



# NAME

## National Association of Miniature Enthusiasts

### Houseparty Expectations

Chairing a 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 Houseparty Liaison, the Convention/Houseparty Advisory Committee and your direct advisor, you will have all of the tools necessary for a successful event.

Exactly what makes a 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. Houseparties are an integral part of NAME's annual financial picture. Dues alone cannot fund NAME and income generated through 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, Houseparty Liaison and Board of Trustees that will help you. Their experience is at your fingertips.

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 Houseparty or Convention is a NAME fundraiser and to stay within the budget to make a profit for NAME.
2. To know and follow the Houseparty Manual.
3. To seek Board approval for any fundraisers.
4. To keep any problems that may occur private.
5. 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.
6. To treat the office staff, Houseparty Advisor and Board of Trustees with respect.
7. To get Board approval for all precedent setting events.

8. To follow the chain of command as follows: starting with (1) Committee Chairman; (2) Hosting Chairman; (3) Houseparty Advisor; (4) Convention/Houseparty Advisory Committee; (5) Houseparty Liaison; and (6) Board of Trustees (the Board is ultimately in charge).  
 If a question arises and you don't know whose responsibility it is, ask your advisor:  
**Is this a creative decision?** Yes – then responsibility rests with the Steering Committee. **Is this something that affects only this particular Houseparty?** Yes – then responsibility rests with the Convention/Houseparty Advisory Committee.  
**Is this something that could affect all future Houseparties or Conventions?** Yes – then the Board needs to review it.  
**Could this have a negative financial impact on the Organization?** Yes – then the Board needs to review it.
9. **To send accurate reports to their advisor every other month and to file a final report when the Houseparty is over.**

**The Houseparty 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, but they also have an entire organization to run in addition to this Houseparty.

I have read and understand the foregoing expectations. I hereby agree that I will, to the best of my ability, fulfill the expectations set forth above. I fully understand that if I should fail to comply, I can be removed as Hosting Chairman. In addition, any Steering Committee Chairman that does not comply can also be removed from the committee.

Dated: \_\_\_\_\_  
 \_\_\_\_\_  
 Hosting Chairman

Dated: \_\_\_\_\_  
 \_\_\_\_\_  
 Houseparty Liaison



# NAME

## National Association of Miniature Enthusiasts

### Houseparty/Convention Application Form

Hosting City/State \_\_\_\_\_ Region \_\_\_\_\_

Dates of Houseparty/Convention \_\_\_\_\_

**Proposed Hosting Chairman** \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

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

**Please tell us about your previous NAME involvement and other organizational experience (use separate sheet).**

**Proposed Assistant Chairman** \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

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

**Previous NAME involvement and other organizational experience (use separate sheet).**

Why do you want to host a Houseparty or Convention? \_\_\_\_\_

\_\_\_\_\_

Registration Number Requested \_\_\_\_\_

Possible Theme \_\_\_\_\_

Possible Souvenirs \_\_\_\_\_

\_\_\_\_\_

How important do you feel souvenirs are in the overall impact of a Houseparty? \_\_\_\_\_

\_\_\_\_\_

Possible Centerpiece \_\_\_\_\_

National  
Association of  
Miniature  
Enthusiasts

*Revised 7/2018*

PO Box 69  
Carmel, IN 46082  
1-800-571-6263  
E-mail: [events@miniatures.org](mailto:events@miniatures.org)

How do you plan to carry out your theme? \_\_\_\_\_  
\_\_\_\_\_

Are you planning to have a Thurs. Evening Workshop? \_\_\_\_\_

If yes, how will it relate to your theme? \_\_\_\_\_

Are you considering any new ideas or special activities? \_\_\_\_\_  
\_\_\_\_\_

What factors do you feel are going to make your Houseparty a success? \_\_\_\_\_  
\_\_\_\_\_

What scales do you hope to have represented? \_\_\_\_\_

Certain Steering Committee positions are vital to a Houseparty and should be in place before applying for a Houseparty. These include: Operations, Workshops, Sales Room and Houseparty Helpers. Who do you have for these committee chairmanships?  
\_\_\_\_\_  
\_\_\_\_\_

What other Steering Committee members do you have? \_\_\_\_\_  
\_\_\_\_\_

How are you planning on involving clubs and members in your area? \_\_\_\_\_  
\_\_\_\_\_

How will you solicit workshops, dealers, theme luncheons? \_\_\_\_\_  
\_\_\_\_\_

What hotels are in your area? \_\_\_\_\_  
\_\_\_\_\_

How far is the closest major airport? \_\_\_\_\_

Area Tourist Attractions \_\_\_\_\_

Following the rules and guidelines in the Houseparty Manual is imperative.

Will you be able to do this? \_\_\_\_\_

How will you help your Committee to follow them? \_\_\_\_\_

Are there any other Miniature Shows being held in this area during the months immediately prior to or after the time you wish to host this Houseparty/Convention? Please consult your RC. If there are please list the name of the show, the promotor.

Do you have any questions? \_\_\_\_\_

Previous Houseparties in Region:

Date \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Registration Full \_\_\_ Yes \_\_\_ No

Date \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Registration Full \_\_\_ Yes \_\_\_ No

Date \_\_\_\_\_ City/State/Zip \_\_\_\_\_ Registration Full \_\_\_ Yes \_\_\_ No

Date \_\_\_\_\_ Signed \_\_\_\_\_

Applicant

Date \_\_\_\_\_ Signed \_\_\_\_\_

Regional Coordinator (Sign as having been made aware)

Date \_\_\_\_\_ Signed \_\_\_\_\_

NAME Board of Trustees Houseparty Liaison

National  
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PO Box 69  
Carmel, IN 46082  
1-800-571-6263  
E-mail: events@miniatures.org