

MINI EXCHANGE (Swap)

Important Requirements

- ❖ **There is no fee associated with participation in a Mini Exchange.**
- ❖ **A Mini Exchange participant must be a registered attendee of the Convention/Houseparty.**

A Mini Exchange is an optional activity you may offer to your guests. During a Mini Exchange participants exchange a miniature that they have made for those that others have made. You may choose to give participants the option of participating in more than one scale of exchange. Most conventions/houseparties offer exchanges in 1", 1/2", 1/4" and 1/144". Participants can choose to participate in as many scales as they would like, however you may want to limit participation to only one exchange per scale. Be prepared for individuals to show up to participate in the exchange who did not sign up to do so. On the Mini Exchange form, it is a good idea to suggest that they bring their exchanges in a bag no larger than a 1 gallon zip lock bag. This will cut down on the number of people bringing tiny things in very large containers, creating a sorting nightmare for you.

Before the Exchange:

Prepare a sheet for the Registration Packet for your participants to complete and return so that you will know how many participants to prepare for. Include a deadline date to return the form. Be certain to include the sentence: NO KITS OR PRINTIES PLEASE. Items should be individually packaged and should include the participants name on each one.

Determine in advance how many identical items participants will be expected to make in order to participate. Limit the quantity to 20 or 25. Clearly state the number of exchange items they should make on your sheet. You may want to request one additional to set aside to be grouped together for a drawing at the banquet.

Announcements should be made at the meal functions to remind guests of the times for the exchanges. The times should also be included on the schedule.

Conducting the Exchange (Option 1):

- Line up opened, numbered paper lunch type bags equal to the number of participants on the table you will be using for the exchange.
- Provide runners for special needs guest.
- While participants are waiting in line outside of the room, issue them a number. This is the same number as the bag they will end up taking home at the end of the exchange.
- If you are collecting an additional piece for a drawing, collect it as participants enter the room.
- Have the individuals' line up in front of their own bag. They will then place their FIRST item in the bag NEXT to theirs (ie; your bag# is 12 so you will place your first item in bag #13) and then in every succeeding bag until they have given out all of their items.

- You may have as many as 50 people participating all at the same time so it is important to monitor to make sure people are where they should be so that everyone gets the same number of items.
- Instruct everyone to line up in front of their own bag once more.
- Instruct them to place one hand on their own bag.
- Instruct them to take the bag and enjoy their exchange items.
- As the group leaves, prepare for the next exchange.

Conducting the Exchange (Option 2):

Another more popular method being used recently is to collect the items at Registration. An advantage to this option is that participants do not have to wait in line late at night to participate which leaves the schedule open for other activities. It also gives you a chance for quality control. If the person brings in printies, you may reject them. You should verify that the appropriate number of pieces are in their bag. It will be necessary to be available at several times during registration hours and publish those times well. The Mini Exchange form will need some adjustments as well so participants know in advance that they will be turning in their items. The schedule should contain at least a 90 minute timeframe period for participants to return to a pre-designated area to claim their items. Announcements shall be made at the meal functions to remind guests of the times for drop off and pick up. The times shall be included on the printed schedule.

At registration:

- Count with the participant to make sure that the correct number of items is being turned over and that they aren't printies.
- Place all of the person's items into one bag labeled with his/her sticker number.
- Give the participant a pre-prepared/numbered sticker for their badge to be returned to you at pick up. Give them a separate card or slip of paper stating the pickup time.
- Have the participant sign in their exchanges on a prepared sheet sorted by number.
- If you are collecting an additional piece for a drawing, collect it at this time.

Preparing the Exchanges:

- Have plenty of bags (large zip lock bags, paper lunch bags) on hand for sorting the exchanges.
- Find a room with a large table with plenty of room to move around freely as you sort.
- Choose no more than 5 (five) dependable people to help you. At least 3 of these shall not be members of the Steering Committee. It is strongly advised to use non-committee volunteers to protect yourself from any concerns about the fairness of the sorting.
- Line up opened, numbered paper lunch type bags or gallon sized plastic bags equal to the number of participants on the table you will be using for the exchange. It is helpful to have 25-30 small bins (approx. 6x10) for sorting to make this process move faster than sorting into bags.
- It is very important that participants NOT receive their own item in the exchange.
- Begin with participant #1 and start placing his/her items in bin/bag beginning with bin/bag #2. Proceed until all bags are filled with the correct number of exchange items.

At Pick Up:

- If at all possible, block off entry to the room where pick up occurs. It is advisable to set up tables at the door opening to block off the door and place your chairs inside the room from which you will distribute the exchanges.
- Arrange for 2-4 reliable Gold Star Volunteers to act as runners to assist you at pick up.
- Have all of the bags sorted by scale and participant number and have one person find and hand a completed bag to those persons working at the table.
- As the participants arrive to pick up their bags, the person(s) working the table is responsible to verify the numbered sticker on their badge and have the participant sign out as proof that their exchange has been picked up.
- All participants should be wearing their name tags for identification.
- If for some reason a person cannot pick their exchanges up at the designated time (such as dealers or committee responsibilities) a time should be designated for pick up at the Operations Room. Arrangements should be made between you and the Operations Chair as to who will handle this pick up. You may always choose to hand deliver to an individual if needed.
- Smile and thank the person for participating.

After the Convention/Houseparty

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