale and participant number and have one person find and hand a completed bag to those persons working at the table.
- As the participants arrive to pick up their bags, the person(s) working the table is responsible to verify the numbered sticker on their badge and have the participant sign out as proof that their exchange has been picked up.
- All participants should be wearing their name tags for identification.
- If for some reason a person cannot pick their exchanges up at the designated time (such as dealers or committee responsibilities) a time should be designated for pick up at the Operations Room. Arrangements should be made between you and the Operations Chair as to who will handle this pick up. You may always choose to hand deliver to an individual if needed.
- Smile and thank the person for participating.

#### *After the Convention/Houseparty*

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

# MINI MART

## NAME Office

- I. Reviews Mini Mart applications and fees
- II. Prepares and mails Mini Mart contracts
- III. Accepts signed contracts and appropriate fees
- IV. Mails contract copies to Mini Mart Chair at appropriate time

## NAME Policy

- I. *Mini Mart application fee is determined by the Board of Trustees. The cost shall be approximately half of the cost of the main salesroom tables.*
- II. Mini Mart shall be set at a separate time from the times when the Sales Room is open and in a separate room.
- III. Mini Mart shall be open up to 2 ½ hours.
- IV. Mini Mart requires **ADVANCED APPROVAL** by the Board of Trustees.
- V. A Mini Mart dealer must be a registered attendee of the Convention for which he/she is applying.
- VI. A Mini Mart dealer may only have participated as a dealer in a Mini Mart one previous time.
- VII. A Mini Mart dealer may only have participated in one previous Regional Houseparty as a dealer.
- VIII. A Mini Mart dealer must not have participated as a dealer at a NAME Convention in the past ten years.
- IX. All items on the Mini Mart dealer's table must be handcrafted by him/her.
- X. Mini Mart Dealers shall not sell merchandise at the Convention except at Mini Mart. Mini Mart Dealers may apply to participate in Roundtable Workshops.
- XI. The number of Mini Mart Dealers shall not exceed (15) fifteen.
- XII. Selection of Mini Mart dealers will be conducted by the Mini Mart Chair, Hosting Chair and the Sales Room Chair.

## IMPORTANT REQUIREMENTS:

- ❖ Applications must be postmarked by the application deadline.
- ❖ Applications Application must be accompanied by four copies of an 8 ½" X 11" colored collage of the applicants work.
- ❖ The Mini Mart Dealer may have one helper assisting behind the table.
- ❖ Mini Mart shall be open for approximately 2 hours during the Convention/Houseparty

Mini Mart has traditionally been reserved only for the National Convention. Mini Mart is only open for approximately 2 hours during the Convention to showcase talented new miniaturists,

those who are just starting or returning to the miniature business. Specific guidelines are set above regarding who can and who cannot be accepted as a dealer at Mini Mart.

***Before the Convention:***

Find out and inform the Mini Mart Dealers of the information they will need for an itinerant sales tax license for the state and or city/county. Many times this can be done by simply summarizing the information and then giving them the online link to the page for applications.

***At the Convention:***

Mini Mart is treated the same as the Sales Room in that there are almost always charges for the electricity for each table (hotel may charge not only for the electrical boxes, but for the setup as well). Hotels also may charge for tables, draping, microphones, etc. Expenses for table signage are usually shared with the Sales Room line item as committees normally decide they have a Mini Mart after their budget has been approved. *Be sure to check with both the Hosting Chairman and the Sales Room Chairman*

***During Set Up***

- I. The hotel, including the sales room, must be handicapped accessible.
- II. The Mini Mart Chair should make certain that the dimensions given on the floor plan furnished by the hotel are accurate. The best way to do this is to take a measuring tape to the hotel and measure it personally. It has been our experience that the dimensions furnished by the hotel are frequently inaccurate and a few inches can make a great deal of difference in a sales room. Mark the location of all electrical outlets and any support columns within the room and against the walls.
- III. Mini Mart Dealers are usually provided six foot tables. When it is necessary to place 3 tables side by side with no egress except on the ends, attempt to place a dealer using two tables with a dealer using one table so the table in the center is not occupied by a dealer who cannot readily get around to the front of their table.
- IV. Copies of the floor plan should be prepared and given to the Operations Chair, who gives them to the hotel contact for use by hotel personnel in setting up the rooms. Be sure to explain that the setup must be exactly as indicated, including sizes of tables, and width of aisles. The floor plan should indicate where the electrical outlets are located. Plan to be at the hotel early enough to check the layout personally before Mini Mart Dealers arrive.
- V. Check with Operations to determine when the rooms will be set up. If the hotel has no function scheduled in the room to be used on the evening before the hotel staff usually sets the tables up at that time. However, frequently, the room is set up during the night or very early in the morning. Whenever this is done, the Mini Mart Chair should be present, or at least arrive before the setup is completed and the staff has disappeared, as almost always there are mistakes. It is beneficial to be present during the night while the room is being set up, at least for a little while.
- VI. Pre-plan your electrical needs with the hotel. Make up a list of questions and have the Hosting Chair or Operations Chair get the answers for you when they meet with the

- VII. hotel staff. In some hotels, the outlet cords are dropped from the ceiling and some have outlets in the floor. Some provide heavy-duty outlet boxes with long cords. These cords must be taped to the floor carefully to avoid accidents. The hotel will have specific requirements for taping.
- Make sure you know if you are provided free electricity or must pay for it. If you pay, get details on how much and how to figure the amount you are using as it is part of the sales room budget.
- VIII. Plan which door will be used for entry and exit to the sales room. It is wise to open only one door, although two entries can be provided.
- IX. The Operations Chair will coordinate with the hotel to arrange for ice water in the room.
- X. Be security conscious. Someone should be stationed at each door, to help if necessary and to insure that no one enters the Mini Mart room without a dealer badge. A few badges should be available which are marked "TEMPORARY" as sometimes dealers bring helpers just for the purpose of carrying in merchandise. These people should leave immediately after depositing the boxes at the dealer's table.
- Helpers must be registered Convention/Houseparty guests.
  - A spouse, friend, or bellman that is not registered at the Convention/Houseparty cannot help with the set-up and must leave after depositing the boxes. Have a badge system that identifies these temporary people.
- XI. Station committee members or trustworthy volunteers in shifts to monitor the door. It is important to be alert at setup time, as there are always people who attempt a "Sneak Preview."
- XII. Any report of stolen merchandise should be reported to a Board member. Only the Mini Mart Chair or their delegated assistant is authorized to make announcements. The preferred announcement for alerting Mini Mart dealers is: **“Dealers, please be alert. We have had a theft reported.”**

### **Assigning Mini Mart Dealer Location**

- Assign Mini Mart dealers to your floor plans.
- Carefully position them so that you do not have two dealers next to or across from each other with the same type of merchandise, such as lace and trims, building supplies, etc.
- Wherever possible, respect requests for placement by dealers.

### **Obtain Tax Charts**

Contact your local tax authorities to obtain copies of tax charts for each dealer.

### **Tax Envelopes**

If taxes are to be submitted by NAME under a blanket license, prepare envelopes for each dealer to submit their tax information and payment and a three-part receipt form.

**Oversee Mini Mart Room**

The Mini Mart Chair should always be free to circulate and handle any problems that arise.

**Souvenir Book Listing**

Prepare floor map of Mini Mart room and dealer locations and give to Souvenir Book Chair for inclusion in Souvenir Book. It is helpful to have an alphabetical as well as a numerical list. This helps registrants find dealers.

**Dealer Shipments**

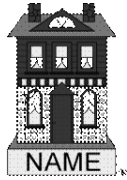
Mini Mart dealers are responsible for making arrangements for any merchandise they ship to and from the hotel. Please verify whether the hotel will charge for storage and let the dealers know so they are prepared to pay any fees.

**Plan for Emergencies**

Know who, and how, to contact hotel staff in case of emergency. Know where the emergency exits are.

**After the Convention/Houseparty**

Submit a written summary with recommendations to the Hosting Chairman.



# Mini Mart

For National Convention

Mini Mart is a special small sales room only open about two hours during the Convention, showcasing talented new miniaturists, those who are just starting in or returning to the Miniature business. This is the place to check out new faces that might hit the big time someday, or to find some of those very talented people who rarely sell their work. You may see people in Mini Mart that you will never see anywhere else, ever again.

If you are thinking about applying, here is the information you need:

- You must be a registered attendee of the National Convention.
- All items on your table must be handcrafted by you.
- You must not have sold in a NAME National main Sales Room in the past ten (10) years.
- You shall never have participated as a Dealer in a Regional Sales Room more than one time.
- You shall not have been a Mini Mart dealer more than one time in the past.

To apply 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 for the selection committee to review.



For PayPal payment: send to [name@miniatures.org](mailto:name@miniatures.org) with a memo of "Mini Mart App"

(Do not send Table Fee with application, only application fee if using mail.)

NAME Mini Mart  
P.O. Box 69, Carmel, IN 46082

## *Mini Mart Dealer Application*

Name \_\_\_\_\_ Email \_\_\_\_\_

Street \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Phone \_\_\_\_\_



Charge Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Signature: \_\_\_\_\_

# OPERATIONS CHAIR

## *NAME Office*

Arranges for payment of equipment and signs

Provides two sets of labels for shipping of items to registrants who do not attend

## *Expenditures:*

### **Operating Expenses**

Covers miscellaneous expenses that are associated with the convention – signage, expenses incurred by the Chairman, decorations, general expenses not belonging to a specific committee, etc.

## *General Information*

The Operations Chair has similar responsibilities to a stage manager of a play. Operations relays needs between the Steering Committee Chairs and the hotel staff. It is a tough job and one of the most important. An assistant is an important asset. A sample signage form is included in this manual. It is advisable that the Operations Chairman keep a notebook with a detailed schedule and needs of each chairman.

Because this is such a large responsibility, determine all of the jobs that will need to be taken care of during the event and delegate jobs to all of your helpers. Be clear as to what is expected from each helper. You may want to assign a couple of people to be in charge of setting up rooms while you, the Chair, handle things that occur inside the Operations Room.

## *Storage and Transportation*

- I. Prior to the Convention/Houseparty
  - Determine where storage areas will be located. It is recommended it be as close to the registration and meal function areas as possible.
  - Pre-plan with each committee chair to address all needs.
- II. Things to determine:
  - Who is permitted to receive which materials
  - Where extra materials can be stored
  - Final disposition of items and materials
  - Upon delivery of items to the convention/houseparty site, coordinate with the other Chairmen to transport and store such items as souvenirs, souvenir books, tote bags, door prizes, centerpieces, registration materials, convention/houseparty helpers, etc.

## *Other Considerations:*

- I. Operations is the glue that holds this function together. Consider renting walkie-talkies or use cell phones to stay connected to your committee, Hosting Chair and hotel contact.
- II. Any time something goes downhill, you and your committee will be called upon. Stay loose and push back up hill with a smile.
- III. Have your own supplies: box knife, a few different sizes of boxes for shipping, packing materials like peanuts, bubble wrap or newspaper and shipping tape. You will also need



- IV. masking and scotch tape, extension cords, staplers, colored markers, plain paper, pliers, hand trucks or carts, etc for daily use. To the extent possible, man the Operations room at all times when events are in progress.
- V. A laptop and portable printer are indispensable tools to have available at the convention/houseparty for printing last minute sign changes, etc.

### ***During the Convention/Houseparty***

#### **Shipping:**

- I. The NAME Office Representative will provide you with a list of most of the names of people who are registered but not attending on the first day of the convention/houseparty. Locate the address for these individuals and prepare boxes to ship their merchandise.
- II. Work with the Souvenir Gift Chairman to package all of the souvenirs for these people before the first meal function. Work with the Workshop Chairman to begin gathering any workshop kits these individuals are to receive and place them in the boxes as well along with tote bags and souvenir books. The Workshop Chairman should bring the "Workshops Not Picked Up" form to you. (Please see Workshop Chair section for details.) (9/2017) All items are to be shipped to each registrant unless an authorized friend has been designated to pick them up. Complete the Operations Mailing Form (available on the website) for each person that you are mailing items to and keep a copy for future reference. (May 2015) Give the NAME Office Representative a detailed list of contents and the names of those registrants to whom the boxes were mailed. The charges for mailing should be charged to the NAME office shipping account or the master account at the hotel. These charges come out of the convention/houseparty budget so you will want to pack in appropriate size boxes, provide your own filler material and tape to secure the boxes for shipping. Having UPS provide all of the materials to ship packages is expensive and can cost you \$20-\$50 per package to ship. Coordinate this with the NAME office staff to ship the boxes. *Get the NAME UPS account information.*
- III. On the last day of the convention/houseparty, the Souvenir Gift Chairman and a helper if needed should assist the Operations Chairman in verifying that all items are packaged for shipment to those not attending.
- IV. All extra souvenirs, souvenir books, tote bags, and any other items paid for from the convention/houseparty budget must be packed and ready to mail to the NAME office. Coordinate this with the Name Office Representative, as he/she will have merchandise at the NAME table to also be shipped. Shipping for these items will also be billed to the NAME master account. Some non-attending registrant packages will need kits added, most will not. Workshop Chair should have list. Use double label system, one on package, one on list, to prevent errors and extra re-checking. Create a Shipping CheckList of all of the items which are being given to registrants. This will come in handy when you are packing the items to ship to registrants who were unable to attend. Have multiple copies on hand, one for each mailing.
- V. Prior to the event, arrange access to shipping services for guests and the dealers. Many times UPS type stores are willing to set up a shipping station immediately following the brunch to assist those who need to ship packages. Arrange for them to be there for several hours if possible.
- VI. It should not be necessary to point this out, but it has actually happened. No committee member or attendee should ask you to ship their items to them. If they are present, they are responsible for arranging with the shipping company to have items shipped. (Sept 2017)

### ***Hotel Procedures***

- I. Most hotels will have a staff member to assist you. It is wise to become well acquainted
- II. with this person.
- III. Work closely with the hotel staff. A daily planning meeting with the staff to plan for the next day is an excellent way of communicating.
- IV. For any workshop room where the room is being used for a workshop which lasts more than one day, work with the hotel contact 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.
- V. Work with the hotel contact to assure that the sales and exhibit rooms are not vacuumed at any time without the Sales or Exhibit Room Chairman present. The space between and behind the tables should not be vacuumed once we take occupancy of the room to avoid lost or misplaced items should the tables be bumped while vacuuming.
- VI. Coordinate with the hotel to arrange for trash receptacles and ice water in all workshop spaces and sales room.

