

# THEME LUNCHEON/DINNER CHAIR

## NAME Office

- I. Receives tear-off sheets and money.
- II. Notifies Theme Luncheon/Dinner Chair of the number in each luncheon.
- III. Sends final list of names after cancellation date.
- IV. Processes bills.
- V. Provides Evaluation Forms

## NAME Policy:

- I. A \$14.00 per capita fee must be added to the cost of each Theme Luncheon/Dinner. (Jan 2015)
- II. Artists, crafts people or dealers desiring to do a Theme Luncheon/Dinner shall submit an application to the NAME office by the date listed in the Houseparty Headlines column of the Miniature Gazette and on the NAME website along with the application fee.
- III. All Theme Luncheons/Dinners are registered through the office and then forwarded to the Theme Luncheon/Dinner Chair.
- IV. All Theme Luncheon/Dinner presenters shall be registered to attend the Convention/Houseparty.
- V. If the Theme Luncheon/Dinner presenter is a Dealer in the Sales Room, the gift shall not be sold at the Dealer's sales table at the Convention/Houseparty where the gift is being presented.

## Important Requirements

The Theme Luncheon Evaluations will be collected by the Theme Luncheon Chair and given to the Board Convention/Houseparty Liaison who will summarize the Theme Luncheon Evaluations for distribution. If the Board Convention/Houseparty Liaison is not attending the Convention/Houseparty, the Evaluations will be given to the NAME Office staff person at the Convention/Houseparty. (Nov 2014)

## Revenue:

### Theme Luncheon/Dinner Fees

If you are having Theme Luncheons/Dinners, this is the \$14 fee that is ***automatically added to the cost of the Theme Luncheon/Dinner*** to cover processing by the office. **This money goes directly to NAME and any increases in this line item shall not be used to cover any Convention/Houseparty expenses. (Jan 2015)**

## Expenditures:

### Theme Luncheons/Dinners

Remember that costs for Theme Luncheons/Dinner need to include the cost of meals plus service charge, tax and tip, the souvenir or gift, rental of equipment where applicable as well as covering the cost of the meal for the instructor and an assistant. Round up, not down.

## Select Speakers/Presenters

- I. Determine the number
  - A. The Theme Luncheon/Dinner Chair and the Hosting Chair should select the Theme Luncheons/Dinner. 3 or 4 Theme Luncheons each day are usually adequate at a Houseparty and **5 or 6 each day** at a Convention.
  - B. Advertise for speakers/presenters. Consider soliciting Theme Luncheons/Dinners. However do not make any guarantees that they will be selected.
- II. Place notice in Bulletin Board page of Miniature Gazette one year prior to the Convention/Houseparty indicating that applications are available in the NAME office. Include name, address, phone number, e-mail and deadline for applications.
  - A. Have applications available when attending shows and other Conventions/Houseparties.
  - B. Establish deadlines so selection can be made eight months prior to the Convention/Houseparty.
  - C. Choose a variety of presenters considering price range and subject.
  - D. Once you have received the applications from the NAME office, schedule a meeting with your committee and Hosting Chair to select the Theme Luncheons/Dinner.
- III. All Theme Luncheon/Dinner instructors must be registered to attend the Convention/Houseparty.
- IV. The NAME Office will send acceptance letters and notify the Hosting Chair.
- V. Determine fees for each Luncheon/Dinner. Fee includes cost of Luncheon/Dinner, including tax and tip, Theme Luncheon/Dinner Presenter fees, cost of lunch for the Presenter and an Assistant and \$14 NAME per capita fee. **The presenter is required to provide a gift to each person attending their Luncheon/Dinner per their contract with NAME.** Traditionally, the gift has been offered at or near cost to keep the cost of the event down. (Jan 2015)
- VI. **If the Theme Luncheon/Dinner is not filled, work closely with your presenters to determine whether he/she will have gifts available for late sign up's on site. You are limited to the total contracted with the presenter and cannot accept more than that number into any luncheon/dinner. Filling empty slots on site can only occur if:**
  - A. The hotel is able to add meals for you with no penalty. You must work with the Hosting Chairman to determine this figure.
  - B. The presenter has gifts available.

