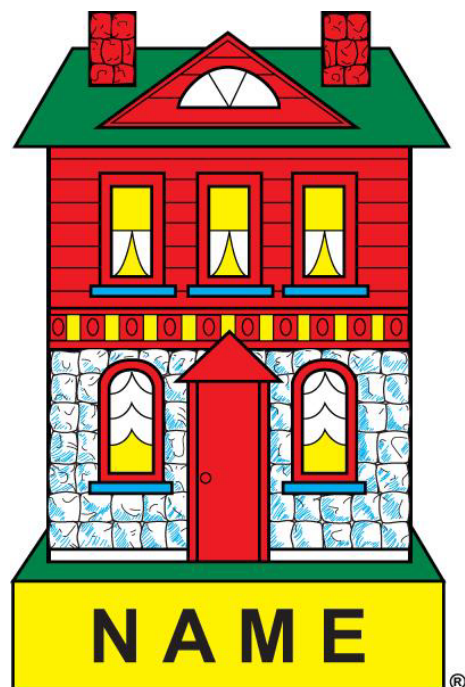


National Association of Miniature Enthusiasts



Online Houseparty Manual 2018

Table of Contents

<u>PAGE</u>	<u>Description</u>	<u>PAGE</u>	<u>Description</u>
1	Table of Contents		<u>FORMS SECTION</u>
2	General Overview		Coming soon.....
4	Hosting Chair		
10	Timeline		
14	Logo and Pins		
15	Tear Off Sheet		
16	Online Houseparty Schedule		
17	Sample Schedule		
18	Master of Ceremonies Information		
20	Website Information		
21	Budgets		
28	Committee Meetings		
30	Online HP Committee Member Info		
	<u>COMMITTEE CHAIR DUTIES</u>		
32	OLHP Auction Chair		
34	OLHP Centerpiece Chair		
36	OLHP Communications Chair		
38	OLHP Door Prize Chair		
40	OLHP Events/Activities (includes Seminars & Fundraising events)		
44	OLHP Exhibit Room Chair		
46	OLHP Garage Sale Chair		
48	OLHP Hospitality Chair		
50	OLHP Houseparty Helper Chair		
53	OLHP Mini Exchange Chair		
55	OLHP Operations Chair		
57	OLHP Public Day Chair		
58	OLHP Publicity Chair		
60	OLHP Registration Chair		
63	OLHP Round Table & Mega RT Chair		
66	OLHP Sales Room Chair		
68	OLHP Souvenir Book Chair		
71	OLHP Souvenir Gift Chair		
75	OLHP Table Host/Hostess Chair		
76	OLHP Theme " Luncheon" Chair		
79	OLHP Tote Bag Chair		
81	OLHP Tour Chair (Virtual)		
83	OLHP Webmaster		
85	OLHP Workshop Chair		

NAME ONLINE HOUSEPARTY MANUAL

GENERAL OVERVIEW

NAME Policy:

- I. A Steering Committee shall function as the planning committee for Online Houseparties.
- II. The Hosting Chair shall be appointed by the President with approval of the Board of Trustees.
- III. The Chairman of Houseparty will work with an Advisor appointed by the Convention/Houseparty Liaison to help the committee function as outlined in the guidelines in the NAME Online Houseparty Manual.
- IV. All use of the NAME Logo requires the inclusion of the copyright symbol.

This Manual will serve as a wealth of information to you in conducting your online Houseparty. At the beginning of most sections are the headings “NAME Policy” and “Important Requirements”. As an Online Houseparty Committee these items must be followed. They are either quoted from the NAME Policy Manual or important enough that the Board of Trustees expects you to follow.

Let’s begin with some definitions of terms we use.

- **Convention/Houseparty Advisory Committee (C/HP Advisory Committee):** The committee appointed by the Board of Trustees to work with the Steering Committee of each Houseparty or Convention. Members of this committee are not necessarily Board members.
- **Hosting Chair:** The Chair of the Steering Committee.
- **Steering Committee:** The committee that is actually hosting the event – you!
- **Convention/Houseparty Advisor (Advisor):** The individual from the C/HP Advisory Committee that has been assigned specifically to your Steering Committee as your direct source for help, information or whatever you need to help you make your party a success. This person should be your main contact for helping you put on a great party. His/Her experience and knowledge are yours for the taking.
- **Convention/Houseparty Liaison:** The Board member who is the Chair of the C/HP Advisory Committee who serves as the interface between the Steering Committee, the Convention/Houseparty Advisory Committee and the Board.