### ***Knowledge of Complete Schedule of Events***

- I. Meet with Hosting Chairs so that you have full knowledge of the schedules, needs and your responsibilities.
- II. Create your own schedule of events. Post one copy and keep one in your notebook.
- III. Adequate pre-planning is a necessity as there are many unanticipated situations that arise during the convention/houseparty that require flexibility.
- IV. Many times attendees become frustrated when they drop by Operations to pickup
- V. materials or to ask a question. Any time you leave the room, place a "Will Return at
- VI. ??:??" (Time) sign on the door so people know when to return for assistance. This simple act will serve as a nice courtesy to your guests.

### ***Rooms***

- I. Check all function rooms at least one hour prior to beginning of function to make sure that everything is in order and necessary items are in place and that signage for the event is accurate.
- II. Sometimes it is necessary to change around locations of workshops in order for them to complete the turn around. It is important to make sure adequate signage is placed in the registration area as well as the old and new workshop locations to alert students of any changes. Always consult the Workshop Chairman and Them Luncheon Chairman when making changes.
- III. Check Sales room three hours prior to dealer setup. If that is at 5:00 a.m., so be it. Hotels often use odd sized tables or wrong aisle distances and one hour is not enough time for corrections.
- IV. 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 a very good protective covering for the tables. These or similar materials are available from paint stores or office supply stores as well.
- V. It is important to schedule each Regional Meeting in separate rooms or spaces at the National Convention. This is a time for the Regional Coordinator to rev up their region and fill them in on fun activities within the region and NAME as a whole.

- VI. Work with the Convention/Houseparty Liaison to make sure that the hotel sets up the stage, podium with microphone, floor microphone, tables and seating for the board members, water glasses and pitchers for the National Business Meeting. Seating should be set for at least 2/3 of those attending the convention.

### ***Signs***

- I. Prepare the Signage Form and the Room Set Up/Equipment form to be completed by committee members. A sample is attached.
- II. Request a list of signs needed by each Steering Committee member.
- III. Make all necessary signs. Samples should be submitted for committee approval.
- IV. Check with hotel for any hotel restrictions or requirements on signs.
- V. Signage should begin at or near the hotel registration desk so members immediately know where to find your registration area.
- VI. Large signs or banner mounted above six feet are important. When using such signs, coordinate with the hotel staff regarding appropriate mounting. A poster mounted on the front of a table or an easel can not be seen in a crowd. After the Convention/Houseparty

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

# PROGRAM CHAIR

## *NAME Office*

- I. Prepares contracts with performers
- II. Prints tear-off forms for Home Improvement seminars

## *Program (Entertainment) Budget Line Item*

There is no Budget Line Item for entertainment. Many committees choose to provide their own entertainment at no cost the evening of the Banquet or eliminate entertainment all together.

## *General Information*

- I. Two of the most essential ingredients for a successful Convention/Houseparty program are:
  - A. Start on time.
  - B. Keep it short ...15 to 20 minutes is sufficient.
- II. The Hosting Chair will use the opening function to explain special functions, i.e., home improvement seminars, hospitality room sessions.

## *Select Program*

- I. The Program Chair is responsible for the selection of programs with the approval of the Convention/Houseparty Steering Committee.
- II. Arrange for programs for the opening function and the banquet. A program for the Sunday brunch is optional.
- III. Entertainment suggestions:
  - A. Programs featuring NAME members
  - B. Musical program.
  - C. Lecture by prominent miniaturist
  - D. Slide program with brief narration, never longer than 12 minutes.
    1. If the slide program is about a dollhouse or collection on display in the exhibit room, have the program at one of the early functions so the registrants will have plenty of time to view the exhibit after the program.
    2. Saturday night banquet is a perfect time for a slide show (or Powerpoint presentation) of convention/houseparty helpers as drawing numbers are being drawn.
    3. Exercise good taste in program selection.
- IV. The program should only be 20 minutes long at most. Programs lasting longer have been criticized on convention/houseparty evaluations.
- V. If you are having a professional program, it may be necessary to pay a fee. Please note that there is no money built into the budget for paid entertainment.
- VI. We recommend that you do not have continuous music during the banquet. This is a time to get to know people from other cities or area, which cannot be done with loud music.

- VII. Know how to turn the hotel music off.
- VIII. After the Convention/Houseparty Steering Committee has approved the programs, the speakers or entertainers should be sent a written invitation by the Program Chair outlining the arrangements and asking what special equipment must be obtained.
- IX. Be sure the emcee has a list of facts pertinent to each speaker/entertainer for use in the introduction.

### ***Obtain Equipment***

- I. Prior to the Convention/Houseparty:
  - A. Check with Operations well before the event for equipment requests such as projectors with remote control, screen size, microphones, stage or platform, lighting, dressing room, and any other special equipment required for your programs. Make certain a spare bulb is ordered for each projector. It is not a bad idea to have an extra projector on hand, also. The Program Chairperson should know where this extra equipment is stored and how to set it up quickly, if necessary. Hotel audio-visual staff must be on-site when program starts.
  - B. If the hotel does not have the equipment needed, they usually have an equipment company they work with. Request that they remain on-site to handle any issues with the equipment.
- II. During the Convention/Houseparty:

As Program Chair you are responsible for making certain that the audiovisual equipment does not create a safety hazard. Cords must be firmly taped to the floor as necessary to prevent anyone from tripping over them. One of your committee members could take this assignment or it could fall under the responsibilities of the Operations Chair.

Arrange a time in advance of each program for each speaker or entertainer to become familiar with the room set-up and the audio visual equipment, thus avoiding delay, and making the speaker more confident. The speaker/entertainer should have an opportunity to try out the equipment just prior to the meal function to make certain it is set up correctly.

### ***Welcome Speakers, Entertainers, and Presenters***

During the Convention/Houseparty:

- A. Since the Program Chair makes all the advance arrangements with the speakers/entertainers; he/she is the logical person to welcome them upon their arrival at the hotel.
- B. Introduce the speaker/entertainer at the meal function if the Hosting Chair does not do this.

### ***Entertainment Payment***

The NAME office prefers to pay outside entertainment at the time of the program. The Program Chair should inform the NAME office by way of an expense report signed by the Hosting Chair of the amount due the entertainer.

*After the Convention/Houseparty*

- I. Send a thank you letter after the convention/houseparty. If the speaker has not been compensated in some way, a small gift may also be sent.
- II. Write a summary report, including recommendations, and submit it to the Hosting Chair.

## **PUBLIC DAY(S) CHAIR**

### ***NAME Policy***

**The main sales room is to be open a minimum of 11 hours during the Convention/Houseparty, 4 of which should be during Public Day on Sunday afternoon.**

### ***General Information:***

- I. This may be a separate committee with the Chair being someone who is working on another committee, but not serving as Chair. Committee members may include others who have worked on the Convention/Houseparty, but not as Chairperson in other areas.
- II. Every effort should be made to inform the public of this NAME Convention/Houseparty. Work with the Publicity Chair.
- III. The Exhibit Room must be open to the public for free as per NAME's 501 (c)(3) non profit status.
- IV. Houseparties hold Public Day on Sunday. Conventions hold Public Days on Saturday and Sunday.
- V. Use plastic wrist bands or a rubber stamp to identify those who have paid for their admission into the Sales Room. Lines can grow long while waiting for the Sales Room to open to the public. Have a couple of helpers to work the line collecting money and stamping hands prior to the door opening to speed admission. Have another helper at the door checking for the stamped hand or wrist band when the doors open.
- VI. Provide activities for children that will encourage their interests in miniatures. Demonstrations, and hands-on activities, will create a high interest.
- VII. Advertising costs for Public Day are paid from funds received at the door.
- VIII. Working with the Operations Chair, Sales Room Chair, and Exhibit Room Chair, place special signage in hotel directing attendees to Sales Room and Exhibit Room.
- IX. Create a cheery entrance with friendly people available to assist.
- X. All funds received at the door must be given to the Name Office Representative to be held for disbursement. A three-part receipt should be used for records.
- XI. Funds from Public Day must be used to benefit NAME and are submitted to, and disbursed from the NAME office accordingly.
- XII. Work closely with Publicity, Sales, and Exhibit Chairpersons. Have NAME pamphlets available for persons interested in membership. Tell them about our web site:  
<http://www.miniatures.org>

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

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

# PUBLICITY CHAIR

## *NAME Office*

Bills for any special *Gazette* advertising

## *Expenditures*

### **Advertising and Publicity**

This covers all the advertising conducted for the Convention/Houseparty – could include fliers, local newspapers ads, regional newsletters, direct mail, etc. The Convention/Houseparty is expected to advertise in the *Gazette* for three free half-page ads. **This money is to be used for advertising and publicity only. No amount of this line item shall be used to offset other Convention/Houseparty expenses.**

## *Important Requirements*

### **Press access to Convention/Houseparty**

- ❖ **The press will be granted access to the Sales Room, the Exhibit Room or other approved function at no cost for all Conventions and Houseparties. This includes members of the press that are full time staff writers, editors, and photographers of recognized magazines, newspapers, radio, and television stations.**
- ❖ **Press admittance does not include any other personal expenses, which would be the responsibility of the individuals. In addition, it does not include any other Convention/Houseparty events or Convention/Houseparty gifts.**
- ❖ **Using a press pass entitles them to a press packet, press badge and admission into the specified areas. If members of the press are also members of NAME and wish to partake in all of the Convention/Houseparty activities, they would be responsible for the full registration fee and are subject to all registration regulations.**
- ❖ **Press access into the sales room and exhibit room, allows them to gather information on a first hand basis to photograph and write well-informed articles. NAME encourages press members to visit our Conventions/Houseparties. This also gives NAME dealers/artisans more exposure to be featured in press publications. In turn, it gives the general membership a chance to have their exhibits viewed by the press and used in a publication. Increased news coverage gives non-NAME miniaturists more information about our national organization and the advantages of becoming a NAME member.**

## ***Gazette Information:***

- I. Along with your Hosting Chair, design the promotional ad that will appear in the *Gazette*. Some Conventions/Houseparties hire someone to do the artwork for flyers, etc. This needs to be developed one to two years prior to the Convention/Houseparty. Check previous *Gazette*'s for articles published by former Convention/Houseparty Steering Committees. Some articles focus on the city where the Convention/Houseparty will take place. This should appear during the year prior to the Convention/Houseparty. Use your logo on all *Gazette* advertisements.



- II. Check the *Gazette* for deadlines, keeping in mind the registration opening date.
- III. Check *Gazette* requirements for ads and deadlines. The *Gazette* mailing can take 30 days after published mailing date. Plan ahead – allow members time to be creative
  - a. PLAN AHEAD!
- IV. A listing in the Bulletin Board section should request pre-convention and registered workshop instructors, dealers, and theme luncheon speakers. Include name and address and phone number of each chair involved.
- V. A Convention/Houseparty deadline listing should be printed one year or more preceding your event.
- VI. A calendar listing as far before your Convention/Houseparty as possible should be submitted to the *Gazette*. See the end of the *Gazette* for format.

***Web Site Information:***

- I. The following tasks will add increased exposure of the Convention/Houseparty on the NAME web site. By submitting these items in a timely fashion, both NAME members and non-members will have the opportunity to see everything a Convention/Houseparty has to offer prior to the opening of registration. This will serve as an enticement to register for the Convention/Houseparty and attract non-members to join in our fun.
- II. All submissions should be submitted electronically via direct email or as an email attachment. All items should be sent to the NAME Webmaster.
- III. Publicity Chair: The following items should be provided:
  - A. A general article for the Convention/Houseparty main page. Writing more about the highlights of planned Convention/Houseparty activities is usually better than
  - B. travelogue type information. Any “special” local attraction information is welcomed. The length of the article is best at about one screen of text. If it is too long it loses the web surfers interest.
  - C. An electronic copy of the Convention/Houseparty logo via email or a clear copy sent by regular mail is needed. Color is preferable.
  - D. List your Convention/Houseparty theme with location and dates.
  - E. Provide a complete list of steering committee members with addresses, phone numbers and email addresses. Do not list anyone you do not want posted.
  - F. List any hotel information you want to include...facilities, directions, etc.
  - G. Include in the *Gazette* articles the URL of the Convention/Houseparty web pages. Check with the webmaster for the exact URL.
- IV. Workshop Chair: The following items need to be sent when 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. Submit a complete list of pre-convention workshops. This would be in a format similar to what would be placed 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 NAME per capita fee has been added).
  - B. Assuming all workshops are pre-registered through the NAME Office means that
  - C. *registered* workshops will now be selected before registration opens.
  - D. If someone on the local committee has scanning capability, send via email or on a

- E. disk, an uncompressed high quality scan of workshop photos/line drawings submitted by workshop applicant. Otherwise send the original photos/drawings via regular mail. They will be returned once they are placed online.
- V. Theme Luncheon Chair (if applicable): The following items need to be sent when theme luncheons are selected. Changes due to cancellations will be made as they occur. The prime goal is to place the list online **before** registration opens.
  - A. Submit a complete list of theme luncheons including a brief description, luncheon host, maximum number of attendees and cost.
- VI. Tours Chair (if applicable): The following information needs to be sent when tours are selected. Changes due to cancellations will be made as they occur. The prime goal is to get the list online **before** registration opens.
  - A. Submit a complete list of tours including a brief description, length of tour, day of tour, tour host, maximum number of attendees and cost.
- VII. Hosting Chair: Submit anything that would add an attraction to the Convention/Houseparty
- VIII. NAME Webmaster: The Webmaster will select a background image/color scheme appropriate to the Convention/Houseparty theme and suitable for web pages. Links will be created from the appropriate NAME pages to the Convention/Houseparty pages.
  - A. The Webmaster will work with all Convention/Houseparty committees to insure timely and accurate Convention/Houseparty information is published on the NAME web site.

### ***NAME Public Relations Handbook***

- I. Communicating the NAME story is much more than simply publicizing a single event or occasion. Use the handbook to guide you in your public relations efforts.
- II. The handbook will provide you with a timetable and examples of news releases. NOTE: The handbook is a separate document that supports all public relations actions of NAME. Contact the office if you do not receive a copy.

### ***Public Service Announcements (PSAs)***

- I. Radio and television station may air materials sent by non-profit organizations. Check the NAME Public Relations Handbook for a summary of PSA information.
- II. NAME has a series of PSAs that can be made available to you. They can be adapted so that your Convention/Houseparty information is included. Contact the NAME Office.

