

# SOUVENIR GIFT CHAIR

## **NAME Office**

- I. Prepares souvenir contracts
- II. Makes payment to artisans
- III. Maintains history of souvenirs

## **NAME Policy**

- I. **No one on the steering committee will be considered for a souvenir contract for the Convention/Houseparty for which they serve.**
- II. **Contracts shall include an additional souvenir for the NAME Museum to preserve the history of the organization. The contract shall also include 5 extras for a convention and 3 extras at a houseparty as a back up supply. Any left over souvenirs will be sold from the NAME table.**
- III. **Souvenir selection and cost shall be approved by the Steering Committee, and then submitted to the Convention/Houseparty Liaison who will submit it to the Convention/Houseparty Advisory Committee for approval before contracts can be issued by the NAME office. (Nov. 2014)**
- IV. **Souvenir Gift Chair is responsible for checking each souvenir shipment for quality and quantity as it arrives and is also responsible for the security of all souvenirs both before and during the convention/houseparty.**
- V. **All Souvenir Artisans must be current members of NAME.**
- VI. **Souvenirs must be handmade and not commercially produced pieces (unless exclusively designed for the Convention/Houseparty.**
- VII. **No amount of the Souvenir Gift budget may be used to offset other Convention/Houseparty expenses.**

## **Important Requirements:**

**The term “Souvenirs” is reserved for those items purchased by NAME included in the Budget. Only those souvenirs which have a contract in place shall be called “Souvenirs.” All others are considered “gifts.” The Souvenir Artisan has the ultimate responsibility to assemble and finish the souvenir. (Sept. 2013)**

If a committee chooses to raise money to provide any extra gifts in addition to the Souvenirs, it is the committee’s choice. However, it is not a requirement. The committee may choose what type of "extras" to provide. A donation from an individual is considered a “gift”. Be certain to give credit to the donor.

## **Choosing Souvenirs**

Souvenirs are the largest controllable expense of a Convention/Houseparty. Remember to allow money for packaging, shipping and other unexpected expenses such as transportation to the Convention/Houseparty. *Only after you have seriously looked at all other expenses to make sure they are within their budgets can you begin to look at using money from other*

*line items to add to your souvenir budget.*

- I. Selection of the souvenirs is one of the priorities at the first steering committee process meetings. Consider souvenirs in keeping with the theme, that can be used in a grouping, and that have not been produced previously. Be sure to check with your Houseparty Adviser to see what other Houseparties & Conventions are giving as Souvenirs to avoid duplication. (Nov. 2014)
- II. Souvenirs should be selected that reflect the skill of the artisan. They should be a unique and different item designed exclusively for the Convention/Houseparty.
- III. It is a strong Convention/Houseparty tradition to give a souvenir at each meal function. Variation from this should be discussed with the Convention/Houseparty Advisor and must be approved by the Board.
- IV. Consider artisans capable of producing items being considered. Working within your budget for Souvenirs, give them the description of items, the dollar amount to work with, number needed, deadline date and request a prototype. You may contact more than one artisan to have a choice. Keep in mind that souvenir pricing should be at a wholesale value, not a retail value. Consult Convention/Houseparty Advisor for source ideas.
- V. A prototype must be photographed and sent to the Convention/Houseparty Liaison for approval by the Convention/Houseparty Advisory Committee before any contract can be requested.
- VI. It is important to allow adequate time to choose souvenirs, find the artisan to produce the souvenir, allowing the artisan time to make a prototype and mail it to the Souvenir Chair, approval by Convention/Houseparty Advisory Committee, prepare, mail and sign the souvenir contract. All of this must be completed before the artisan begins making the souvenir.
- VII. Should an Artisan need to modify a souvenir from the originally approved sample, the Advisory Committee shall be notified immediately for approval. (Sept.2014)
- VIII. Be sure these decisions give the artisan selected plenty of time for production – this could be up to two years.

### **Contract Procedure After Approval**

- I. You will need to order 3 (three) additional souvenirs for a Houseparty and 5 (five) additional souvenirs for a Convention plus one for the NAME Museum.
- II. The Hosting Chair completes the purchase order request form for approved souvenirs and forwards the request to the NAME Office for preparation of souvenir contract. Include the address of the maker, description of souvenir, and cost.
  - A. The NAME office will issue the contracts for approved souvenirs.
  - B. Contracts will include a minimum quantity order with the ability to increase or decrease the order at a predetermined date, listed on the contract. Be certain to include the additional souvenirs listed in Policy.
- III. Write acceptance letter or send an email to those artisans selected stating a contract will be mailed.
- IV. The contract is mailed to the Hosting Chair for their signature, the Souvenir Chair's signature, and copies are then forwarded to artisan for his/her signature.
- V. The contract is then returned to NAME office. Copies are then mailed to Hosting Chair,

Souvenir Chair and artisan.

