

CONVENTION/HOUSEPARTY HELPER CHAIR

NAME Office

- I. Prints tear-off sheets for packets
- II. Accepts money

NAME Policy

- I. All fundraisers held during a Convention/Houseparty shall be approved by the Convention/Houseparty Advisory Committee except for those fundraisers for NAME. In such case, the fundraiser details shall be presented to the Board of Trustees by the Convention/Houseparty Liaison for approval.
- II. Convention/Houseparty helpers are valued at \$150 or more. Anyone purchasing a Convention/Houseparty helper ticket or winning a Convention/Houseparty Helper must be registered and in attendance at the Convention/Houseparty.

Important Requirements:

- ❖ **Ticket boxes must be easy to open and big enough to not have to transfer tickets to another container for drawing.** (The reason for this is because you don't want people knowing how many tickets are in the boxes – people's feelings have been hurt when they have seen that not many tickets were put in the box for their donation.)

Revenue:

Convention/Houseparty Helpers

The anticipated revenue is calculated by multiplying the number of registrants by \$14 or more. Variance: \$15 per registrant in Convention/Houseparty Helper Tickets is a reasonable expectation. It will require some dedication; however experience indicates that while having a wide selection of excellent Convention/Houseparty Helpers contributions, having a committee that is visible available offering tickets for sale is crucial to successful sales. (Jan 2015)

Expenditures:

Convention/Houseparty Helpers

This budget item is used to purchase supplies – the purchase of tickets and supplies used for selling – boxes for Convention/Houseparty Helper tickets, photos, copies, funny hats, etc.

Convention/Houseparty Helpers

The success of Convention/Houseparty Helpers is totally dependent on how well the Convention/Houseparty Helper Chair does with soliciting the helpers and ticket sales.

- I. Solicit Convention/Houseparty Helpers
 - A. Solicitations may go to clubs and newsletter editors for addition to their newsletters.
 - B. Personally solicit from dealers, workshop instructors, friends and other personal contacts.
- II. Acceptance of Convention/Houseparty Helpers

- A. Acknowledge receipt of donation intent with a postcard thanking them for donation.
- B. A list of donors as of the deadline should be given to Souvenir Book Chair.
- C. Times are scheduled at the Convention/Houseparty for acceptance of convention/ houseparty helpers and door prizes. Receipts should be given to each donor.
- D. Send a reminder postcard to all donors six weeks prior to Convention/Houseparty indicating where they should drop off their donation and thanking them for their participation in this fundraiser event.
- E. No Houseparty Helper can be used as a gift. (July 2017)
- F. Work with your Roundtable Chair to collect the roundtable samples and kits from those who have agreed to donate. It is important to label these donations “Donated Roundtable Kits – from Participating Instructors” and “Donated Roundtable Samples – from Participating Instructors”. Previously there has been an issue with Convention/Houseparty Helper winners not understanding that they are only receiving the kits that have been donated and not ALL of the kits as not all Roundtable Instructors donate their kits.

List for Souvenir Book

Prepare a list of donors and give it to the Souvenir Book Chair by souvenir book deadline.

Display of Convention/Houseparty Helpers

- I. The display area should be prominent, secure and attractive.
 - A. The sales room/exhibit room provides an excellent secure area.
 - B. Label each Convention/Houseparty Helper with name of donor. Be certain to include every name on the original donor form. Members are being generous by making the donation and the least a committee can do is label the donation with the donor’s name. If the helper was delivered in a box, it is a good idea to label the box with the number assigned to the helper and keep the empty box stored under the table so the winner can claim the box after the item has been awarded to take their winnings home in. (Sept 2017)
 - C. Be prepared to supply extra domes/display covers if you have them, etc to cover items donated without cover. Label these items that “domes are not included” with helper. To save space, use empty cardboard boxes as risers on back half of the Convention/Houseparty Helper display table with ticket boxes directly in front. You may also use 18” tables stacked on the back of the tables. Check with the hotel representative to determine if there is an additional cost for these tables. 2 or 3 tables stacked on top of each other make a level, stable platform as a riser. This is especially good for large or heavy items. They can be covered with the same cloths as the table tops.
 - D. Anticipate unexpected Convention/Houseparty Helpers to be delivered at the event. It is not uncommon to receive several without prior notice.
 - E. Anticipate travel space and time limitations when planning the artistic side of your presentation for the night of the Banquet. Bear in mind that you will have a short time to prepare and set up the display in the Banquet Room. Get trusted volunteers to help you move the items to the banquet room.

- F. Prepare pre-printed “Do Not Touch” and “Cover not Included” tent cards.
- G. If you have a space constraint in the Banquet Room and have access to a camera, take a picture of each Convention/Houseparty Helper, and label each helper including the number of the helper, picture and ticket box. (i.e., Helper #1, Ticket Box #1, Picture #1) You can then leave the helper in it’s original place and move the boxes to the Banquet Room for continued ticket sales.

Other Considerations: You have worked hard to solicit Convention/Houseparty helpers. The donors involve a lot of time, talent, and money. Convention/Houseparty Helpers raise substantial funds for NAME and extra attention and hoopla for donors and Convention/Houseparty Helpers will ensure future donations.

