

WORKSHOP CHAIR

NAME Office

- I. Lottery of student requests for Pre-convention and pre-registered workshops.
- II. Collects class fees and pays instructors.
- III. Sends out acceptance letters.
- IV. Prints tear-off forms and evaluation forms.
- V. Provides Workshop Evaluation Forms and Class Rosters.

NAME Policy

- I. Artists, crafts people or dealers desiring to do a workshop shall submit a workshop 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.
- II. All workshops are registered through the office.
- III. National Convention Pre-Convention Workshop selection is by committee. The committee consists of two (2) non-voting members (Convention/Houseparty Liaison and the current Hosting Chair) and five (5) voting members (Current Pre-Convention Workshop Chair, Immediate Past Pre-Convention Workshop Chair, Next Pre-Convention Workshop Chair, Teacher and a Local Member from the Region where the current Convention is to be held). The President appoints a member from the Board of Trustees to serve as the Pre-Convention Workshop Selection Chair who will select and contact the committee members and conduct the meeting. Application rules as published must be followed.
- IV. Houseparty Pre-Convention Workshops and Registered Workshop selection is conducted by the local Workshop Chair, Hosting Chair and at least (3) three other Steering Committee members. Application rules as published shall be followed.
- V. National Convention Registered Workshop selection is by committee. The committee consists of two (2) non-voting members (Board Convention/Houseparty Liaison and the current Hosting Chair) and five (5) voting members (Current Registered Workshop Chair, Immediate Past Registered Workshop Chair, Next Registered Workshop Chair, Teacher and a Local Member from the Region where the current Convention is to be held). The President appoints a member from the Board of Trustees to serve as the Pre-Convention Workshop Selection Chair who will select and contact the committee members and conduct the meeting. Application rules as published must be followed.
- VI. Should a pre-convention or registered workshop instructor be unable to attend due to a last minute hospitalization or death of an immediate family member, the instructor shall notify the NAME Office, the C/HP Chairman and the Workshop Chairman the name of the designated registered attendee who will be delivering the workshop kits to the Workshop Chairman for distribution to those registered for the workshop. Should a guest registered for a class then choose to cancel due to the instructor not being available to teach, a full refund shall be granted and the kit will be available for sale at the registration table. No substitute instructor shall be designated to teach the

workshop. The Workshop Chairman shall handle the distribution of those kits in the convention space where the workshop was to be taught at the designated start of the workshop. The workshop instructor will be responsible for the return postage for any unsold kits if they are not returned to the designated person. This policy does not apply to workshops such as the Thursday Evening Workshop. (Immediate family is defined as parent, spouse, partner, son, daughter or family member residing within the home.) (Jly 2015)

VII. The Workshop Chair is responsible to collect the class rosters from each class and return them to the NAME office staff member attending the Convention/Houseparty. (Nov 2014)

VIII. The Workshop Evaluations will be collected by the Workshop Chair and given to the Board Convention/Houseparty Liaison who will summarize the Workshop 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:

Workshop Participant Fees

These are the \$14 per capita fees that are added on to the workshops to cover processing by the office. **While the Houseparty is expected to generate approximately one workshop fee per registrant, this money goes directly to NAME and any balance in this line item shall not be used to cover other Convention/Houseparty expenses. (Jan 2015)**

Workshop Instructor Fees

These are the fees paid by the instructors to teach a class – Pre-convention, Registered and Roundtables. **This money goes directly to NAME and any balance in this line item shall not be used to cover other Houseparty expenses.**

Pre-convention and Registered Workshops:

- Solicit and advertise
 - Consider soliciting workshops. However **do not** make any guarantees that an instructor will be selected. Solicit early enough to allow artists time to create a new project for the Houseparty.
 - Place notice in Bulletin Board page of Miniature Gazette one year prior to Houseparty indicating that applications are available. Include name, address, phone number, e-mail and deadline for applications.

Selection

A. Pre convention

1. The recommended number of Pre-convention workshops for a Convention is 10-12 and for a Houseparty is 6-8. In any case the number of total class seats **should not exceed 50%** of your registration. NAME contracts with the hotel for a limited number of sleeping rooms for pre-convention dates. Providing too many classroom seats, can cause issues with increasing the room block at most hotels.

B. Registered

1. Consider total number of activities available, i.e. roundtables, demonstrations, etc
 2. The recommended number of Registered workshops for a Convention is 14-15 and for a Houseparty is 8-10.
 3. Any questions should be discussed with your Houseparty Advisor.
- C. Balance
1. Look for a balance of new, old, scales, draw, types and appeal.