## Quality and Delivery

- I. It is **essential** that delivery dates be adhered to.
- II. **It is essential that souvenirs be checked for quality and quantity at the time of arrival.** If souvenirs are not of same quality as prototype, have missing pieces or if any are broken, the artisan shall be contacted and arrangements made for repair or replacement.
- III. Upon acceptance of delivery and after the Souvenir Chairman has notified the Hosting Chairman that the shipment has passed inspection, the Hosting Chair shall complete an expense report and mail it with copies of the bill to the NAME Office for payment to the artisan.
- IV. Souvenirs and any gifts paid for out of the Budget are the property of NAME and cannot be sold or gifted by the committee. All extra souvenirs are to be turned over to the NAME Office staff member at the convention for return to the NAME Office.

## Packaging

*Packaging is the responsibility of the souvenir artisan. This is clearly stated in the contract.*

## Transportation/Storage/Insurance

- I. Be prepared to store souvenirs up to nine months before Convention/Houseparty. Let the NAME Office know where they are stored so that the insurance carrier can be notified.
- II. Both the Souvenir Gift Chairman and the Operations Chair is responsible for securing and storage of souvenirs at the hotel.

## Distribution

**As Souvenir Gift Chairman, your responsibility for the souvenirs does not end once the souvenirs have been placed in the Operations room. It is important for you to be in Operations before each meal function to sign out the souvenirs to the Table Hostesses and again after the meal functions to receive the remaining souvenirs.**

- I. Work with the Hospitality Chair or Table Host/Hostess Chair to determine method of distribution to table host/hostess.
- II. The Souvenir Gift Chairman is responsible for the souvenirs.
- III. The Souvenir Gift Chairman is responsible to have the souvenirs on site when instructed by the Hosting Chairman.
- IV. The Souvenir Issue/Return Form is used to sign in and sign out souvenirs at each meal function. The Operations Chairman will have a list of those registered but not attending. **Souvenirs for these people shall remain in the Operations room and shall not be sent out with the Table Hosts/Hostesses.** The table Host/Hostess will sign the form indicating the number of souvenirs picked up. He or she will then sign the form again after the meal indicating the number of souvenirs being returned to Operations. This number must match the number of people actually in attendance at the table to receive the gift with any remaining gifts returned to the Souvenir Gift Chairman in the Operations room.

The Souvenir Gift Chairman shall then label or write on the souvenir gift box the name of

the person who was not at the meal function to pick up the souvenir. The item should be left with the Operations Chairman to be claimed by the recipient. It should only be necessary for the Table Host/Hostess to return items for people who are attending the Convention/Houseparty but unable to attend the meal function. These individuals may pick up their souvenirs later. Souvenirs are never to be given to a 'friend' for delivery but returned to Operations for distribution.

- V. You should have one or two helpers checking the Souvenir Issue/Return Form against the Table Attendance Form as the bags are being returned.
- VI. The Operations Chairman will have prepared a box for each person who is registered but not attending the Convention/Houseparty. The Souvenir Gift Chairman shall label each souvenir with the recipient's name on it and place the souvenirs into that individual's box to be shipped by Operations as soon as you have verified that the person is not attending.
- VII. On the last day of the Convention/Houseparty, the Souvenir Gift Chairman and a helper if needed should assist the Operations Chairman in verifying that all items are packaged for shipment to those not in attendance.
- VIII. Host/hostess responsibilities before meal function
  - A. Place souvenirs at each place setting
  - B. Instruct table mates not to open until directed from podium
  - C. Remove souvenirs from the place settings that are absent and return to Operations. Absentee souvenirs may be picked up in Operations. The registration receipt shall be produced in order to pick up items belonging to those not attending. **They must be signed for.**
  - D. Reminder: Souvenirs for those registered at the Convention/Houseparty but not attending are to remain in Operations to be mailed along with tote bag, souvenir book, etc.
  - E. List souvenir artisan in the souvenir book but do not list the souvenir. Keep them secret... It is customary to write a short paragraph about each souvenir artisan.

### **After the Convention/Houseparty**

- I. Submit a written summary with recommendations to the Hosting Chair after the Convention/Houseparty.