

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).
If a question arises and you don't know who is responsible, ask your Advisor:**
 - 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.**
 - 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.**
- 10. 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

- I. 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.
- II. 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 RCLiaison)
- 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 1st 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:
 - a. Round table teacher application
 - b. List of Registered workshop descriptions, color photos
 - c. Registered Workshop Sign up sheet

- d. Pre-convention workshop descriptions, color photos
 - e. Pre-Convention Workshop Sign-up sheet.
14. 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 goodbyes 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.

- I. 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

- I. 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 Exhibit Room-Exhibitor Set Up
Noon - 4:30pm Sales Room Set Up
5:00pm – 6:30pm Free for dinner
5:00pm – 6:30pm 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 Exhibit Room-Exhibitor Set Up
7:00am - 11:30am Sales Room Set Up
7:30am – 8:00am 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	Sales Room Open, Exhibit Room Open
3:30pm – 5:30pm	Hospitality Room Open
4:30pm - 6:00pm	Optional Club Presidents Meeting, Online meeting, etc
5:30pm – 6:00pm	Pick up Gold Star Pin in Operations
6:00pm - 7:00pm	No-Host Cocktail Party
6:30pm - 7:00pm	Host/Hostess Meeting
7:00pm - ??	Banquet / Live & Silent Auction

Sunday – Sept. 21

8:30am - 9:00am	Host/Hostess Meeting
9:00am - 11:00am	Brunch
11:30am - 1:30pm	Shipping counter open
11:30am - 4:00pm	Sales Room & Exhibit Room Open to Public