



NAME

National Association of Miniature Enthusiasts

Houseparty Expectations

Chairing a Houseparty, whether it is a Regional or our National Convention, is a great responsibility. For those who undertake this task, however, the rewards are awesome. Perhaps the ultimate in sharing is being host to hundreds of your fellow NAME members and providing them with memories they will cherish forever. The sincere thanks of those members and the joy of working with your committee are what you can expect in return for many long hours of hard work and planning. Rest assured though that with the experience and expertise available to you from the Board of Trustees, the Board Houseparty Liaison, the Convention/Houseparty Advisory Committee and your direct advisor, you will have all of the tools necessary for a successful event.

Exactly what makes a Houseparty a success? There are two major criteria: a profitable event that meets the goals of the established budget and meeting the expectations via classes, sales room, meal functions, etc. that our members so eagerly anticipate. Houseparties are an integral part of NAME's annual financial picture. Dues alone cannot fund NAME and income generated through Houseparties is vital. In this regard, it must be clear that monetary gain for either personal or other external parties is not allowed. As chairman, you will be responsible for a budget of possibly \$185,000 (National) or \$75,000 (Regional). You will be approving expenses that are part of this budget. As you can see, this is a large sum of money and the potential harm to NAME is great. That is why you will have an advisor, Advisory Committee, Houseparty Liaison and Board of Trustees that will help you. Their experience is at your fingertips.

To insure that you understand and appreciate the responsibilities you will be undertaking is the reason you will be asked to thoroughly read and acknowledge this document. It is to clarify the "chain of command" and to help you be the gracious and innovative host that will give us all another great party.

The NAME Board of Trustees expects the following from the Hosting Chair and Committee:

1. To realize this Houseparty or Convention is a NAME fundraiser and to stay within the budget to make a profit for NAME.
2. To know and follow the Houseparty Manual.
3. To seek Board approval for any fundraisers.
4. To keep any problems that may occur private.
5. To be fair and unbiased when making choices for souvenirs, workshops, dealers, etc. and not use the event for personal gain or to promote friends.
6. To treat the office staff, Houseparty Advisor and Board of Trustees with respect.
7. To get Board approval for all precedent setting events.

8. To follow the chain of command as follows: starting with (1) Committee Chairman; (2) Hosting Chairman; (3) Houseparty Advisor; (4) Convention/Houseparty Advisory Committee; (5) Houseparty Liaison; and (6) Board of Trustees (the Board is ultimately in charge).

If a question arises and you don't know whose responsibility it is, ask your advisor:

Is this a creative decision? Yes – then responsibility rests with the Steering Committee. **Is this something that affects only this particular Houseparty?** Yes – then responsibility rests with the Convention/Houseparty Advisory Committee.

Is this something that could affect all future Houseparties or Conventions? Yes – then the Board needs to review it.

Could this have a negative financial impact on the Organization? Yes – then the Board needs to review it.

9. To send accurate reports to their advisor every other month and to file a final report when the Houseparty is over.

The Houseparty Committee can expect:

1. The Board and Office suggestions to be based on years of experience.
2. Your Advisor to update you on any changes to the guidelines or policies.
3. That the Board will try to work with you to achieve your goals.
4. That the Board will do what is necessary to make sure the guidelines are followed.
5. That the office staff will get to your matters as soon as they can, but they also have an entire organization to run in addition to this Houseparty.

I have read and understand the foregoing expectations. I hereby agree that I will, to the best of my ability, fulfill the expectations set forth above. I fully understand that if I should fail to comply, I can be removed as Hosting Chairman. In addition, any Steering Committee Chairman that does not comply can also be removed from the committee.

Dated: _____

Hosting Chairman

Dated: _____

Houseparty Liaison



NAME

National Association of Miniature Enthusiasts

Houseparty/Convention Application Form

Hosting City/State _____ Region _____

Dates of Houseparty/Convention _____

Proposed Hosting Chairman _____

Telephone _____ E-mail _____

Street _____ City/State/Zip _____

Please tell us about your previous NAME involvement and other organizational experience (use separate sheet).

Proposed Assistant Chairman _____

Telephone _____ E-mail _____

Street _____ City/State/Zip _____

Previous NAME involvement and other organizational experience (use separate sheet).

Why do you want to host a Houseparty or Convention? _____

Registration Number Requested _____

Possible Theme _____

Possible Souvenirs _____

How important do you feel souvenirs are in the overall impact of a Houseparty? _____

Possible Centerpiece _____

How do you plan to carry out your theme? _____

Are you planning to have a Thurs. Evening Workshop? _____

If yes, how will it relate to your theme? _____

Are you considering any new ideas or special activities? _____

What factors do you feel are going to make your Houseparty a success? _____

What scales do you hope to have represented? _____

Certain Steering Committee positions are vital to a Houseparty and should be in place before applying for a Houseparty. These include: Operations, Workshops, Sales Room and Houseparty Helpers. Who do you have for these committee chairmanships?

What other Steering Committee members to you have? _____

How are you planning on involving clubs and members in your area? _____

How will you solicit workshops, dealers, theme luncheons? _____

What hotels are in your area? _____

How far is the closest major airport? _____

Area Tourist Attractions _____

Following the rules and guidelines in the Houseparty Manual is imperative.

Will you be able to do this? _____

How will you help your Committee to follow them? _____

Do you have any questions? _____

Previous Houseparties in Region:

Date _____ City/State/Zip _____ Registration Full ___ Yes ___ No

Date _____ City/State/Zip _____ Registration Full ___ Yes ___ No

Date _____ City/State/Zip _____ Registration Full ___ Yes ___ No

Date _____ Signed _____

Applicant

Date _____ Signed _____

Regional Coordinator

Date _____ Signed _____

NAME Board of Trustees Houseparty Liaison