### ***Magazine Advertising***

- I. Check the Calendar listings in the miniature magazines. Many times you can put an announcement on the calendar free of charge. The announcement must be written as you see others listed in the magazine. Each magazine's requirements are different so read through their calendar listings when formatting your submission. Instructions are given in the magazines for making a submission. They do not guarantee that the listing will be added and usually require a minimum of 6 months notice.
- II. NAME purchases an ad in Miniature Collector each year for the National Convention. The cost is usually \$250.00 and comes out of the Publicity budget line item. Miniature Collector will contact the chairman or the NAME office in February or March regarding the ad. You will provide them with a list of the dealers (the same sheet that is placed online and in the packet) along with a small ad for public day. (Feb 2017)

### ***Miniature Shops***

Many miniature shops are supportive of NAME and will allow you to place posters or flyers in their store. Please get the owner's approval before placing posters or flyers in their shops.

*After the Convention/Houseparty*

Submit a written summary with recommendations to the Hosting Chair.

This Manual contains sample Time Lines which would be beneficial to the Publicity Chair.

# REGISTRATION CHAIR

## *NAME Office*

- I. Receives registrations
- II. Prints receipts
- III. Prints tear-off sheets
- IV. Prepares registration packets
- V. Labels information
- VI. Mails envelopes
- VII. Manages computer input
- VIII. Sends printouts to registration chair after cancellation deadline

## *NAME Policy:*

- I. **A separate line shall be available for Life Members and Academy of Honor Members to pick up their packets during Registration.**
- II. **Life Members will receive a badge ribbon indicating “Life Member” when attending Conventions/Houseparties. Academy of Honor members will receive a badge indicating “Academy of Honor” when attending Conventions/Houseparties.**

## **Revenue:**

### **Registration**

Registration numbers and costs are set by the Board. Remember that the President, NAME Office Staff and Hosting Chair are given complimentary registrations, so you will need to budget these in. For a convention, if you have a registration of 500 – and the convention is full, you will most likely have only 497 paid registrations. If at a houseparty you have a registration of 250 – and the HP is full, you will most likely have only 247 paid registrations.

### **Registration Cancellation Fees**

You can expect a cancellation rate of about 5% of the registration – multiplying this by the \$40 cancellation fee will give you the total for this line item. **The amount in this line item shall not be used to cover any Convention/Houseparty expenses.**

## *Expenditures:*

### **Registration (Packets, Badges, etc.) Budget Line Item**

This covers expenses for both the packet that is sent by the office to registrants when they register as well as the on site packet, badges, ribbons, etc. Gold star pins are also included in this item. **This amount is based on past experience and shall not be used to offset other Convention/Houseparty expenses.**

## *Registration Information*

- I. After the registrants send in their money, the registration packet is the first response they receive from the Convention/Houseparty Steering Committee. It is the first impression of

- II. the Convention/Houseparty, who is running it, and how well organized it is. Tear-off sheets may arrive in any manner or form, however, the sheets are standardized and should only be modified minimally. Be prepared to retype, or request from the NAME Office, the most recent Convention/Houseparty packet and model yours accordingly. A tear-off checklist should be supplied to the office for your individual Convention/Houseparty.
- III. This eliminates packet error. The layout can be moved to suit the theme, but all information should be included. Have individual chairpersons recheck their personal information and have the entire packet proof read by your Convention/Houseparty Advisor. All sheets in the packet should have the NAME logo in the upper left hand corner and your Convention/Houseparty logo in the upper right hand corner.
- IV. The registration chair will receive the following items from the NAME office on or about two weeks after the cancellation deadline
  - Registration applications
  - Check for any registrant special needs.
  - Computer printout of registrants
  - Printed labels for each registrant for use to prepare welcome packets handed out during the check-in registration process at the hotel.

### ***Prepare Badges***

- I. Necklace style, pocketed and zippered badge holders are available from the office. These are the preferred style. The cost of these holders will be applied to your budget. They must be ordered well in advance. Contact the NAME office to order the holders. The current supplier is Marco Promotional Products.
- II. The NAME office will provide you with color-coded ribbons for badge designations for:
  - A. Steering committee
  - B. Board of Trustees
  - C. Regional coordinators
  - D. State representatives
  - E. AOH members
  - F. Life Members
  - G. Sales room dealers – MUST be easily discernable**
  - H. Workshop instructors
  - I. Table Hostess
  - J. Exhibitor
  - K. First timers - It is recommended that first timers be designated as such so that other registrants can make them feel welcome.
  - L. Have a roll of duct tape (shipping tape does not work) handy and place a piece over the back side of those badges with multiple ribbons to hold them securely in place to the badge holder as the self-stick glue doesn't hold up very well. (Feb. 2018)
- III. Prepare name tags for badges
  - A. The NAME office can provide an importable text file of registrant information that can be used in most word processing programs.
  - B. Print names (at least first name) in as large a print as possible so they can be easily read. Include the city and state as well. Name tags that cannot be read at a quick glance have been criticized on convention/houseparty evaluations.
  - C. Avoid script that is difficult to read.
  - D. Use nicknames if supplied on registration form.

- E. Names and city/state should be printed as written on the member's registration application from the NAME office. It is nice to have this large enough to read as well.
- F. Include your logo on the badge if at all possible.

#### IV. Special Badges:

**Unregistered Dealer and/or Dealer Helper:** A dealer is not required to register as an attendee to the convention/houseparty. He/she may choose to participate as a dealer only and may have ONE person who is not registered to attend the convention/houseparty to help them in the sales room. The NAME office will provide you with a list of unregistered dealers and dealer helpers. The unregistered dealer and/or helper will be granted access to the sales room ONLY and will be issued a badge printed on a different color of paper from all other badges. Include the header "DEALER" and "DEALER HELPER" on the badge along with the name. The dealer's business name should be printed in smaller letters below the name. The badge insert color for the unregistered Dealer and/or Dealer Helper is *Light Green*. (Feb 2018)

**Meal Guest:** The NAME office will provide you with a list of meal guests. Should you have a member sign up his/her guest to attend the three meal functions (opening luncheon, banquet, brunch) you will need to issue a badge printed on a different color of paper from all other badges. Include the header "MEAL GUEST" on the badge along with the name. Member's name should be printed in smaller letters below the guest name. The badge insert color for Meal Guest is *Light Pink*. If the Meal Guest is also signed up as the Care Giver use one badge with the header "MEAL GUEST/CARE GIVER" on the badge along with the name. The badge insert color for this is *Light Purple*.

**Care Giver:** Currently this is addressed on an as requested basis. A Care Giver is a person traveling with a member who is not registered to attend but is necessary to aid the member with maneuvering the convention/houseparty. This person is granted permission to help the member get to and from any activity for which the member is registered for or participating in. The Care Giver is not granted permission to remain in workshops or meal functions. However, the Care Giver can assist the member in the sale room. You will receive a separate form for this. The badge insert color for Care Giver is *Yellow*. (Feb 2018)

It is important to include the **"Personal Medical Information"** card in every packet and that you encourage the member to fill out the form and keep it tucked in their badge holder. This is their own personal private information to be kept on them at all times and should not be turned in to anyone. This form is available in the "FORMS" Section of the Houseparty Manual online. Should an attendee have a medical emergency, this form can provide vital information to medical personnel should the person be unable to communicate.

#### ***Meals/Special Food Requirements***

Guests who have special menu needs due to allergies or dietary restrictions should have indicated on their registration forms what those needs are. Provide a list of registrants with special needs indicating what restrictions they have to the Table Host/Hostess Chairman who will prepare a list of these needs and give it to the Hosting Chairman to discuss with the hotel staff so the hotel is prepared with an alternate meal.

#### ***Check-In Welcome Packets***

Committees requiring space at registration should notify you of their needs 45 days prior to the event so you will have adequate time to lay out the space and give the information to the Hosting Chair and Operations Chair before the hotel deadline.

It is advisable to measure the area and create a diagram of the layout. The first table guests should see is the registration table where they will pick up their welcome packets before proceeding to the next table. You may ask registrants to sign for their things as they pick them up at each table. The NAME office can provide you with extra labels if you request them.

- I. Gather information and fill packets. 10x13 manila envelopes are usually adequate to hold all of your registration materials. Much of the information below will be provided for you by other members of the Steering Committee.
- II. These packets should contain any information that you want the registrant to receive at the beginning of the Convention/Houseparty.
  - A. An extra copy of the Convention/Houseparty schedule and a list of roundtables small enough to fold and tuck in the back of the badge holder is preferred.
  - B. A 'route book', which is a small pamphlet size booklet with key information such as schedule, workshop/roundtable info, sales room and dealer info.
  - C. Badge
  - D. Personal Medical Information Card
  - E. Tour tickets
  - F. Information about nearby attractions including churches and restaurants.
  - G. Information about nearby hospitals, 24 hour pharmacies and maps of area.
  - H. A letter of welcome from the Steering Committee.
  - I. Gold Star assignment with any notes for volunteer helpers
  - J. Any notes for workshop instructors stating day, class and time of workshop
  - K. Information for table host/hostess
  - L. Special invitation to Steering Committee meeting/party, etc.
  - M. Any information given to you by the NAME office for insertion on the outside:
    - A. The printed label received from the NAME office.
    - B. A sticker noting any special additions or instructions on envelope is helpful.
    - C. Pre-seating information, if applicable.
- III. Include an information sheet on any NAME member shop in the area; possibly with special discounts, parties, or open house.
- IV. Use boxes to place the completed packets in order prior to registration. Divide the boxes according to the members' last name (ie: A-D, E-J, K-M, etc.). The last box shall contain the packets for the LIFE Members. A separate line shall be available for Life Members to pick up their packets according to NAME policy.

### ***Check-In Registration at Convention/Houseparty***

- I. This is where your theme begins. You will want this area to look spectacular to draw your guests into your theme. The registration table, counter or booth at the Convention/Houseparty should be in a prominent, easy to locate place. Use banners or signs that sit higher than six feet tall. Standing next to them they appear very large, but across a crowded room, they cannot be seen.
- II. Keep the area neat and clean at all times. Extra items should be stored in boxes out of site and behind the table if secure. Paper ream boxes are perfect storage containers during registration. The area should have enough space for all of the registration activities that include:
  - A. Registration packets
  - B. Table seating sign-up
  - C. Tote bags

- D. Souvenir book
  - E. Roundtable workshops samples display
  - F. Place to drop off door prizes, Convention/Houseparty helpers, etc.
  - G. Information about openings for classes, tours, etc.
- III. The sign up table for meal seating, the place to pick up tote bags and the place to pick up souvenir books should all be close enough to the registration table so that the Steering Committee members working at the registration tables can point and say to each
- IV. registrant: “That is where you go next for table seating, tote bag, souvenir book, etc.”
- *Other Consideration: Pre-assigned seating may be part of the registration process. Tear-off sheets could have requests for friends at one table and special requests for disabled, etc. as to location.*
  - *Tip: Table seating sign-ups is usually a congested area. You will want to plan ahead the location of table sign-ups to allow registrants access to the other*
  - *registration area tables.*
- V. The registration table should remain open until most of the envelopes are given to the registrants. Don’t be surprised if you still have packets on Saturday. After that time you may close out the registration table and take the remaining packets to Operations. If registrants show up at a later time, The Operations Chair should be able to assist them in getting their packet.
- VI. The hours when registrants may pick up their packets should be pre-determined and be included on the schedule. Begin on Sunday evening for a Convention and Wednesday evening for a Houseparty. Be sure to have enough help in the beginning to keep the process flowing smoothly. This is the registrant’s first encounter with the Convention/Houseparty and if registration is a hassle, it could set the tone for the remainder of the Convention/Houseparty. Help them, be courteous and smile!
- VII. The hours the registration table is open should be prominently displayed. When the remaining envelopes are taken to Operations, that notation should be made on the sign at the registration table indicating where, and when, help may be obtained.
- VIII. It is best to require that each registrant pick up his/her own registration packet. Wives and husbands can pick up for spouses; however, friends should not pick up packets for each other unless they have their friend’s receipt. Keep a record of all packets picked up by a friend, and include the date and time. A good method of keeping the records is to have a list of all registrants handy and ask the registrant to sign beside their names to indicate receipt of their packet. You may repeat the process with tote bags and souvenir books as well.
- IX. Stress with your committee the importance of being pleasant, kind and helpful. Again, this is their first encounter with the committee. Post notes of positive encouragement behind the counter. The tone should be set as a fun place to be.
- *Other Considerations: Decorate according to your theme. Wear costumes or funny hats. Accommodate people with special needs (wheelchairs, walkers, scooters, etc.) Even a large space gets very full with 300 people. Remember to think BIG. Hotel space usually has 12-15 foot ceilings. You already know how to scale down... now scale up! When registration is closed you can change the area to an “information booth”.*

### ***Lost and Found***

Set up a designated area for lost and found.



## **Convention/Houseparty Evaluation Box**

Prepare a nicely decorated box with a slit in the top for attendees to place their completed evaluation forms in. The Convention/Houseparty Liaison will pick these up or a designated member of the board.

## ***Bulletin Board***

Set up a bulletin board for getting information to registrants and for registrants to get information to each other. Have paper, pens and pins at the bulletin board.

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

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

## **Registration Packet (from NAME office) Contents:**

NAME Receipts

Welcome Letter Code of Ethics Hotel Information

Transportation/Directions Area Attractions

First Timer Information Tentative Schedule

Advanced Table Seating Form

Meal Guest Form

Pre-Convention Workshop Photos

Pre-Convention Workshop Descriptions

Pre-Convention Workshop Registration Form Registered Workshop Photos

Registered Workshop Descriptions Registered Workshop Registration Form Theme Luncheon Descriptions

Theme Luncheon Registration Form NAME Auction Form

Door Prize Form Exhibit Form

Garage Sale Form (usually at National Convention) Gold Star Volunteer Form

Host/Hostess Form Convention/Houseparty Helper Form

Mini Mart Application and Letter (National Only) Mini Swap Form

Roundtable Application Souvenir Book Form Tool Kit List

Tote Bag Form Tours Form

## **ROUNDTABLE/MEGA ROUNDTABLE WORKSHOP CHAIR**

### **NAME Office**

- I. After the selection process has been completed, lists of all roundtables accepted and those placed on the waiting list (all those not accepted) should be sent to the NAME office.
- II. Office sends wait list letters, acceptance letters and agreements, Miniature Gazette Roundtable Forms and collects \$20 fee.
- III. Those instructors choosing the Gazette option for additional sales shall send their Gazette Option form, photo and fee to the Gazette Editor.