Ticket Boxes

- I. Ticket boxes should be uniform, attractive and theme related.
 - A. Select boxes for the deposit of tickets for each Convention/Houseparty Helper. They must be big enough to hold large amounts of tickets. The boxes should not have large openings at the top as you should not be able to determine how many tickets are in each box.
 - B. Each box must have a removable lid or easy access so ticket can be easily drawn.
 - C. Be sure to have several extra boxes available for unexpected Convention/Houseparty Helpers.
 - D. Do not transfer tickets to another container for drawing.
 - E. Plan now for the set up at the banquet. Be sure you have a way to identify which box goes with each helper and in which order. A combination of photo and numbers is very helpful in this regard.
 - F. Make sure the opening luncheon includes an announcement regarding the helpers, the area in which they are displayed, the price of the tickets, when the drawings will be held, when the last chance to put tickets in the box will be and the fact that winner must be in the room when the ticket is drawn to win. Otherwise, a new number will be drawn.

Ticket Sales

Note: Many Convention/Houseparty Steering Committees choose to give each registrant a free ticket in their packet.

- I. Purchase double (2 part), numbered tear-off tickets from an office supply store. You will need at least 25,000 tickets for a convention. For a Houseparty you will need at least 10,000 tickets.
- II. Ticket prices suggested: 1 ticket...\$1; 6 tickets...\$5; 25 tickets...\$20 It is helpful to have tickets torn apart in groups of 6 and 25
Check the state gambling laws for any restrictions.
- III. Consider purchasing all of your tickets the same color. We have had several instances of winning ticket numbers which are not the same color of the ticket handed in. If you can locate tickets in an odd color or shade it will become more difficult for a dishonest person to use a ticket that was not purchased at your event.

- IV. Identify ticket sellers in some way - hats, vests, aprons, etc. Tickets should be on sale as frequently as possible. Don't use timid sellers as the amount of tickets you will sell depends in large part on the enthusiasm of the ticket seller. The point is to be enthusiastic without being aggressive. Confine the ticket sales to the Convention/Houseparty areas of the hotel. Registrants complain if they are accosted in the restaurant or bar.
- V. Anytime you have large amounts of money, you will need to turn it in to the NAME office representative in charge. Ticket sellers must check out their tickets and change in the morning and turn their money over to the Convention/Houseparty Helper Chair each evening. The Convention/Houseparty Helper Chair then turns the collected money over to the NAME office representative who will count it with her/him and will give her/him a receipt for the money turned in. The Convention/Houseparty Helper Chair can turn over money to the NAME office representative at any time during the day if the Convention/Houseparty Helper Chair feels it necessary.
- VI. Several committee members should be assigned to sell tickets throughout the Convention/Houseparty, beginning at opening registration. Tickets should be sold as often as possible - during meal functions, in workshops, etc. Ask the instructor first before selling in a workshop.

Convention/Houseparty Helper Drawing

You want the drawing to move QUICKLY. There's nothing like sitting and waiting while people are running back and forth. It looks unorganized and does not reflect well on the committee.

- I. The drawing is held at the Saturday banquet. Determine when the drawing will take place at the banquet.
- II. Give several warnings from the podium to purchase and place tickets in their favorite houseparty helpers ie: 10 minutes, 5 minutes, last chance!
- III. If the helpers are placed along more than one wall, be sure to announce where they are located in the room.
- IV. Be sure you have a plan in place for removing the ticket boxes and/or the helpers to the banquet area. This is a huge job and you will need help. It is best to consult with the Operations Chair well in advance. If it is small scales, or if you have room in the banquet hall, it is possible to take the helpers and give them out as they are drawn. If not, you will also need to plan a procedure and time when the winners can pick up the helpers.
- V. Plan ahead for the drawing; ask several people to assist you. Each ticket box needs a card with the number on the box, the title of the helper, and the name(s) of the donor plus a photo, if possible. If you cannot attach a photo of the helper, it is important to display the actual helper in the banquet room. Otherwise, attendees do not remember which box is for which helper tickets. You need one person to act as presenter at the microphone, at least two people to act as runners to keep the boxes coming in the proper order, one person to accept the box and double check to see that it is in order, open the box and hold it while the ticket is drawn, someone to draw and hand off the ticket to the person at the microphone (this is a great thing for one of our youth members to do) and one person who takes the card and ticket from the person at the microphone and staples the ticket to the card. Someone will verify the ticket if necessary (in the event that the winning ticket

is not signed or is the wrong half of the 2 part ticket). You will need two runners if you are giving out the helpers in the banquet room. 7 or 8 assistants are not unusual. Only the person at the microphone needs to be on stage. The others can line up on the floor in front of the stage.

The Drawing: Make sure everyone knows their parts; i.e., the runners know to keep the boxes in order. Send the runners to begin collecting boxes. Thank the donors and the ticket purchasers. The presenter should be comfortable with the microphone. The presenter should slowly and clearly read the title, number and donors names from the card. Speak clearly. It is excruciating to listen to someone drone on and on to make jokes that fall flat so keep the boxes moving and take it one card at a time. Each runner will hand the box to the person who will hold the box while the VIP draws the winning number. The runner will then go back for another box. The person holding the box for the VIP will remove the card attached to the box and then open the box. The VIP will then draw the ticket and hand it to the holder who gives it and the card to the presenter at the microphone. The presenter reads the card number, title and donor(s), announces the winner and waits for a response. Repeat the name and numbers on the ticket, if necessary. After the response, the presenter hands the card and the ticket to a person with a stapler who staples them together and hands the card with the ticket to a runner to give to the winner. In the event that the ticket is not signed or is the wrong half, be sure to verify the other half of the ticket with the winner. If there is no winner, wait a few seconds, call the winner's name again, then set the card AND that ticket box aside until the end. At the end, call the winner one more time. If still no response, then draw again. It is important that the drawing move quickly however it is equally important to recognize each donor.

After the Convention/Houseparty

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