When giving the Online Houseparty as NAME's representatives, think of it as arranging a party for a large group of your closest friends. What can you do to help them have a great time? How can you excite creativity, renew interest, and promote the idea of a “not-to-be-missed” event, a wondrous party? Plan as carefully as you would a party in your own home. Those attending are special guests of honor and each committee member is their host.

Because Houseparties are **not competitions**, avoid worrying about "outdoing" a previous group. Each Houseparty takes on the personality of the hosting group, so make sure the image is what you want for your Houseparty. Select a varied committee some experienced Houseparty chairs who know the “ins and
2018 Online Houseparty Manual (Updated July 2018)

outs” of a NAME function, and some new chairs that will bring fresh ideas and progress to plan future online Houseparties. They will need to be organized, committed, and of course, they’ll need to be fun to work with. If a committee member has never attended a Convention/Houseparty, please encourage them to do so before yours.

This manual will assist you in planning your online Houseparty. Most of the manual consists of *guidelines* and ideas to help you get started and work through the many months of preparation. This information comes from veteran committee members as advice to those who follow them. A time line with date tabs or a backdating chart shall be established to avoid missed deadlines. Please note, however, that bold print stating **NAME POLICY** or **Important Requirements** indicates you must adhere to that policy. Functions handled by the NAME office are also noted.

Keep it a secret! It is generally accepted tradition to keep information about the Online Houseparty a secret. No information should be released except to explain your theme and to attract the interest of the membership. Other theme related information such as souvenirs, centerpieces, tote bags, programs, and books should not be divulged or published. Everyone likes surprises! In some instances, however, promotion of some aspect of the Houseparty is highly desirable.

The Board of Trustees recognize that Online Houseparty committee members are serving because of their love of miniatures and sharing and express their heartfelt thanks to these generous unpaid volunteers. Online Houseparty committees are a prime example of our NAME motto, “*Only through sharing...* ”.

ONLINE HOSTING CHAIR

NAME Office

- I. Signs contracts concerning money and performance**
- II. Processes bills submitted through the Hosting Chair**
- III. Prints all packet information and receipts (Packet information will be proofed by Committee Chairs, Hosting Chair, and Advisor and then posted online)**

NAME Policy

There shall be a Hosting Chair who is the primary contact for the Convention/Houseparty.

- I. The Hosting Chair shall appoint an Assistant Chair to be approved by the Board of Trustees that will be equally well informed of all details and therefore capable of substituting for the Hosting Chair in any emergency.**
- II. Steering Committee Chairs shall be submitted to the Adviser for approval by the Convention/Houseparty Advisory Committee. All changes to committee chairs shall be submitted to the Adviser for Convention/Houseparty Advisory Committee approval. (4-2018)**
- III. Convention/Houseparty Committee shall draw money from their budget no earlier than two full years before the event. Receipts shall be retained by the committee and submitted for reimbursement within the two year window.**
- IV. The Hosting Chair shall not sign any contract with anyone.**
- V. The Hosting Chair shall not hold any other chairmanship for the Convention/Houseparty he/she is hosting.**

Convention/Houseparty Advisor and Liaison

- The Convention/Houseparty Advisor is a member of the Board Appointed Convention/Houseparty Advisory Committee that is assigned to your Convention/Houseparty to help guide and to assist with any questions.**
- It is best if the Advisor works with one person regarding your Convention/Houseparty, usually the Convention/Houseparty Chair.**
- The Convention/Houseparty Advisor will require a written report to be submitted before the meetings of the Board of Trustees as well as a copy of all minutes.**
- The Convention/Houseparty Liaison is the representative of the Board of Trustees to the Convention/Houseparty Advisory Committee. All questions will be first addressed to the Advisor.**

Important Requirements:

The Board Convention/Houseparty Liaison will receive and summarize the Online Houseparty Evaluations for distribution.

The following statement, quoted from the NAME Code of Ethics must be included in all registration packets:

- **“No one shall sell merchandise other than authorized Convention/ Houseparty dealers at any time on Convention/Houseparty premises.”** If any violations are observed, the Hosting Chair should take no action, but refer the information to the NAME President or another Board member.
- A letter in the registration packet should also remind the registrants that their registration is non-transferable.

Online Houseparty Expectations (This section is repeated from the application that is agreed to and signed by all Hosting Chairs prior to approval to hold an Online Houseparty.)