### **NAME Policy:**

- I. **Artists, crafts people or dealers desiring to teach a Roundtable, Mega Roundtable workshop shall submit a Roundtable, Mega Roundtable Workshop Application and sample of the roundtable to the Roundtable Chair by the date listed in the Registration Packet.**
- II. **Board members who submit an application for a Roundtable, Mega Roundtable workshop shall automatically be selected unless he/she has already been selected as a Dealer, Workshop Instructor or Theme Luncheon Presenter. These acceptances are included in the maximum of 50 vendors for HP and 75 vendors for Conventions for roundtables and MRT (or any combination thereof) (if space allows). Spouses are not guaranteed acceptance. (Mar 2015)**
- III. **The Roundtable, Mega Roundtable Selection Committee shall consist of the Roundtable Chairman, Mega Roundtable Chairman, Hosting Chairman and at least THREE additional steering committee members. Selection may be conducted by the entire Steering Committee with the Roundtable Chairman serving as the Selection Chairman.**
- IV. **Upon acceptance of the roundtable, mega roundtable, the NAME office will send a contract to the instructor including the fee. The instructor has the option to have the roundtable, mega roundtable for sale in a later *Gazette* for an additional fee.**
- V. **Should a roundtable 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 Roundtable Chairman the name of the designated registered attendee who will be selling the roundtable kit for him/her. The designated seller shall be knowledgeable, have the necessary supplies and be prepared to teach the kit. The kit will be eligible for inclusion in the *Gazette*. (Immediate family is defined as parent, spouse, partner, son, daughter or family member residing within the home.) (Jly 2015)**
- VI. **The maximum cost of any roundtable shall not exceed \$5.**
- VII. **The maximum cost of any mega roundtable shall not exceed \$10.**
- VIII. **A roundtable, mega roundtable teacher may have one item offered in multiple scales or two separate but related items in one scale only.**
- IX. **A Roundtable teacher may have ONE single item/set (sets can contain several pieces sold together such as a hat & coat set; sofa & chair set; or a set of dishes) with no variations. OR: ONE single item/set in up to Three different scales (no variation of color or style allowed). OR: One single item in Two different colors or two different styles (such as a toy in either a girl or boy version; a shelf in either dark wood or light wood; pansies in either blue or yellow). OR: Two items with similarly related themes (such as a seagull OR pier pilings; a structure OR furniture for it; a shelf OR accessories to go on it) Applications and contracts for Roundtables and Mega**

- X. **Roundtables will include language stating that failure to comply with the guidelines will result in being asked to leave the event and being prohibited from participating in future Roundtables and Mega Roundtables. (September 2014)**
- XI. **Each Convention/Houseparty committee will supply helpers from the Steering Committee for the special needs member's personal roundtable, mega roundtable purchases during roundtable setup. The helpers will collect Roundtables, Mega Roundtables for the special needs member's personal use by purchasing up to 10 total kits for a Houseparty and 15 total kits for a Convention that the special needs person has instructed. The helpers will not collect multiple amounts of kits for the member's club or friends. (September 2014) (July 2015)**
- XII. **A Convention/Houseparty Chairperson cannot dictate how many kits can be sold at one time to one customer.**
- XIII. **Roundtable, Mega Roundtable Instructors shall not take orders when they run out of kits. If an instructor runs out of kits during roundtable, mega roundtable sales, it is suggested that they take advantage of the Miniature Gazette Roundtable, Mega Roundtable Option and inform their customers that information on ordering their kits will be in a future issue of the Gazette.**
- XIV. **Roundtable, Mega Roundtable pre sales and workshop will be scheduled at different times. (July, 2014)**

#### **Roundtables:**

- I. Selection:
  - A. See NAME policy above for Roundtable rules.
  - B. The total number of Roundtable instructors should be a maximum of 50 vendors for HP and 75 vendors including members of the Board of Trustees as noted in the Policy above.
  - C. Only one applicant can be listed on the Application Form and this is the person who is responsible to teach the roundtable.
  - D. Roundtable selection shall be conducted AFTER the Roundtable application deadline and not before. No instructor shall ever be selected prior to the passing of that date.
  - E. Upon completion of the selection process, the list of accepted and wait listed Roundtables is to be emailed to the NAME Office. Those not accepted should be listed prioritized first choice to last choice so that the NAME Office can fill any spots that become open with the first choices from the list.
  - F. The instructor must be registered and present at the Convention or Houseparty to teach and sell the roundtable except as noted above.
  - G. It is important that the accepted list be correct as the acceptances will be sent based on how your list is worded. Use the EXACT title provided to you on the Roundtable Application. Pay careful attention to words like **“and”** and **“or”**. (Example: there is a big difference between Dresser **OR** Pair of Nightstands and Dresser **AND** a Pair of Nightstands.)
  - H. Only after notification from the NAME Office that the list is complete and has met the rules for application and selection can the Roundtable Chairman send an email to any applicant informing them of their application status.
  - I. Upon notification from the NAME Office, the Roundtable Chairman may send an email stating the following to those accepted.
    - Congratulations! Your Roundtable Application for (name of roundtable) for the NAME (name and location of houseparty or convention) has been selected.
    - You will receive a formal notification from the NAME Office shortly but we wanted to let you know as soon as possible so you can begin work on kit

- preparation. Thank you and we look forward to seeing you in (City).
- J. Upon notification from the NAME Office, the Roundtable Chairman may send an email stating the following to those placed on the wait list.
  - Thank you for your application to be a Roundtable Instructor for the NAME (name and location of houseparty or convention). Unfortunately, we are limited in the number of roundtables we can accept and have placed your roundtable on our wait list. You will receive a formal notification from the NAME Office shortly. Thank you again for applying.
  - Inform the Souvenir Book Chairperson of Roundtable Workshops prior to printing of souvenir book.

## II. Wait listed Roundtable Applications:

The NAME Office will send a letter to those applicants wait listed.

- In the event a wait listed person finds it necessary to cancel his/her reservation to attend the Convention/Houseparty he/she may contact the Roundtable Chairman prior to the Convention/Houseparty to request a return of his/her prototype. The Roundtable Chairman shall request the person to send postage paid packaging which upon receipt the Roundtable Chairman will use to return the prototype. Please make it clear that if the packaging is not received prior to the Convention/Houseparty, the piece will be added to the Convention/Houseparty Helper fundraiser.
- The person who is no longer able to attend and wishes to have their sample returned may also authorize the Roundtable Chairman to give the sample to a friend who will pick the sample up in Operations on Sunday after the Brunch.

## III. Display:

- A. Display Roundtables as often and as early as possible. All Roundtable samples shall be displayed in numerical order including a small tent card stating the name of the Roundtable kit, the number coinciding with the list and the name of the instructor. Consider renting a lighted display. It is a good idea to have a locking display to house the samples.
- B. Have displays out as soon as registration opens. Place near registration area, but far enough aside to avoid congestion.
- C. Provide a small list of Roundtable kits that guests can use as a 'shopping list' to plan their purchases. The list should be in numerical order to match the sample case and the room setup.

## IV: Special Needs Guests/Committee Purchases at Set Up:

- A. At the first meal function, make an announcement indicating when and where those who need assistance with their Roundtable purchases can drop off their lists to your committee.
- B. Just before Roundtable setup, meet with the guests and assign a runner to each one. Sit down with the guest and review their personal list of Roundtables. Collect the money for the number of kits they desire. **CAREFULLY COUNT THE MONEY WITH THE GUEST!** It is good to record the amount being collected and have the guest initial the list for the runners' protection. The helpers will collect Roundtables, Mega Roundtables for the special needs member's personal use by purchasing up to 10 total kits for a houseparty and 15 total kits for a convention that the special needs person has instructed. The helpers will not collect multiple amounts of kits for the member's club or friends. (September 2014) (July 2015)
- C. Once you have collected the lists, have runners ready to collect these during set up time. This privilege is reserved for members of the Steering Committee which allows them time to make their own purchases as well as their assigned special needs member personal purchases before the doors open to everyone. The Steering Committee runners should limit their purchases to their own personal use as well. Purchases made for friends should be made during regular pre-sales times.
- D. Set up should take no more than 10-15 minutes. Roundtable Instructors will in many cases bring a helper along to help with their sales.
- E. You may consider inviting your First Timers to line up at the front of the line as a special

Welcome before the doors open to Roundtable sales.

V: Prototypes:

- A. The Roundtable Instructor Acceptance Letter stipulates that the instructor will bring a separate finished sample to be used during their sales because their prototypes are in the display case.
- B. Collect kits during Roundtable set up from those who have agreed to donate a kit for an additional Houseparty Helper. Turn all kits over to the Convention/Houseparty Helper Chair. It is important to label these donations “Donated Roundtable kits from Participating Instructors.”
- C. Once Roundtable sales are completed, turn all donated prototypes over to the Houseparty Helper Chairman. It is important to label these donations “Donated Roundtable Samples from Participating Instructors”.
- D. Previously there has been an issue with Convention/Houseparty Helper winners not understanding that they are only receiving the kits or prototypes that have been donated as not ALL Roundtable Instructors donate their kits or prototypes. It is important to clearly identify this on the label.
- E. Those prototypes not donated and are scheduled to be picked up shall be sent to Operations for pick up on Sunday.

VI: Pre-Sales:

- A. Pre-sales have been successful at several Convention/Houseparties.
- B. Roundtable Sales can be a very hectic time. Have helpers on hand to help shoppers find the line they wish to be in to make their purchases.
- C. It is helpful to have kit sales in a separate area near the Roundtable workshops. If this is possible, have Roundtable names or numbers above kit seller (at least 6 feet above floor) so registrants can see what line they are in.
- D. Organize Roundtable pre-sales to provide as much space between tables as possible for guests to move about safely. Tables should be lined up around the perimeter of the room and the Roundtable Dealers should be lined up in the order they appear in the Souvenir Book.
- E. In hotels with space constraints, the banquet room space can also be used for both Pre-Sales and the Workshops. Please speak with your Hosting Chair to determine if the room will be available for the workshops. If it is necessary to use the Banquet Room for pre-sales, if possible, have additional tables placed around the perimeter of the room for pre-sales as you would if you were using a separate room for your pre-sales.

VII: Roundtable Workshop/Sales:

NAME is a Non Profit 501 (c)(3) organization which means we are to provide educational events, which includes Roundtable Workshops. It is important to offer workshop time during Roundtable sales. If this workshop time was not held, each Roundtable instructor would be considered a dealer and would be subject to state and local sales tax which in most cases would require the purchase of a sales tax license for the state in which the event is held. Roundtables would become a sales event. By offering instructional time, it is an educational workshop.

Following Roundtable Pre-Sales, please provide a minimum of half hour of instructional time for those who wish to sit down and complete a kit with the assistance of the instructor. Round tables which will seat 8 to 10 people are good for conducting the workshop. In many cases the banquet room is available for Roundtable Workshops. Roundtable Instructors will provide their own helpers to continue to sell kits from their workshop tables during the workshop.

**After the Convention/Houseparty**

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

**Workshop information for the Gazette**

When the acceptance letters and contract are sent out to those selected instructors, the Gazette contract is also included as a separate form. If the Gazette option is chosen, the instructor will return the form to the Gazette Editor along with payment. A photo must be included along with the form or emailed to the Gazette Editor.

**Forms:**

Below are sample Roundtable applications and forms. Please request the most up to date can be requested from the NAME Office.



**SAMPLE**

# Roundtables

We invite you to apply to teach a Roundtable Workshop at the NAME 20?? National Convention, <<Event Name>> A Roundtable Workshop is a “make & take” project which, under your supervision, can be completed in 30 minutes or less and costs no more than \$5.00. Each kit is to include an Instruction Sheet with assembly instructions, a photograph of the completed kit and the instructor’s name, address, phone number and e-mail address for student follow-up if needed.

There will be a sale period for all Roundtable kits before the actual Roundtable Workshops begin. A block of time will be set aside in the schedule for you to teach. You will need a helper to sell your kits. The helper may continue selling kits during the workshop time so you can give your undivided attention & instruction to those that have purchased your kit & wish to work on it there. The prototype which you sent with the application will be on display in a locked display case prior to the scheduled Roundtable sales time. You will need a second completed sample to display during sales so customers can see what you are selling and then to show your students during the workshop time.

## **Important to remember:**

- **Roundtable instructor must be registered and present at the Convention or Houseparty to teach and sell the roundtable. Cancellation voids acceptance as a roundtable instructor.**
- **A roundtable teacher may have one item offered in multiple scales or two separate but related items in one scale only.**
- **Roundtable Instructors shall not take orders when they run out of kits. If an instructor runs out of kits during roundtable sales, it is suggested that they take advantage of the Miniature Gazette Roundtable Option and inform their customers that information on ordering their kits will be in a future issue of the Gazette.**

Please consider donating your prototype and/or a kit to be placed with the other prototypes to become one of the Houseparty Helpers. If you are willing to do so, please check the appropriate box on the application form on back page. Your generosity is greatly appreciated.

*A finished prototype of the item(s) MUST accompany each application.*

*Your application and sample must be postmarked no later than Date , 20??. Mail to:*

**Your name Your street addy City, State Zip  
Phone # & email address**

*A fee of \$20 is required by NAME to teach any workshop. If your Roundtable submission is accepted, you will receive an agreement form from the NAME office to complete and return with that \$20 fee. Do not send money now!*

***Please do not return this form to the NAME Office.***

***Send to address above.***

**\*\*Application is on the back\*\***

## 20?? National Convention Roundtable Instructor Application

Multiple applications are permitted, however only one submission per person will be selected.  
ONLY ONE SUBMISSION PER FORM PLEASE.

Name \_\_\_\_\_ E-mail \_\_\_\_\_  
Address \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_  
City/State/Zip \_\_\_\_\_

**I am applying to make/sell (please check only ONE line):**

\_\_\_\_\_ ONE single item/set with no variations (*sets can contain several pieces sold together such as a hat & coat set; sofa & chair set; or a set of dishes, etc.*)

Name of Kit \_\_\_\_\_ Scale: \_\_\_\_\_

\_\_\_\_\_ ONE single item/set in up to THREE different scales (*no variation of color or style permitted*).

