

PROGRAM CHAIR

NAME Office

- I. Prepares contracts with performers
- II. Prints tear-off forms for Home Improvement seminars

Program (Entertainment) Budget Line Item

There is no Budget Line Item for entertainment. Many committees choose to provide their own entertainment at no cost the evening of the Banquet or eliminate entertainment all together.

General Information

- I. Two of the most essential ingredients for a successful Convention/Houseparty program are:
 - A. Start on time.
 - B. Keep it short ...15 to 20 minutes is sufficient.
- II. The Hosting Chair will use the opening function to explain special functions, i.e., home improvement seminars, hospitality room sessions.

Select Program

- I. The Program Chair is responsible for the selection of programs with the approval of the Convention/Houseparty Steering Committee.
- II. Arrange for programs for the opening function and the banquet. A program for the Sunday brunch is optional.
- III. Entertainment suggestions:
 - A. Programs featuring NAME members
 - B. Musical program.
 - C. Lecture by prominent miniaturist
 - D. Slide program with brief narration, never longer than 12 minutes.
 1. If the slide program is about a dollhouse or collection on display in the exhibit room, have the program at one of the early functions so the registrants will have plenty of time to view the exhibit after the program.
 2. Saturday night banquet is a perfect time for a slide show (or Powerpoint presentation) of convention/houseparty helpers as drawing numbers are being drawn.
- IV. Exercise good taste in program selection.
- V. The program should only be 20 minutes long at most. Programs lasting longer have been criticized on convention/houseparty evaluations.
- VI. If you are having a professional program, it may be necessary to pay a fee. Please note that there is no money built into the budget for paid entertainment.
- VII. We recommend that you do not have continuous music during the banquet. This is a time to get to know people from other cities or area, which cannot be done with loud music.

Know how to turn the hotel music off.

- VIII. After the Convention/Houseparty Steering Committee has approved the programs, the speakers or entertainers should be sent a written invitation by the Program Chair outlining the arrangements and asking what special equipment must be obtained.
- IX. Be sure the emcee has a list of facts pertinent to each speaker/entertainer for use in the introduction.

Obtain Equipment

- I. Prior to the Convention/Houseparty:
 - A. Check with Operations well before the event for equipment requests such as projectors with remote control, screen size, microphones, stage or platform, lighting, dressing room, and any other special equipment required for your programs. Make certain a spare bulb is ordered for each projector. It is not a bad idea to have an extra projector on hand, also. The Program Chairperson should know where this extra equipment is stored and how to set it up quickly, if necessary. Hotel audio-visual staff must be on-site when program starts.
 - B. If the hotel does not have the equipment needed, they usually have an equipment company they work with. Request that they remain on-site to handle any issues with the equipment.
- II. During the Convention/Houseparty:

As Program Chair you are responsible for making certain that the audiovisual equipment does not create a safety hazard. Cords must be firmly taped to the floor as necessary to prevent anyone from tripping over them. One of your committee members could take this assignment or it could fall under the responsibilities of the Operations Chair.

Arrange a time in advance of each program for each speaker or entertainer to become familiar with the room set-up and the audio visual equipment, thus avoiding delay, and making the speaker more confident. The speaker/entertainer should have an opportunity to try out the equipment just prior to the meal function to make certain it is set up correctly.

Welcome Speakers, Entertainers, and Presenters

- I. During the Convention/Houseparty:
 - A. Since the Program Chair makes all the advance arrangements with the speakers/entertainers; he/she is the logical person to welcome them upon their arrival at the hotel.
 - B. Introduce the speaker/entertainer at the meal function if the Hosting Chair does not do this.

Entertainment Payment

The NAME office prefers to pay outside entertainment at the time of the program. The Program Chair should inform the NAME office by way of an expense report signed by the Hosting Chair of the amount due the entertainer.

After the Convention/Houseparty:

- I. Send a thank you letter after the convention/houseparty. If the speaker has not been compensated in some way, a small gift may also be sent.
- II. Write a summary report, including recommendations, and submit it to the Hosting Chair.