Publicity

- A. As soon as your selections are complete and before Registration opens, send a complete list of workshops to the NAME Office who will notify the webmaster of all workshops and information to be placed on the website. (May 2015)
- B. Display any unfilled registered workshops during registration so that attendees have an opportunity to enroll.

Workshop information for web site

- The following items need to be sent to the NAME Office to be passed along to the webmaster as soon as the workshops are selected. Changes due to subsequent cancellations will be made as they occur. The prime goal is to get the list online *before* registration opens.
 - A. A complete list of pre-convention and registered workshops. This would be in a format similar to what would go in the souvenir book. Information would include a brief description, teacher(s), scale, length of class, day(s) of class, maximum number of students, skill level, cost...final cost after the NAME fee of \$14 has been added. (Jan 2015)
 - B. It is helpful if someone on the local committee has scanning capability; send via e-mail or on a disk, an uncompressed high quality scan of workshop photos/line drawings submitted by the workshop applicant. Otherwise, send the original photos/drawings via regular mail. The webmaster will return these to the Workshop Chair as soon as they are put online.

At the Convention/Houseparty

- For any workshop room where the room is where the room is being used for a workshop which lasts more than one day, ask Operations to contact the hotel representative to assure that these rooms are not vacuumed until the workshop is completely over. The room should not be vacuumed during the nights between the workshops and the rooms should be locked when not occupied.
- In the workshop rooms, it is important to cover any tables where paint or stain is going to be in use. Local newspapers will often give you end runs from the unused roll of newspaper. This is very good protective covering for the tables. Similar materials are available from paint stores or office supply stores as well. Work with Operations to make sure this is taken care of daily.
- Check each workshop early every morning to make certain that the instructor's needs have been met.
- **Work with Operations to make sure that the hotel has provided at least one trash can in each workshop and that a water station is located nearby. If possible, ask the hotel to**

provide plastic instead of glass cups. (Sept 2017)

- Try not to move workshops around once the location of the workshops has been published. If it is necessary to make changes, work with Operations to print new signage and a notice of the change to be placed on the schedule board in the Registration area as quickly as possible. If changes are made prior to a meal, please work with the Chairman to announce any changes at the meal function as well. (Sept 2017)
- **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 and from any activity for which the member is registered for or participating in. The Care Giver is not granted permission to remain in workshops or meal functions. Please make sure your instructors are aware that they will be coming into the workshop. (Feb 2018)

Paperwork: (Sept 2017)

- I. **A paper trail is important.** The NAME Office Representative will provide you with the following:
 - 2 Sign In Rosters (1 for the Instructor to keep and 1 to return)
 - Evaluation Forms
- II. Provide a large manila envelope for each workshop. This envelope will be used by the students in the class to place their completed evaluation forms into. First thing each morning, give the instructor the rosters, evaluation forms and an envelope. Before the end of the workshop, return to collect one of the rosters and all of the evaluation forms that have been turned in along along with the kits for those on the roster who did not attend the workshop to pick up their kits. **These are to be returned to Operations along with a note indicating to whom they belong.**
- III. In the Committee Forms section is a “Workshops Not Picked Up” form. You will be filling out this form for each workshop in which students have not claimed kits by the end of the workshop. Have plenty of these forms on hand. On this form is a signature line for the following:
 - Instructor signs as giving the kit to the Workshop Chair
 - Workshop Chair signs as having received the kit
 - Operations signs as having received the kit
 - Student signs as having received the kit from Operations
- IV. Record the name of the workshop and instructor’s name at the top of the Workshops Not Picked Up form. List the names of anyone not in attendance at the workshop who has not claimed the kit and proceed with signatures as above.
- V. It is the responsibility of both the Workshop Chairman and the Operations Chairman to locate an attendee to pick up a kit in Operations. If a workshop isn’t claimed by the banquet, Operations will bring the kit and form to the stage and the person called to the front to sign for and claim the kit. If for some reason it is necessary to ship the kit, it will be at the student’s expense.
- VI. The Workshop Not Picked Up form is not a substitute for class rosters provided by the office. The class rosters are to be turned over to the NAME staff representative each day while the Workshops Not Picked Up form is turned over to Operations for the signatures of

those not in class and sent to the NAME Office at the end of the convention/houseparty. Should a NAME staff representative not be attending, the rosters are to be turned over to the C/HP Liaison, President or any member of the NAME Executive Committee.

- VII. A paper trail is important. It should not be necessary to point this out, but it has actually happened. No committee member or attendee should ask you to ship their items to them. If they are present, they are responsible for arranging with the shipping company to have items shipped (Sept 2017)

Letters

The NAME office has standard cover letters for acceptance or wait listing.

After the Houseparty

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