- Chairing a Convention/Houseparty, whether it is a Regional or our National Convention, or Online Houseparty 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 Convention/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 Convention/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, sales room, meal functions, etc. that our members so eagerly anticipate. Conventions/Houseparties are an integral part of NAME's annual financial picture. Dues alone cannot fund NAME and income generated through Conventions/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, Convention/Houseparty Liaison and Board of Trustees that will help you. Their experience is at your fingertips

- To ensure 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 Online Houseparty is a NAME fundraiser and to stay within the budget to make a profit for NAME.
2. To know and follow the Online Houseparty Manual.
3. To notify the Convention/Houseparty Liaison in order to obtain Board approval for any fundraisers to be held during the event.
4. To keep any problems that shall 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, Convention/Houseparty Advisory Committee, Convention/Houseparty Liaison and Board of Trustees with respect.
7. To obtain Board approval for all precedent setting events.
8. To follow the chain of command as follows: starting with (1) Committee Chair; (2) Hosting Chair; (3) Convention/Houseparty Advisor; (4) Convention/Houseparty Advisory Committee; (5) Convention/Houseparty Liaison; and (6) Board of Trustees (the Board is ultimately in charge).
If a question arises and you don't know who is responsible, ask your Advisor:
 - Is this a creative decision? Yes – then responsibility rests with the Steering Committee. Is this something that affects only this particular Online 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 month and to file a final report when the Online Houseparty is over.

The Online Houseparty Steering 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, bearing in mind that they also have an entire organization to run in addition to this Online Houseparty.

The Hosting Chair agrees to, to the best of his/her ability; fulfill the expectations set forth above. The Hosting Chair understands that if he/she should fail to comply, he/she can be removed as Hosting Chair by the Board of Trustees. In addition, any Steering Committee Chairman that does not comply can also be removed from the committee.

General Information

1. The Hosting Chair is the actual host of the Online Houseparty, chosen by the Board and working under the direction of an appointed Advisor from the Online Houseparty Advisory Committee. His/Her duty is to be in charge of all operations at the Online Houseparty except those delegated to others by the Board of Trustees. A budget will be provided for the Chair to guide expenditures for the Online Houseparty. Statements will be provided to the Hosting Chair on a quarterly basis and then monthly during the six months prior to the Online Houseparty.
2. It is your responsibility to contact the President and the NAME Office representative to determine if they have any statements they wish to have published as part of the Online Houseparty website.

Create a Positive Attitude

Keep your steering committee happy and cohesive. Keep the Online Houseparty Advisor and the Convention/Houseparty Liaison happy by utilizing their expertise, keeping them informed and by following the guidelines in this manual. Keep the Board of Trustees happy by staying within the budget. Keep the registrants happy and fulfilled. Other than that, conduct life as usual.

Be enthusiastic - it is contagious! You are the one who can set the whole tone of the Online Houseparty and your registrants will pick up on the positive, friendly attitude of your steering committee.

Give the committee positive strokes by telling them what a fine job they are doing and say "Thank you".

Encourage creative ideas and sharing among committee members.

Remain on target.

Be there for your committee members and help them solve problems.

Oversee Committees

- I. Selecting Committee Chairs
 - a. Be very selective in choosing your Steering Committee members, especially in the key positions. You want to select people who are experienced self-starters, responsible, dependable, and able to work with others.
 - b. Choose a Steering Committee comprised of half veteran Online Houseparty Chairpersons and half novices if possible. First Timers should not serve as Committee Chairs. This system keeps new faces rotating into action and you will not need to reinvent the wheel each time.
 - c. Give each chairperson access to a full Online Houseparty Manual or their section at minimum. The complete manual is available for download at <http://www.miniatures.org/>

- II. Be creative in organizing your Steering Committee your own special way. Each member should have a timeline and some sort of binder to keep track of Online Houseparty details. Include things such as committee contact list, a foldout time-line, a 15-month calendar, committee stationary and blank pages for brainstorming of ideas.
- III. The committee should be involved in theme selection.
 - While selecting a theme, you should consider how it all ties together, i.e. souvenirs, tote bag favors, special workshops, etc.
- IV. Make sure your Steering Committee chairs understand that they are to check with you before spending money, sending out emails or mailings or any other action. Steering Committee chairs cannot take new actions without your approval (and possibly the approval of the Convention/Houseparty Advisor as well). It is important for you to keep detailed records of all money spent by your committee.
- V. Hold regular meetings, take minutes, and send members and your Advisor the minutes. Try to put a little fun or humor in your meetings. Please remember that it's absolutely essential that your committee enjoy the experience, a happy committee does a better job. For an Online Houseparty, consider meetings in the Chat Room or through a forum like Go To Meeting. Chat Room transcripts can be saved for future reference, but do not take the place of meeting minutes/summaries. Setting up a Yahoo group allows for back and forth conversations between meetings without having each member maintain their own email distribution list.
- VI. No reimbursements should be sent to the NAME office without the Hosting Chair's signature. Only the Hosting Chair can approve reimbursements. Assistant Chairs and Houseparty Advisors shall not approve reimbursements.
- VII. The Hosting Chair is responsible for approving reimbursements/payments for workshop providers and souvenir artisans. Workshop providers must send the Hosting Chair proof of shipping for all workshop kits purchased and workshop attendees should be contacted to assure receipt of a complete workshop kit prior to approving payment for workshop providers. Work with the Workshop Chair to do this follow-up activity and consider providing workshop evaluations by email to the workshop participants when confirming kit receipts.