## Registration Packet

- I. Prepare a description of the Theme Luncheons/Dinner and presenters including cost and maximum number of attendees. Give the information to the Hosting Chair for inclusion in registration packet information. Luncheon/Dinner Presenters should approve copy to be printed for packet, before print deadline.
- II. A list of Theme Luncheon/Dinner Presenters **must** be included in the VIP list that the Hosting Chair sends to the NAME Office so they can be sent VIP registration forms. This should be submitted about eight weeks prior to the dealer deadline.
- III. **Special Badges:**
  - Dealer Helper:** Dealer helpers are wearing Light Green badges. They are not granted entry to any meal function.
  - Meal Guest:** Meal Guests are not eligible to attend or participate in Theme Luncheons. Nor are they eligible to receive any committee gifts, doorprizes, souvenirs or centerpieces.

A meal guest could also be a caregiver. In this case the badge will be Light Purple and titled "MEAL GUEST/CARE GIVER on the badge along with the name.

**Care Giver:** Currently this is addressed on an as requested basis. A Care Giver is a person traveling with a member who is not registered to attend but is necessary to aid the member with maneuvering the convention/houseparty. This person is granted permission to help the member get to the table for the luncheon, however, the Care Giver is not granted permission to remain in the meal functions. The badge insert color for Care Giver is Yellow.

## **Room Assignments**

In cooperation with the Hosting Chair and Operations Chair, assign rooms based on the number of registrants for the Theme Luncheons/Dinner.

## **Notify NAME Webmaster**

Send a complete list of Theme Luncheons/Dinner including a brief description, Luncheon/Dinner Presenter, and maximum number of attendees, cost and any other helpful information. This should be sent as soon as Theme Luncheons are selected so that information may be placed online **before** registration.

## **Equipment**

- I. Give room assignments and special needs (projectors, etc.) to Operations Chair for hotel audiovisual department.
- II. Give list of signs needed to Operations Chair. Provide a floor plan explaining the room arrangement and any other special needs. Be mindful of needs for microphones or movie screens
- III. Instructor must be informed that any equipment that incurs an additional fee will be charged to them.

## **Menu**

Finalize Luncheon/Dinner menu with Hosting Chair. Remember to have alternative menu plans for guests with special dietary needs.

## **Souvenir Book**

Give the Theme Luncheon/Dinner list with a written commentary to the Souvenir Book Chair prior to the publishing deadline.

## **On Sight Packet**

Prepare tickets for each Theme Luncheon/Dinner attendee to be included in the on sight packet handed out at the Registration table.

## **Oversee Luncheon**

- I. Check the rooms prior to the Luncheons/Dinner to see that all is ready.
- II. Assign someone to be at the door of each of the Luncheons/Dinner at least 20 minutes prior to the beginning of the Luncheon/Dinner to assist presenter, greet, sign in the guests and collect the tickets. This includes making sure that everyone in the room is supposed to be in that room prior to eating lunch.
- III. Work with Operation Chair to check rooms and signs.
- IV. Have a plan for emergencies.

- V. Have someone introduce the Presenter at the beginning of the Luncheon/Dinner and thank the Presenter for the presentation at the close of the program and provide evaluation forms to the attendees.
- VI. Instruct the presenter that the Luncheon/Dinner needs to start on time and not to wait for people who are late to arrive.

### **Reimbursement**

- I. Work with the NAME Office for reimbursement of Theme Luncheon/Dinner presenters.
- II. Verify total number of meals served for payment of hotel bill.
- III. Verify social security number for Presenter for payment by NAME.
- IV. Verify that the attendance number is correct.
- V. Submit the above information to the Hosting Chair.
- VI. Collect unclaimed gifts and return them to Operations Chair.

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

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