

# **PUBLIC DAY(s) CHAIR**

## **NAME Policy**

**The main sales room is to be open a minimum of 11 hours during the Convention/Houseparty, 4 of which should be during Public Day on Sunday afternoon.**

## **General Information:**

- I. This may be a separate committee with the Chair being someone who is working on another committee, but not serving as Chair. Committee members may include others who have worked on the Convention/Houseparty, but not as Chairperson in other areas.
- II. Every effort should be made to inform the public of this NAME Convention/Houseparty. Work with the Publicity Chair.
- III. The Exhibit Room must be open to the public for free as per NAME's 501 (c)(3) non profit status.
- IV. Houseparties hold Public Day on Sunday. Conventions hold Public Days on Saturday and Sunday.
- V. Use plastic wrist bands or a rubber stamp to identify those who have paid for their admission into the Sales Room. Lines can grow long while waiting for the Sales Room to open to the public. Have a couple of helpers to work the line collecting money and stamping hands prior to the door opening to speed admission. Have another helper at the door checking for the stamped hand or wrist band when the doors open.
- VI. Provide activities for children that will encourage their interests in miniatures. Demonstrations, and hands-on activities, will create a high interest.
- VII. Advertising costs for Public Day are paid from funds received at the door.
- VIII. Working with the Operations Chair, Sales Room Chair, and Exhibit Room Chair, place special signage in hotel directing attendees to Sales Room and Exhibit Room.
- IX. Create a cheery entrance with friendly people available to assist.
  - X. All funds received at the door must be given to the Name Office Representative to be held for disbursement. A three-part receipt should be used for records.
  - XI. Funds from Public Day must be used to benefit NAME and are submitted to, and disbursed from the NAME office accordingly.
  - XII. Work closely with Publicity, Sales, and Exhibit Chairpersons. Have NAME pamphlets available for persons interested in membership. Tell them about our web site: <http://www.miniatures.org>

## **After the Convention/Houseparty**

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