

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.
 - 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.
- V. For added interest, you may want to provide scrapbooks or pictures mounted on a bulletin board, etc.
- VI. The room may be decorated in the theme of Convention/Houseparty.
- VII. 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 Videos or DVD's
6. Games
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.
8. Kits

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

- I. 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.