Name of Kit \_\_\_\_\_

Scales: \_\_\_\_\_ 1" \_\_\_\_\_ 1/2" \_\_\_\_\_ 1/4" \_\_\_\_\_ 1/144<sup>th</sup> \_\_\_\_\_ other

\_\_\_\_\_ ONE single item in TWO different colors **or** two different styles (*such as a toy in either a girl OR boy version; a shelf in either dark wood OR light wood; pansies in either blue OR yellow, etc.*)

Name of Kit \_\_\_\_\_

Color/Styles: \_\_\_\_\_ OR \_\_\_\_\_ Scale: \_\_\_\_\_

\_\_\_\_\_ TWO items with similarly related themes (*such as a seagull OR pier pilings; a structure OR furniture for it; a shelf OR accessories to go on it, etc.*)

Name of Kit #1 \_\_\_\_\_

Name of Kit #2 \_\_\_\_\_ Scale: \_\_\_\_\_

**Cost of Kit \$ \_\_\_\_\_ (\$5 or less)**

Does your Roundtable require any supplies not listed on the NAME "Basic Toolbox" list (in packet)? If so, please provide those items for a reasonable number of students during the Roundtable workshop time.

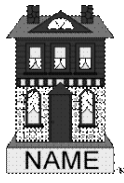
**If my roundtable is accepted:**

- Yes, I wish to donate the prototype I am sending with this application to be used as part of the Houseparty Helper drawing.
- No, I will pick up the prototype after the Brunch on Sunday. (It will be held in Operations.)
- Yes, I would like to donate a **kit** for a Houseparty Helper collection. (It will be picked up before roundtable sales.)

**If my roundtable is wait listed:**

- Yes, I still wish to donate the prototype I am sending with this application to be used as part of the Houseparty Helper drawing.
- No, I will pick up the prototype after the Brunch on Sunday. (It will be held in Operations.) on Sunday. (It will be held in





**SAMPLE**

# Mega Roundtables

We invite you to apply to teach a Mega Roundtable Workshop at the NAME 20?? National Convention, <<Event Name>>. A Mega Roundtable Workshop is a “make & take” project which, under your supervision, can be completed in 2 hours or less and costs no more than \$10.00. Each kit is to include an Instruction Sheet with assembly instructions, a photograph of the completed kit and the instructor’s name, address, phone number and e- mail address for student follow-up if needed.

There will be a sale period for all Mega Roundtable kits before the actual Mega Roundtable Workshops begin. A block of time will be set aside in the schedule for you to teach. You will need a helper to sell your kits. The helper may continue selling kits during the workshop time so you can give your undivided attention & instruction to those that have purchased your kit & wish to work on it there. The prototype which you sent with the application will be on display in a locked display case prior to the scheduled Mega Roundtable sales time. You will need a second completed sample to display during sales so customers can see what you are selling and then to show your students during the workshop time.

## **Important to remember:**

- **Mega Roundtable instructor must be registered and present at the Convention or Houseparty to teach and sell the Mega Roundtable. Cancellation voids acceptance as a roundtable instructor.**
- **The maximum cost of any mega roundtable shall not exceed \$10.00**
- **A mega roundtable teacher may have one item offered in multiple scales or two separate but related items in one scale only.**
- **Mega Roundtable Instructors shall not take orders when they run out of kits. If an instructor runs out of kits during roundtable sales, it is suggested that they take advantage of the Miniature Gazette Mega Roundtable Option and inform their customers that information on ordering their kits will be in a future issue of the Gazette.**

Please consider donating your prototype and/or a kit to be placed with the other prototypes to become one of the Houseparty Helpers. If you are willing to do so, please check the appropriate box on the application form on back page. Your generosity is greatly appreciated.

*A finished prototype of the item(s) MUST accompany each application.*

*Your application and sample must be postmarked no later than April 22, 2015. Mail to:*

**Your name Your street addy City, State Zip  
Phone # & email address**

*A fee of \$20 is required by NAME to teach any workshop. If your Roundtable submission is accepted, you will receive an agreement form from the NAME office to complete and return with that \$20 fee. Do not send money now!*

***Please do not return this form to the NAME Office.***

***Send to address above.***

**\*\*Application is on the back\*\***

## 20?? National Convention Mega Roundtable Instructor Application

**Multiple applications are permitted, however only one submission per person will be selected.  
ONLY ONE SUBMISSION PER FORM PLEASE.**

Name \_\_\_\_\_ E-mail \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**I am applying to make/sell (please check only ONE line):**

\_\_\_\_\_ ONE single item/set with no variations (*sets can contain several pieces sold together as one kit such as a hat & coat set; sofa & chair set; or a set of dishes, etc.*)

Name of Kit \_\_\_\_\_ Scale: \_\_\_\_\_

\_\_\_\_\_ ONE single item/set in up to THREE different scales (*no variation of color or style permitted*).

Name of Kit \_\_\_\_\_

Scales: \_\_\_\_\_ 1" \_\_\_\_\_ 1/2" \_\_\_\_\_ 1/4" \_\_\_\_\_ 1/144<sup>th</sup> \_\_\_\_\_ other

\_\_\_\_\_ ONE single item in TWO different colors **or** two different styles (*such as a toy in either a girl OR boy version; a shelf in either dark wood OR light wood; pansies in either blue OR yellow, etc.*)

Name of Kit \_\_\_\_\_

Color/Styles: \_\_\_\_\_ OR \_\_\_\_\_ Scale: \_\_\_\_\_

\_\_\_\_\_ TWO items with similarly related themes (*such as a seagull OR pier pilings; a structure OR furniture for it; a shelf OR accessories to go on it, etc.*)

Name of Kit #1 \_\_\_\_\_

Name of Kit #2 \_\_\_\_\_ Scale: \_\_\_\_\_

**Cost of Kit \$ \_\_\_\_\_ (\$10.00 or less)**

Does your Roundtable require any supplies not listed on the NAME "Basic Toolbox" list (in packet)? If so, please provide those items for a reasonable number of students during the Roundtable workshop time.

**If my roundtable is accepted:**

Yes, I wish to donate the prototype I am sending with this application to be used as part of the Houseparty Helper drawing.

No, I will pick up the prototype after the Brunch on Sunday. (It will be held in Operations.)

Yes, I would like to donate a **kit** for a Houseparty Helper collection. (It will be picked up before roundtable sales.)

**If my roundtable is wait listed:**

Yes, I still wish to donate the prototype I am sending with this application to be used as part of the Houseparty Helper drawing.

No, I will pick up the prototype after the Brunch on Sunday. (It will be held in Operations.)

## *SALES ROOM CHAIR*

### **NAME Office**

- I. Reviews dealer applications and fees
- II. Prepares and mails dealer contracts
- III. Accepts signed dealer contracts and appropriate fees
- IV. Mails dealer contract copies to Sales Room Chair at appropriate time
- V. Obtains local transient permits or local dealer licenses (seller permits)
- VI. Oversees sales tax payments to appropriate states when possible
- VII. Coordinate with local committee to check on dealer license requirements.

### **NAME Policy**

#### **I. Convention/Houseparty dealer application:**

- **Artists, crafts people or dealers desiring sales space in a sales room must submit a dealer application to the NAME office by the date listed in the Convention/Houseparty Headlines column of the *Miniature Gazette* and on the NAME website along with the application fee.**
- **You must be a NAME member to apply.**
- **All dealers must be registered to attend the Convention/Houseparty. A dealer may have ONE helper who will receive a special badge granting access to the Sales Room ONLY to assist the dealer.**
- **Cancellation of attendance at the convention/houseparty voids acceptance as a Dealer. The dealer must be present. The ~~non-NAME member~~ non-registered helper is permitted only in the Sales Room during set up and posted opening hours and shall not participate in any convention/houseparty activities. (Jly 2015)**
- **If a Steering Committee member makes application for a sales table and he/she is accepted, it is with the understanding that he/she must have the approval of the rest of the Steering Committee to insure they can cover any job responsibilities. Committee positions that are busy and vital during the actual Convention/Houseparty shall arrange for someone else to staff their sales table. The Hosting Chair shall not work a Sales Room table.**
- **The number of dealers chosen is figured at ten percent (10%) of the total number of the anticipated registrants. The Board of Trustees members who are Dealers and the Gazette Editor shall receive an automatic acceptance as a Dealer if he/she submits an application in the usual manner.**
- **The Board of Trustees may select up to three (3) additional Sales Room Dealers to be guaranteed sales space at the National Convention.**
- **Up to 3 tables will be held for NAME merchandise. This includes any Steering Committee members, Board members or Gazette Editor. Of the dealers selected, the Committee will consider new dealers and shall attempt to place 5-10% new dealers on the sales floor.**
- **Special consideration will be given to the Souvenir artists and Board of Trustees members who also apply as dealers.**
- **If a Convention/Houseparty has a waiting list of at least 10% of the total registration number, the dealers and/or helpers could be offered the option of not being a registrant of the Convention/Houseparty, provided that they are not a Workshop Instructor or Theme Luncheon Presenter. This offer shall not be extended until after the cancellation deadline. They would be given a special name tag that would give them access to the Sales Room only. They would not be eligible to attend any other function of the Convention/Houseparty: meals, Auction, Garage Sale, Workshops, Theme Luncheons,**

Theme Dinners, Home Improvement Seminars, Mini Exchanges, Hospitality Room, Patron Party or Tours, and they would not receive any Souvenirs, Souvenir Book, Centerpieces, Toe Bags, Doorprizes or Houseparty Helpers. They would be eligible to attend the Annual Business Meeting, their Regional Meeting, the Regional Coordinator/State Representative meeting, the Club President's meeting and the Exhibit Room during open to the public hours.

**II. National Convention Dealer selection**

**III. Dealer selection is by committee. The committee consists of 2 non-voting members; the Hosting Chair, (ONE of the following Board Members: Immediate Past President, First Vice-President or Second Vice-President) and 5 voting members (Current Sales Room Chair, Past Hosting Chair, Next Hosting Chair, a Dealer Member, and a Collection Member). The non-voting Board Member serves as the Dealer Selection Chair and will select and contact the selection committee members, conduct the meeting and tally all votes. Application rules as published must be followed.**

**IV. Houseparty Dealer selection**

**V. Dealer selection is conducted by the local Sales Room Chair, Hosting Chair and at least three (3) other steering committee members. Application rules as published must be followed.**

**VI. Dealer contracts**

**VII. Dealer contracts will be mailed from the NAME office and will be accompanied by the NAME Code of Ethics for Convention/Houseparty dealers and any additional information the steering committee may want the dealers to receive at this time, including a letter from the Sales Room Chair. The contracts will include:**

**VIII. Electrical requirements**

**IX. Permission to print their address in the souvenir book**

**X. Local resale information**

**XI. Sales Room details**

- The NAME table is to be the most visible upon entering the sales room. This allows easy access to NAME by the steering committee, registrants, and guests on Public Day. Please check with the NAME Office to see how many tables they will need.
- The main sales room is to be open a minimum of 11 hours during the Convention/Houseparty, 4 of which should be during Public Day on Sunday afternoon.
- A \$40 cancellation fee will be assessed any selected dealer if that dealer cancels before the cancellation date. This will be a one time fee for one, two or more tables. There will be no refund of any fee(s) after the cancellation date unless a replacement is instituted, in which case the canceling dealer will pay only the cancellation fee of \$40. (May 15)

**Important Requirements:**

- ❖ Solicit dealers, however, never make any guarantees that they will receive a sales table.
- ❖ Table covers are always part of the Convention/Houseparty package included in the dealer fee. Dealers are never asked to bring their own table cover. If they bring table covers, they must be flame retardant.
- ❖ Dealers may use table risers if they are stable.
- ❖ After assigning dealers to tables, the sales room chair sends a copy to the hosting chair and the Convention/Houseparty Advisor.
- ❖ Any changes to the sales room floor plan are to be submitted to the Convention/Houseparty advisor.

## **Revenue:**

### **Dealer Table Fee**

Table fee is set by the Board as is the number of tables –the number of tables is set at 10% of expected registration. *Variance: You can offer a second table to dealers and possibly increase this line item by several hundred dollars.*

## **Expenditures:**

### **Sales Room Expense Budget Line Item**

Sales Room expenses vary greatly from hotel to hotel. Be sure to check your contract. There are almost always charges for the electricity for each sales table (hotel may charge not only for the electrical boxes, but for the setup as well). Hotels also may charge for tables, draping, microphones, etc. Expenses for table signage and dealer goodie bags are also included in this line. *Be sure to check your hotel contract.*

### **Security**

The Convention/Houseparty Committee must provide a locked room for both the exhibit and sales areas. It is important to look for hotels which meet these criteria. Should the hotel not be able to lock the room(s), security personnel shall be hired to secure the room(s) during all hours the sales and/or exhibit room is closed after initial setup. When security guards are used, they must be hired from a security firm that is licensed, bonded and insured to work in the locality of the convention/houseparty. It is important to know this cost before your budget is finalized. **No amount of this shall be used to offset other Convention/Houseparty expenses.**

### **Wi-fi**

Wi-fi access is not always a given. Please check with your Chairman to find out if wi-fi access will be available in the sales room and advise the dealers accordingly in advance.

### **General Information Prior to the Convention/Houseparty**

- I. The hotel, including the sales room, must be handicapped accessible.
- II. The Sales Room Chair should make certain that the dimensions given on the floor plan furnished by the hotel are accurate. The best way to do this is to take a measuring tape to the hotel and measure it personally. It has been our experience that the dimensions furnished by the hotel are frequently inaccurate and a few inches can make a great deal of difference in a sales room. Mark the location of all electrical outlets and any support columns within the room and against the walls.
- III. Eight foot sales tables are preferred although the Dealer Contract is for six foot tables. Verify whether this is specified in the hotel contract with your Hosting Chairman. When it is necessary to place 3 tables side by side with no egress except on the ends, attempt to place a dealer using two tables with a dealer using one table so the table in the center is not occupied by a dealer who cannot readily get around to the front of their table.
- IV. Copies of all floor plans should be prepared and given to the Operations Chair, who gives them to the hotel contact for use by hotel personnel in setting up the rooms. Be sure to explain that the setup must be exactly as indicated, including sizes of tables, and width of aisles. The floor plan should indicate where the electrical outlets are located. Plan to be at the hotel early enough to check the layout personally before dealers arrive.
- V. Provide the Registration Chairman with the names of any unregistered dealer and helper for a special badge to grant the helper admission to the sales room. (Revised 2017)
- VI. Check with the hotel and Operations to determine when the rooms will be set up. If the hotel has no function scheduled in the room to be used on the evening before the Convention/Houseparty begins, the hotel staff usually sets the tables up at that time. However, frequently, the room is set up during the night or very early in the morning. Whenever this is done, the Sales Room Chair should be present, or at least arrive before the setup is completed and the staff has disappeared, as almost always there are mistakes. It is beneficial to be present during the night while the room is being set up, at least for a little while.

