

# 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
    1. Many companies will donate materials for a free ad in the souvenir book.

- Ask them to send a camera ready ad or logo.
2. 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)
  3. If components are given to individuals or clubs, be sure to keep accurate records of locations of Centerpieces.
  4. Label all Centerpieces. Include Convention/Houseparty date, Convention/Houseparty logo, designer or maker.
  5. 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 miniaturists 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.

- V. 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 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.
- F. Make sure you have an alternate method in place for determining winner if not drawn on first round.
- G. 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**

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