

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...*”.