- VII. NAME's sales room setup is always considered unusual to a hotel, and no matter how this is explained in advance, do not presume that the room will be set up as planned. As Sales Room Chair, you need to discuss your needs in advance, with the person responsible for setup, making certain he/she fully comprehends what your needs are. To hotel staff, there is no difference between a sales room and an exhibit room.
- VIII. It is customary to offer a complimentary table to publishers of magazines that pertain to miniatures such as Miniature Collector and the Needlework Society or other magazines who may ask for space. We give them a table outside the sales room but in close proximity as these are complimentary. The tables are to be used for promotional purposes only, which they know, and not for sales.
- IX. Pre-plan your electrical needs with the hotel. Make up a list of questions and have the Hosting Chair get the answers for you when they meet with the hotel staff. In some hotels, the outlet cords are dropped from the ceiling and some have outlets in the floor. Some provide heavy-duty outlet boxes with long cords. These cords must be taped to the floor carefully to avoid accidents. The hotel will have specific requirements for taping.
- A. Make sure you know if you are provided free electricity or must pay for it. If you pay, get details on how much and how to figure the amount you are using as it is part of the sales room budget.
- X. Plan which door will be used for entry and exit to the sales room. It is wise to open only one door, although two entries can be provided. There should only be one door for entry and exit on Public Day(s).
- XI. You will want to prepare a large copy of the floor plan to be posted on the sales room doors. This map will assist both the dealers and the registrants. A copy should also be placed in your Souvenir Book.
- XII. The Operations Chair will coordinate with the hotel to arrange for ice water at all sales sessions.
- XIII. Submit information for website
- A. Send a listing of dealers to the Webmaster as soon as dealers are selected. Changes due to subsequent cancellations will be made as they occur. The prime goal is to place the list online **before** registration opens.
- B. A complete dealer list should include dealer name and business name. It is preferred that this information be sent electronically in an editable format.
- C. Special Badges: **Unregistered Dealer and/or Dealer Helper:** A dealer is not required to register as an attendee to the convention/houseparty. He/she may choose to participate as a dealer only and may have ONE person who is not registered to attend the convention/houseparty to help them in the sales room. The NAME office will provide you with a list of unregistered dealers and dealer helpers. The unregistered dealer and/or helper will be granted access to the sales room **ONLY** and will be issued a badge printed on a different color of paper from all other badges. Include the header "DEALER" and "DEALER HELPER" on the badge along with the name. The dealer's business name should be printed in smaller letters below the name. The badge insert color for the unregistered Dealer and/or Dealer Helper is Light Green. (Feb 2018)
- D. **Care Giver:** Currently this is addressed on an as requested basis. A Care Giver is a person traveling with a member who is not registered to attend but is necessary to aid the member with maneuvering the convention/houseparty. This person is granted permission to help the member get to and from any activity for which the member is registered for or participating in. The Care Giver can assist the member in the sale room. The badge insert color for Care Giver is Yellow. (Feb 2018)

## **General information at the Convention/Houseparty**

- I. Check to make sure the room is set up as planned at least three hours prior to dealer access.
- II. Check the wiring to make sure the outlets are where you need them.
- III. Work with the hotel contact to assure that the sales room is not vacuumed at any time without the Sales Room Chairman present. The space between and behind the tables should not be vacuumed once we take occupancy of the room to avoid lost or misplaced items should the tables be bumped while vacuuming.
- IV. Assist the dealers. Check with the hotel regarding union rules. During setup time every attempt should be made to assist the dealers. This is especially important if entry into the sales room is difficult at your hotel.
- V. Be security conscious. If the hotel has doors which open directly to the loading dock from the sales room, these doors should be open during setup time, but someone should be stationed at each door, to help if necessary and to insure that no one enters the sales room without a dealer badge. A few badges should be available which are marked "TEMPORARY" as sometimes dealers bring helpers just for the purpose of carrying in merchandise. These people should leave immediately after depositing the boxes at the dealer's table.
  - A. Helpers must wear badge at all times when in the Sales Room.
  - B. A spouse, friend, or bellman that is not registered at the Convention/Houseparty cannot help with the set-up and must leave after depositing the boxes. Have a badge system that identifies these temporary people.
- VI. Station committee members or trustworthy volunteers in shifts to monitor the door. It is important to be alert at setup time, as there are always people who attempt a "Sneak Preview."
- VII. Any report of stolen merchandise should be reported to a Board member. Only the Sales Room Chair or their delegated assistant is authorized to make announcements. The preferred announcement for alerting dealers is: **"Dealers, please be alert. We have had a theft reported."**
- VIII. When the sales room is opened after a meal function or business meeting, dealers should be excused at least ten minutes before the registrants to give them time to get organized.

### **Assigning Dealer Location**

- Assign dealers to your floor plans.
- Carefully position your dealers so that you do not have two dealers next to or across from each other with the same type of merchandise, such as lace and trims, building supplies, etc.
- Wherever possible, respect requests for placement by dealers.

### **Obtain Tax Charts**

Contact your local tax authorities to obtain copies of tax charts for each dealer.

### **Tax Envelopes**

If taxes are to be submitted by NAME under a blanket license, prepare envelopes for each dealer to submit their tax information and payment and a three-part receipt form.

### **Oversee Sales Room**

The Sales Room Chair should always be free to circulate and handle any problems that arise, all through the setup periods and sales sessions of the sales room. This also applies to Public Day(s) and he/she should not be assigned to guard a door, sell tickets, etc.

### **Souvenir Book Listing**

Prepare floor map of sales room and dealer locations and give to Souvenir Book Chair for inclusion in Souvenir Book. It is helpful to have an alphabetical as well as a numerical list. This helps registrants find dealers.

**Obtain Microphone**

Work with the Operations Chair to obtain a microphone for the sales room. Verify the cost and/or whether it is covered in the hotel contract.

**Dealer Shipments**

Dealers are responsible for making arrangements for any merchandise they ship to and from the hotel. Please verify whether the hotel will charge for storage and let the dealers know so they are prepared to pay any fees.

**Plan for Emergencies**

Know who, and how, to contact hotel staff in case of emergency. Know where the emergency exits are.

**After the Convention/Houseparty**

Submit a written summary with recommendations to the Hosting Chair.



# SOUVENIR BOOOK CHAIR

## *NAME Office*

- I. Receives ad money
- II. Sends receipts
- III. Prints tear-off forms

## *NAME Policy*

**To preserve the history of NAME, the committee shall provide one Souvenir Book to the NAME Museum.**

## **Important Requirements:**

- ❖ **Do not include exhibitor's addresses. Many collectors do not care to have this information made public.**

## **Revenue:**

### **Souvenir Book Advertising**

This is the money received from paid advertisements in your souvenir book. *To generate this amount of income, the Souvenir Book Chair will need to solicit advertising in the Souvenir Book. This can be solicited not only from Dealers, but from clubs, sponsorships or individual listings. You are expected to raise funds at least as much as is budgeted, however, any income over the budgeted amount may be used to offset Convention/Houseparty expenses. It is possible to completely fund your souvenir book from advertising.*

## *Expenditures:*

### **Souvenir Book**

The budget for the Souvenir Book is very generous. *Not only can a huge portion of the book itself be paid for by creative solicitation of advertisement, a reduction of size or donation of printing costs can free up a lot of money for other Convention/Houseparty expenses.*

### **Solicit Advertising and Articles**

- I. One year prior to Convention/Houseparty, prepare a letter to be sent to NAME clubs soliciting ads. It should include all of the details listed in item III. You may want to suggest that they take out an ad to welcome the guests, thank someone in their club, announce an upcoming NAME event, etc. The letter should be written and sent to the NAME office to be mailed to clubs with tote bag, Convention/Houseparty helper and door prize requests.
- II. Send a letter to all GAZETTE advertisers. Check back issues for names and addresses.
- III. Tear-off sheets requesting ads should include:



- IV. Floor plan of the sales room.
- V. A list of dealer's names addresses (if included for publication on the application) and table numbers. There should be a question on the dealer application asking if they prefer not to have their address listed in the Souvenir Book and/or on the dealer list given out on Public Day. Respect their request.
- VI. New dealers should be distinguished either in bold or a different font or labeled "NEW!"
- VII. A list of exhibitors obtained from the Exhibit Room Chair.
- VIII. A list of demonstrators or home improvement seminars.
- IX. A list of pre-convention workshops. Pictures are a wonderful addition.
- X. A list of registered workshops. Pictures are a wonderful addition.
- XI. A list of round table workshops. Pictures are a wonderful addition.
- XII. A list of Convention/Houseparty Helpers and their donors. Photos of some of the items would be of interest.
- XIII. A list of door prize donors.
- XIV. Short biography of the Souvenir Artisans.
- XV. A page regarding the centerpieces.
- XVI. Instructions for small projects are always a special treat.
- XVII. Special greetings from (suggested):
  - A. State Governor
  - B. City Mayor
  - C. NAME President
  - D. Hosting Chair
  - E. Steering Committee members
  - F. Any special thank you messages

### ***Printing the Souvenir Book***

- I. Decide how the book will be assembled. Three ring binder, bound or stapled.
- II. Decide on the cover. The cover should be higher quality paper than the balance of the book.
- III. The number of books to be printed is dependent on your registration. Print a few more than needed just in case.
- IV. It is recommended that a second smaller 'route' book with the hotel layout - sales room, banquet areas, round tables, classrooms and schedule be printed. This is generally on lighter weight paper with the theme logo on front. These should be placed in the
- V. registrant's packet.

### ***Storage and Transportation***

- I. Make arrangements for transportation of the books to the hotel.
- II. The Operations Chairman is responsible for storage of the books at the hotel.

### ***Distribution***

- I. Decide how the books will be distributed as the registrants arrive. Confer with the Registration Chair.
- II. When registration is finished, check with the Registration Chair regarding the number of
- III. books to be set-aside for absentees. Make sure they are plainly marked so that they are not misplaced. These will be sent to the absentees. Work in cooperation with the Operations Chairman.

*After the Convention/Houseparty*

Submit a written report with recommendations to the Hosting Chair.

# SOUVENIR GIFT CHAIR

## *NAME Office*

- I. Prepares souvenir contracts
- II. Makes payment to artisans
- III. Maintains history of souvenirs

## *NAME Policy*

- I. No one on the steering committee will be considered for a souvenir contract for the Convention/Houseparty for which they serve.**
- II. Contracts shall include an additional souvenir for the NAME Museum to preserve the history of the organization. The contract shall also include 5 extras for a convention and 3 extras at a houseparty as a backup supply. Any leftover souvenirs will be sold from the NAME table.**
- III. Souvenir selection and cost shall be approved by the Steering Committee, and then submitted to the Convention/Houseparty Liaison who will submit it to the Convention/Houseparty Advisory Committee for approval before contracts can be issued by the NAME office. (Nov. 2014)**
- IV. Souvenir Gift Chair is responsible for checking each souvenir shipment for quality and quantity as it arrives and is also responsible for the security of all souvenirs both before and during the convention/houseparty.**
- V. All Souvenir Artisans must be current members of NAME.**
- VI. Souvenirs must be handmade and not commercially produced pieces (unless exclusively designed for the Convention/Houseparty.**
- VII. No amount of the Souvenir Gift budget may be used to offset other Convention/Houseparty expenses.**

## **Important Requirements:**

**The term “Souvenirs” is reserved for those items purchased by NAME included in the Budget. Only those souvenirs which have a contract in place shall be called “Souvenirs.” All others are considered “gifts.” The Souvenir Artisan has the ultimate responsibility to assemble and finish the souvenir. (Sept. 2013)**

If a committee chooses to raise money to provide any extra gifts in addition to the Souvenirs, it is the committee’s choice. However, it is not a requirement. The committee may choose what type of "extras" to provide. A donation from an individual is considered a “gift”. Be certain to give credit to the donor.

## *Choosing Souvenirs*

Souvenirs are the largest controllable expense of a Convention/Houseparty. Remember to allow money for packaging, shipping and other unexpected expenses such as transportation to the Convention/Houseparty. *Only after you have seriously looked at all other expenses to make sure they are within their budgets can you begin to look at using money from other*

*line items to add to your souvenir budget.*

- I. Selection of the souvenirs is one of the priorities at the first steering committee process meetings. Consider souvenirs in keeping with the theme, that can be used in a grouping, and that have not been produced previously. Be sure to check with your Houseparty Adviser to see what other Houseparties & Conventions are giving as Souvenirs to avoid duplication. (Nov. 2014)
- II. Souvenirs should be selected that reflect the skill of the artisan. They should be a unique and different item designed exclusively for the Convention/Houseparty.
- III. It is a strong Convention/Houseparty tradition to give a souvenir at each meal function. Variation from this should be discussed with the Convention/Houseparty Advisor and must be approved by the Board.
- IV. Consider artisans capable of producing items being considered. Working within your budget for Souvenirs, give them the description of items, the dollar amount to work with, number needed, deadline date and request a prototype. You may contact more than one artisan to have a choice. Keep in mind that souvenir pricing should be at a wholesale value, not a retail value. Consult Convention/Houseparty Advisor for source ideas.
- V. A prototype must be photographed and sent to the Convention/Houseparty Liaison for approval by the Convention/Houseparty Advisory Committee before any contract can be requested.
- VI. It is important to allow adequate time to choose souvenirs, find the artisan to produce the souvenir, allowing the artisan time to make a prototype and mail it to the Souvenir Chair, approval by Convention/Houseparty Advisory Committee, prepare, mail and sign the souvenir contract. All of this must be completed before the artisan begins making the souvenir.
- VII. Should an Artisan need to modify a souvenir from the originally approved sample, the Advisory Committee shall be notified immediately for approval. (Sept.2014)
- VIII. Be sure these decisions give the artisan selected plenty of time for production – this could be up to two years.

### ***Contract Procedure After Approval***

- I. You will need to order 3 (three) additional souvenirs for a Houseparty and 5 (five) additional souvenirs for a Convention plus one for the NAME Museum.
- II. The Hosting Chair completes the purchase order request form for approved souvenirs and forwards the request to the NAME Office for preparation of souvenir contract. Include the address of the maker, description of souvenir, and cost.
- III. The NAME office will issue the contracts for approved souvenirs.
- IV. Contracts will include a minimum quantity order with the ability to increase or decrease the order at a predetermined date, listed on the contract. Be certain to include the additional souvenirs listed in Policy.
- V. Write acceptance letter or send an email to those artisans selected stating a contract will be mailed.
- VI. The contract is mailed to the Hosting Chair for their signature, the Souvenir Chair's signature, and copies are then forwarded to artisan for his/her signature.
- VII. The contract is then returned to NAME office. Copies are then mailed to Hosting Chair,

VIII. Souvenir Chair and artisan.

***Quality and Delivery***

- I. It is *essential* that delivery dates be adhered to.
- II. **It is essential that souvenirs be checked for quality and quantity at the time of arrival.** If souvenirs are not of same quality as prototype, have missing pieces or if any are broken, the artisan shall be contacted and arrangements made for repair or replacement.
- III. Upon acceptance of delivery and after the Souvenir Chairman has notified the Hosting Chairman that the shipment has passed inspection, the Hosting Chair shall complete an expense report and mail it with copies of the bill to the NAME Office for payment to the artisan.
- IV. Souvenirs and any gifts paid for out of the Budget are the property of NAME and cannot be sold or gifted by the committee. All extra souvenirs are to be turned over to the NAME Office staff member at the convention for return to the NAME Office.

***Packaging***

*Packaging is the responsibility of the souvenir artisan. This is clearly stated in the contract.*

***Transportation/Storage/Insurance***

- I. Be prepared to store souvenirs up to nine months before Convention/Houseparty. Let the NAME Office know where they are stored so that the insurance carrier can be notified.
- II. Both the Souvenir Gift Chairman and the Operations Chair is responsible for securing and storage of souvenirs at the hotel.

***Distribution***

**As Souvenir Gift Chairman, your responsibility for the souvenirs does not end once the souvenirs have been placed in the Operations room. It is important for you to be in Operations before each meal function to sign out the souvenirs to the Table Hostesses and again after the meal functions to receive the remaining souvenirs.**

- I. Work with the Hospitality Chair or Table Host/Hostess Chair to determine method of distribution to table host/hostess.
- II. The Souvenir Gift Chairman is responsible for the souvenirs.
- III. The Souvenir Gift Chairman is responsible to have the souvenirs on site when instructed by the Hosting Chairman.
- IV. The Souvenir Issue/Return Form is used to sign in and sign out souvenirs at each meal function. The Operations Chairman will have a list of those registered but not attending. **Souvenirs for these people shall remain in the Operations room and shall not be sent out with the Table Hosts/Hostesses.** The table Host/Hostess will sign the form indicating the number of souvenirs picked up. He or she will then sign the form again after the meal indicating the number of souvenirs being returned to Operations. This number must match the number of people actually in attendance at the table to receive the gift with any remaining gifts returned to the Souvenir Gift Chairman in the Operations room.

The Souvenir Gift Chairman shall then label or write on the souvenir gift box the name of

the person who was not at the meal function to pick up the souvenir. The item should be left with the Operations Chairman to be claimed by the recipient. It should only be necessary for the Table Host/Hostess to return items for people who are attending the Convention/Houseparty but unable to attend the meal function. These individuals may pick up their souvenirs later. Souvenirs are never to be given to a 'friend' for delivery but returned to Operations for distribution.

- V. You should have one or two helpers checking the Souvenir Issue/Return Form against the Table Attendance Form as the bags are being returned.
- VI. The Operations Chairman will have prepared a box for each person who is registered but not attending the Convention/Houseparty. The Souvenir Gift Chairman shall label each souvenir with the recipient's name on it and place the souvenirs into that individual's box to be shipped by Operations as soon as you have verified that the person is not attending.
- VII. On the last day of the Convention/Houseparty, the Souvenir Gift Chairman and a helper if needed should assist the Operations Chairman in verifying that all items are packaged for shipment to those not in attendance.
- VIII. Host/hostess responsibilities before meal function
  - A. Place souvenirs at each place setting
  - B. Instruct table mates not to open until directed from podium
  - C. Remove souvenirs from the place settings that are absent and return to Operations. Absentee souvenirs may be picked up in Operations. The registration receipt shall be produced in order to pick up items belonging to those not attending. ***They must be signed for.***
  - D. Reminder: Souvenirs for those registered at the Convention/Houseparty but not attending are to remain in Operations to be mailed along with tote bag, souvenir book, etc.
  - E. List souvenir artisan in the souvenir book but do not list the souvenir. Keep them secret... It is customary to write a short paragraph about each souvenir artisan.

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

- I. Submit a written summary with recommendations to the Hosting Chair after the Convention/Houseparty.



## TABLE HOST/HOSTESS CHAIR

### *NAME Office*

- I. Processes bills

**NAME Board of Trustees, regional coordinators, state representatives and steering committee (if desired) may request pre-assigned seating at meal functions. Your Houseparty Advisor will provide a list of all the assigned seating.**

### **Table Sign-up**

- I. A large map of the table layout for meal functions shall be prepared for registrants to select their tables. The map is placed at site of table sign-up. Sign-up often takes time. Locate it separate from the registration lines so congestion does not occur.
- II. As tables fill, make an 'X' on those tables on the map. Make a large map of at least 3' x 3' and place on easel. This is popular with our members who like to see where their table is located in reference to the stage. It is very confusing if the table arrangement changes from one meal to the next, so please use the same layout for all meals. Do not permit members to remove people already assigned to a table in order to seat themselves where they want to be. Any changes to table seating is your responsibility.
- III. Prepare a notebook with pages numbered with appropriate number of people per table and tabbed on the edge with the number of each table. It is most efficient to have two people assigning tables during busy registration at the beginning of the Convention/ Houseparty, so split the book in half according to the number of tables needed.
- IV. Attendees prefer to select their own seating. Do not pre-assign those who did not send in the Advanced Table Seating Form until after the Opening Luncheon for late arrivals.
- V. Have small stickers already numbered with table number and seat number such as T5/S3 = table five/seat three. These can be placed on the back of registrant's paper badges as their table sign-up is completed.
- VI. Each registrant must present his/her badge in order to sign-up for a table.
  - If a registrant wishes to sign up for a spouse or friend, he/she must also present that registrant's badge, which shall be tagged with the appropriate sticker.
  - Any changes in seating shall be accompanied by the badge of the individual requesting the change.
- VII. Do NOT assign all hostesses the same seat number.
- VIII. Advanced Table Seating for table assignments is a part of the registration process for Houseparties or Conventions.
  - Many of our attendees travel together or plan to meet old friends at the Houseparty/Convention and would like to sit together at the meal functions. It should be our goal to accommodate their preferences. You must be sure that everyone to be pre-seated is not part of another seating group so please check for duplication of names on the Advanced Table Seating Forms. Pre-seating requires very careful record keeping.
  - Members who have not sent in an Advanced Table Seating form, prefer to choose their seats once they arrive at the convention/houseparty. Evaluation comments have clearly proven that members do not like to be assigned a table. Please do not assign people to tables except for those late arrivals after the Opening Luncheon has occurred.
- IX. A President's Table shall be provided close to the podium at all National Conventions. The

President will invite the Hosting Chair, Assistant Chair, NAME office staff and whomever else he/she chooses to be seated at the President's table during meal functions. Contact the President to determine who will be seated at his/her table at a convention. At a Houseparty, the Hosting Chair should have a table close to the podium. It is customary for the Hosting Chair to invite the President and NAME office staff to be seated with the Hosting Chair during meal functions. Contact the Hosting Chairman to determine who will be seated at his/her table at a houseparty.

- X. It is important that the table layout for each meal function remains the same. It is very confusing to walk into the room and find that the table you sat at yesterday is now on the opposite side of the room. Hopefully the hotel will not make changes regarding the arrangement of tables, but it does sometimes happen...

### ***Meals/Special Food Requirements***

Guests who have special menu needs due to allergies or dietary restrictions should have indicated on their forms what those needs are. Copies of the registration forms are sent to the person on your committee in charge of Registration. He/she will provide you with a list of registrants with special needs indicating what restrictions they have. It is your responsibility to prepare a list of these needs and give it to the Hosting Chairman to discuss with the hotel staff so the hotel is prepared with an alternate meal.

Once you know where these individuals are seated, it is helpful to prepare small tent cards to give to your table host/hostess to place in front of the person stating their menu restriction so the wait staff knows that an alternative meal is reserved for them in the kitchen or so they can verify that the meal being served does not contain the allergen or restricted item. It is the individual members' responsibility to point out the special need if the wrong meal is delivered.

You may consider placing the tent cards in each individual's registration packet with a note to ask them to carry the tent card to the meals and place it at their space at the table. The tent card should be pre-printed with the members' special need. Several backup copies will be helpful in case they are left at the table. Should a member at a table wish to change his/her meal to one like the special meal prepared for another guest, please have the Host/Hostess let the person know that this meal was prepared for the person due to allergies or dietary restrictions.

### **Host/Hostess**

1. A tear-off slip shall be included in the registration packet asking for volunteers to be hosts and hostesses. Convention/Houseparty Steering Committee members, with the approval of the Hosting Chair, may serve as hosts and hostesses if it does not conflict with their other committee duties.
2. When tear-offs are received, and hosts and hostesses are selected with the assistance of the Hosting Chair, notify them with a letter outlining their duties and informing them of the time and place of the first meeting – held ½ to one hour before the first meal function begins.
3. Identify host/hostess by some insignia on their badge.
4. Host/hostess meeting
  - Written instruction of these duties should be given to each host/hostess at the first meeting.
  - A short meeting is to be held prior to each meal function for final instructions.(May 2015)
  - Explain the procedure for their tablemates to sign paper on the line adjacent to their assigned seat number at each meal function.
  - The Souvenir Chair, Centerpiece Chair and Door Prize Chair should attend this meeting to

explain handling of their particular items.

Systems for picking up items before meal functions:

This information is so important to the success of souvenir distribution. Please remember that only a certain number of souvenirs have been purchased for the convention/houseparty. It is important to check the number of souvenirs issued as well as the number of souvenirs returned to you.

The Souvenir Issue/Return Form is used to sign in and sign out souvenirs at each meal function. The Operations Chairman will have a list of those registered but not attending. **Souvenirs for these people shall remain in the Operations room and shall not be sent out with the Table Hosts/Hostesses.** The table Host/Hostess will sign the form indicating the number of souvenirs picked up. He or she will then sign the form again indicating the number of souvenirs being returned to Operations at the end of each meal. This number must match the number of people actually in attendance at the table to receive the gift with remaining gifts returned to the Souvenir Gift Chairman in the Operations room. It should only be necessary for the Table Host/Hostess to return items for people who are attending the convention/houseparty but unable to attend the meal function. These individuals may pick up their souvenirs later. Souvenirs are never to be given to a 'friend' for delivery but returned to Operations for distribution.

- A. Provide your host/hostesses with a small table attendance sheet numbered 1-10. This sheet should also indicate the table number. It is important to have everyone at the table sign next to their seat number and – NOT in random order. Their seat assignment should be on the back on their badge.
- B. The Souvenir Chair will have bags large enough to hold ten souvenirs and the Door Prize Chair will have bags of door prizes for the meal function. These will be pre- packaged by table for ease in distribution. It is also helpful to have the Hostess form two lines after each meal function: one line to return only empty bags, and another line if the Hostess has souvenirs to return.
- C. The Souvenir Gift Chair should have one or two helpers checking the Souvenir Issue/Return Form against the table attendance form as the bags are being returned.
- D. If table hosts/hostesses are responsible for centerpieces they should return them at the same time.

Meal Function Responsibilities

- A. Have host/hostess discuss the following with their tablemates.
  1. Table exchange gifts:
    - small gifts that are exchanged with table mates usually at the Saturday night banquet. If you bring one, you receive one; the exchange is purely optional.
    - Exchange is usually announced from the podium with instructions given for conducting the exchange.
  2. Table favors:

Many registrants bring favors for everyone at their table. This is optional and the gifts are usually brought to the Saturday night banquet.
  3. Again, have Hostess explain that if someone is absent from a meal function – NO ONE may pick up that person's souvenir.
    - I. Determine when you will hand out the Gold Star to the hostesses. It is also nice to include a small gift and a thank you note from the committee.

Special Badges:

**Dealer Helper:** Dealer helpers are wearing Light Green badges. They are not granted entry to any meal function.

**Meal Guest:** You may have a member at your table who has signed up his/her companion to attend the three meal functions (opening luncheon, banquet, brunch) with them. The companion will be wearing a Light Pink badge and are to be seated beside their registered member. Meal Guests are not eligible to receive any committee gifts, doorprizes, souvenirs or centerpieces. A meal guest could also be a caregiver. In this case the badge will be Light Purple and titled “MEAL GUEST/CARE GIVER on the badge along with the name.

**Care Giver:** Currently this is addressed on an as requested basis. A Care Giver is a person traveling with a member who is not registered to attend but is necessary to aid the member with maneuvering the convention/houseparty. This person is granted permission to help the member get to the table for the meals, however, the Care Giver is not granted permission to remain in the meal functions. The badge insert color for Care Giver is Yellow.

**How the Meal Guest Works:** The registered attendee completes the Meal Guest sheet in the packet and returns it to the Registration Chairman along with the fee charged for the 3 meals. This allows them one guest to be seated with them at the three meals. Single meal attendance is not available. Meal guests are not granted entry into theme luncheons or any other convention activities. Meal Guests are not eligible to receive any committee gifts, door prizes, souvenirs or centerpieces. The Meal Guest may have signed up to participate in the table exchanges. On the Meal Guest form in the packet, the registered attendee makes this selection and agrees that if participating they will bring gifts that are different from their own and they agree to bring an additional table exchange gift. The Registration Chairman has this list. The colored “Meal Guest” badge must be worn to gain entry to the banquet room. (Feb 2018)

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

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

The Forms section contains several samples to assist you.

## THEME LUNCHEON/DINNER CHAIR

### NAME Office

- I. Receives tear-off sheets and money.
- II. Notifies Theme Luncheon/Dinner Chair of the number in each luncheon.
- III. Sends final list of names after cancellation date.
- IV. Processes bills.
- V. Provides Evaluation Forms

### NAME Policy:

- I. **A \$14.00 per capita fee must be added to the cost of each Theme Luncheon/Dinner. (Jan 2015)**
- II. **Artists, crafts people or dealers desiring to do a Theme Luncheon/Dinner shall submit an 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.**
- III. **All Theme Luncheons/Dinners are registered through the office and then forwarded to the Theme Luncheon/Dinner Chair.**
- IV. **All Theme Luncheon/Dinner presenters shall be registered to attend the Convention/Houseparty.**
- V. **If the Theme Luncheon/Dinner presenter is a Dealer in the Sales Room, the gift shall not be sold at the Dealer's sales table at the Convention/Houseparty where the gift is being presented.**

### Important Requirements

The Theme Luncheon Evaluations will be collected by the Theme Luncheon Chair and given to the Board Convention/Houseparty Liaison who will summarize the Theme Luncheon 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:

#### **Theme Luncheon/Dinner Fees**

If you are having Theme Luncheons/Dinners, this is the \$14 fee that is *automatically added to the cost of the Theme Luncheon/Dinner* to cover processing by the office. **This money goes directly to NAME and any increases in this line item shall not be used to cover any Convention/Houseparty expenses. (Jan 2015)**

### Expenditures:

#### **Theme Luncheons/Dinners**

Remember that costs for Theme Luncheons/Dinner need to include the cost of meals plus service charge, tax and tip, the souvenir or gift, rental of equipment where applicable as well as covering the cost of the meal for the instructor and an assistant. Round up, not down.

### *Select Speakers/Presenters*

- I. Determine the number
  - A. The Theme Luncheon/Dinner Chair and the Hosting Chair should select the Theme Luncheons/Dinner. 3 or 4 Theme Luncheons each day are usually adequate for both a Convention and a Houseparty. (Feb. 2018)
  - B. Advertise for speakers/presenters. Consider soliciting Theme Luncheons/Dinners. However do not make any guarantees that they will be selected.
- II. Place notice in Bulletin Board page of Miniature Gazette one year prior to the Convention/Houseparty indicating that applications are available in the NAME office. Include name, address, phone number, e-mail and deadline for applications.
  - A. Have applications available when attending shows and other Conventions/Houseparties.
  - B. Establish deadlines so selection can be made eight months prior to the Convention/Houseparty.
  - C. Choose a variety of presenters considering price range and subject.
  - D. Once you have received the applications from the NAME office, schedule a meeting with your committee and Hosting Chair to select the Theme Luncheons/Dinner.
- III. All Theme Luncheon/Dinner instructors must be registered to attend the Convention/Houseparty.
- IV. The NAME Office will send acceptance letters and notify the Hosting Chair.
- V. Determine fees for each Luncheon/Dinner. Fee includes cost of Luncheon/Dinner, including tax and tip, Theme Luncheon/Dinner Presenter fees, cost of lunch for the Presenter and an Assistant and \$14 NAME per capita fee. **The presenter is required to provide a gift to each person attending their Luncheon/Dinner per their contract with NAME.** Traditionally, the gift has been offered at or near cost to keep the cost of the event down. (Jan 2015)
- VI. If the Theme Luncheon/Dinner is not filled, work closely with your presenters to determine whether he/she will have gifts available for late sign up's on site. You are limited to the total contracted with the presenter and cannot accept more than that number into any luncheon/dinner. Filling empty slots on site can only occur if:
  - A. The hotel is able to add meals for you with no penalty. You must work with the Hosting Chairman to determine this figure.
  - B. The presenter has gifts available.

### *Registration Packet*

- I. Prepare a description of the Theme Luncheons/Dinner and presenters including cost and maximum number of attendees. Give the information to the Hosting Chair for inclusion in registration packet information. Luncheon/Dinner Presenters should approve copy to be printed for packet, before print deadline.
- II. A list of Theme Luncheon/Dinner Presenters **must** be included in the VIP list that the Hosting Chair sends to the NAME Office so they can be sent VIP registration forms. This should be submitted about eight weeks prior to the dealer deadline.
- III. Special Badges:
  - Dealer Helper:** Dealer helpers are wearing Light Green badges. They are not granted entry to any meal function.
  - Meal Guest:** Meal Guests are not eligible to attend or participate in Theme Luncheons. Nor are they eligible to receive any committee gifts, doorprizes, souvenirs or

centerpieces. A meal guest could also be a caregiver. In this case the badge will be Light Purple and titled "MEAL GUEST/CARE GIVER on the badge along with the name.

**Care Giver:** Currently this is addressed on an as requested basis. A Care Giver is a person traveling with a member who is not registered to attend but is necessary to aid the member with maneuvering the convention/houseparty. This person is granted permission to help the member get to the table for the luncheon, however, the Care Giver is not granted permission to remain in the meal functions. The badge insert color for Care Giver is Yellow.

### **Room Assignments**

In cooperation with the Hosting Chair and Operations Chair, assign rooms based on the number of registrants for the Theme Luncheons/Dinner.

### **Notify NAME Webmaster**

Send a complete list of Theme Luncheons/Dinner including a brief description, Luncheon/Dinner Presenter, and maximum number of attendees, cost and any other helpful information. This should be sent as soon as Theme Luncheons are selected so that information may be placed online **before** registration.

### **Equipment**

- I. Give room assignments and special needs (projectors, etc.) to Operations Chair for hotel audiovisual department.
- II. Give list of signs needed to Operations Chair. Provide a floor plan explaining the room arrangement and any other special needs. Be mindful of needs for microphones or movie screens
- III. Instructor must be informed that any equipment that incurs an additional fee will be charged to them.

### **Menu**

Finalize Luncheon/Dinner menu with Hosting Chair. Remember to have alternative menu plans for guests with special dietary needs.

### **Souvenir Book**

Give the Theme Luncheon/Dinner list with a written commentary to the Souvenir Book Chair prior to the publishing deadline.

### **On Sight Packet**

Prepare tickets for each Theme Luncheon/Dinner attendee to be included in the on sight packet handed out at the Registration table.

### **Oversee Luncheon**

- I. Check the rooms prior to the Luncheons/Dinner to see that all is ready.
- II. Assign someone to be at the door of each of the Luncheons/Dinner at least 20 minutes prior to the beginning of the Luncheon/Dinner to assist presenter, greet, sign in the guests and collect the tickets. This includes making sure that everyone in the room is supposed to be in that room prior to eating lunch.
- III. Work with Operation Chair to check rooms and signs.

- IV. Have a plan for emergencies.
- V. Have someone introduce the Presenter at the beginning of the Luncheon/Dinner and thank the Presenter for the presentation at the close of the program and provide evaluation forms to the attendees.
- VI. Instruct the presenter that the Luncheon/Dinner needs to start on time and not to wait for people who are late to arrive.

### **Reimbursement**

- I. Work with the NAME Office for reimbursement of Theme Luncheon/Dinner presenters.
- II. Verify total number of meals served for payment of hotel bill.
- III. Verify social security number for Presenter for payment by NAME.
- IV. Verify that the attendance number is correct.
- V. Submit the above information to the Hosting Chair.
- VI. Collect unclaimed gifts and return them to Operations Chair.

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

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



# 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***

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***

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

# TOUR CHAIR

## *NAME Office*

- I. Receives all money for tours.
- II. Prepares and send receipts.
- III. Signs contracts.
- IV. Sends list of participants taking tours to the Tour Chair after the cancellation deadline to keep the chair informed of the progress. After the cancellation deadline date, a final complete list will be sent to the Tour Chair.

## *NAME Policy*

- I. **A \$14.00 per capita administrative fee shall be included in the cost per registrant for each tour. (Jan2015)**

## **Important Requirements:**

- ❖ **No application fee or \$20.00 contract fee will be assessed.**

## **Expenditures**

Frequently Tours is an area that is extremely over budget. There is no budget and no cushion for this item, so careful planning and contingency planning are essential. Tours are expected to be self-sustaining. Make sure you do not guarantee too many spaces. Make sure that should a bus not fill, that a smaller bus can be used. Add enough onto the tour costs to cover a host or hostess if not provided by the tour company.

## *General Information*

Pre-convention tours are an option of the Convention/Houseparty Steering Committee. If you are planning pre-convention tours, keep in mind that most of the registrants who will be arriving early at the Convention/Houseparty will prefer to take a workshops.

## *Select Tours*

1. We strongly suggest that you work with a tour company.
2. Contracts are required for both the tours and any transportation necessary.
3. Your committee will decide on the number and type of tours with the approval of the Convention/Houseparty Steering Committee.
4. The tour company will make all arrangements for transportation, admission, meals, etc., and are responsible for any difficulties that may arise.
5. Most tour companies have set tours that have been popular in your area. However, they will usually plan a tour to include anything your committee thinks will be of interest to miniaturists and spouses.
6. You may want to plan a special tour for the evening just prior to the beginning of the Convention/Houseparty Thursday. However, you shall not plan a tour that will conflict with any fundraising events that are planned. This has become very popular since so

7. many participants come early for workshops. Check with the NAME office for recent attendance at the evening tours so you will have some idea of how many to plan for.
8. Non-NAME members, (i.e. spouses, travel partners, etc.) should be allowed to join tours. After all NAME members have had an opportunity to apply so add spouses on a space available basis. **This needs to be clearly explained on the tear off sheet.**
9. Notify webmaster of tours selected so that they can be listed on the NAME website. Include a brief description, day of tour, length of tour, luncheon host, maximum number of attendees and cost.

### ***Contract Information***

- I. Supply NAME office with all information needed for contracts.
- II. The contract must be very detailed and spell out the following:
  - A. Tour times.
  - B. Number of transportation vehicles provided.
  - C. Tour cost (less the NAME fee).
  - D. Maximum and minimum needed for tour.
  - E. Penalty if minimum is not met.
  - F. Cancellation policy (preferably after the NAME cancellation deadline).

### ***Tear-off sheets***

- I. Provide Registration Chair with information for tear-off sheets. This should include:
  - A. Description of tour, including date, time and price.
  - B. Deadline for sign up.
  - C. Cancellation deadline.
  - D. Tour Chair's name, address, telephone number, and e-mail address.
  - E. Non-member on space available basis.

### ***Tickets***

- I. Include bus boarding time and place where boarding will take place.
- II. Place tickets in an envelope inside the registration packet. Mark on the outside of the envelope "Tour tickets enclosed".

### ***Plan for Tours Leaving Hotel***

- I. Determine with the hotel where buses will load and guests should meet.
- II. Make posters to put in the lobby. In the past, participants have missed their tours because clear instructions were not given for bus boarding location or time. Also, inform front desk and concierge of the tour plans.
- III. Notify Operations Chair that you will need easels for your posters.
- IV. It is necessary to have a volunteer from your committee on each tour. If not possible, identify someone from each tour ahead of time and ask them if they would be willing to help out by making sure that everyone is back on the bus when the tour leaves after each stop.
- V. A list of tour participants will be sent from the NAME Office. One copy needs to be checked off for those participating and returned to Name Office Representative. If it a

- VI. large tour involving more than one bus, you may want to assign buses and have a list for each bus.
- VII. If you have extra tour tickets, you may ask someone at the Convention/Houseparty registration desk to sell them.
- VIII. As chairperson, you must be on hand as each tour leaves. If you are going on one of the tours, it should be the last one leaving.
- IX. Participants should be made aware of any special rules and regulations of tour groups. (i.e., a lot of up hill walking, not handicap accessible, no restrooms available, etc.)

### ***Website Information***

The following information needs to be sent when tours are selected. Changes due to cancellations will be made as they occur. The prime goal is to get the list online **before** registration opens.

- I. Submit a complete list of tours including a brief description, length of tour, day of tour, luncheon host, maximum number of attendees and cost.

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

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

## **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)**

**IX. 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

- 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

- Consider total number of activities available, i.e. roundtables, demonstrations, etc
- The recommended number of Registered workshops for a Convention is 14-15 and for a Houseparty is 8-10.
- Any questions should be discussed with your Houseparty Advisor.

C. Balance

- 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 who will notify the webmaster of all workshops 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**

The following items need to be sent to the NAME Office to be passed along 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**

For any workshop room 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.

- 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.
- Check each workshop early every morning to make certain that the instructor's needs have been met.
- Work with Operations to make sure that the hotel has provided at least one trash can in each workshop and that a water station is located nearby. If possible, ask the hotel to provide plastic instead of glass cups. (Sept 2017)
- Try not to move workshops around once the location of the workshops has been published. If it is necessary to make changes, work with Operations to print new signage and a notice of the change to be placed on the schedule board in the Registration area as quickly as possible. If changes are made prior to a meal, please work with the Chairman to announce any changes at the meal function as well. (Sept 2017)

**Care Giver:** Currently this is addressed on an as requested basis. A Care Giver is a person traveling with a member who is not registered to attend but is necessary to aid the member with maneuvering the convention/houseparty. This person is granted permission to help the member get to and from any activity for which the member is registered for or participating in. The Care Giver is not granted permission to remain in workshops or meal functions. Please make sure your instructors are aware that they will be coming into the workshop. (Feb 2018)

### **Paperwork: (Sept 2017)**

- I. A paper trail is important. 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
- II. Provide a large manila envelope for each workshop. This envelope will be used by the students in the class to place their completed evaluation forms into. First thing each morning, give the instructor the rosters, evaluation forms and an envelope. Before the end of the workshop, return to collect one of the rosters and all of the evaluation forms that have been turned in along 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.



- III. In the Committee Forms section is a “Workshops Not Picked Up” form. You will be filling out this form for each workshop in which students have not claimed kits by the end of the workshop. Have plenty of these forms on hand. On this form is a signature line for the following:
- Instructor signs as giving the kit to the Workshop Chair
  - Workshop Chair signs as having received the kit
  - Operations signs as having received the kit
  - Student signs as having received the kit from Operations
  - Record the name of the workshop and instructor’s name at the top of the Workshops Not Picked Up form. List the names of anyone not in attendance at the workshop who has not claimed the kit and proceed with signatures as above.
  - It is the responsibility of both the Workshop Chairman and the Operations Chairman to locate an attendee to pick up a kit in Operations. If a workshop isn’t claimed by the banquet, Operations will bring the kit and form to the stage and the person called to the front to sign for and claim the kit. If for some reason it is necessary to ship the kit, it will be at the student’s expense.
  - The Workshop Not Picked Up form is not a substitute for class rosters provided by the office. The class rosters are to be turned over to the NAME staff representative each day while the Workshops Not Picked Up form is turned over to Operations for the signatures of those not in class and sent to the NAME Office at the end of the convention/houseparty. Should a NAME staff representative not be attending, the rosters are to be turned over to the C/HP Liaison, President or any member of the NAME Executive Committee.
- I. Again, a paper trail is important. It should not be necessary to point this out, but it has actually happened. No committee member or attendee should ask you to ship their items to them. If they are present, they are responsible for arranging with the shipping company to have items shipped (Sept 2017)

### **Letters**

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

### **After the Houseparty**

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