Assign Committee Responsibilities

- A. Delegate responsibility to respective committees, then check periodically to make sure they are functioning smoothly.
- B. The Hosting Chair is responsible for making sure that all Steering Committee functions are running smoothly and must be aware of all details and plans for the Online Houseparty.
- C. The Hosting Chair and assistant should attend the first meeting of all individual committees and continue to attend all meetings as long as this seems necessary. A final meeting near the end of the planning stage may also be a good idea.
- D. Make certain that each Steering Committee Chair sets timelines with deadline dates for their responsibilities and that they are on target at all times. Check with them often to make sure they haven't forgotten.

- E. It is imperative that the entire Steering Committee is aware of all other committee plans. This keeps the entire committee feeling that they are an important part of the “family” and really helps in case of illness, or an emergency absence of a committee chairman at the Online Houseparty. Steering Committee chairpersons should realize that their job will be immeasurably less hectic if they are not the only one with all the answers to the many questions that arise.
- F. At a final briefing of the steering committee, emphasize that no matter what problems arise at the Online Houseparty (and there is always something), these problems should be discussed in private and out of the hearing of any guests. Each member of the steering committee must be prepared to be called upon to handle last minute emergencies in a courteous and efficient manner, to treat all registrants as though they were guests in his/her home, and to recognize that his/her greatest enjoyment of the Online Houseparty will be derived from the satisfaction of a job well done, rather than from personal gratification. Stress with your Steering Committee the importance of “grace under pressure”.

Keep Online Houseparty Advisor Informed

- A. The Online Houseparty Advisor is the resource person to aid the Hosting Chair, answer questions and help solve problems.
- B. Notify your Advisor immediately if problems arise, if plans need to be changed, or if there is a change on the steering committee.

Steering Committee Schedule of Events

- A. The Hosting Chair should make a timeline, listing each event as it occurs on the Schedule of Events given to all registrants, with space left between the listings where special notes can be made, reminding the chairs and committee of any items that must be checked on at that time. This can be merged with the Timeline.
- B. Coordinate with the *Gazette* Editor and your Advisor for timing of articles/ads.

Timeline

TENTATIVE ONLINE HOUSEPARTY TIMELINE

Online Houseparty TIMELINE

Date	Who's Responsible	A=Applicants W=Webmaster C= Committee OHW=Online Houseparty Webmaster N=Name Office R= Registrant	
		Activity Due	
2 years prior	C	Determine theme of Online Houseparty and souvenirs desired and start approaching souvenir artisans for prototypes.	
2 years prior	C	Decide upon centerpieces...basic design, materials required, who will create them.	
18 months prior	OHW	Identify Location for Online Houseparty and URL. Register URL if required.	
18 months prior	OHW	identify the webmaster and backup/co-webmaster. There MUST be two people with access to the site and files.	
18 months prior	OHW	agree on the toolset for creating and maintaining the website	
18 months prior	OHW	agree on a template/look and feel for the site	
18 months prior	OHW	agree upon a storage site for website files for backups and emergencies	
18 months prior	OHW	Set up an initial page for advertising purposes and prepare for uploading of applications, etc. This will be the ONE STOP SHOP for all Houseparty Activities.	
1 year prior	OHW	Post all application forms to Houseparty Website	
1 year prior	C	Submit "call out" for workshop instructors/dealers/Hostesses to Gazette editor	
1 year prior	C	Prepare sample packaging with prototype souvenirs to determine best methods for shipping and costs for shipping materials and postage in order to include this information in the registration fees.	
10 months prior	A	Deadline for Workshops, Theme Luncheons, and Dealer applications (applications to be emailed to office.)	
10 months prior	N	Master' packet Tear-Off Sheets emailed from Office to Registrar to be emailed to Chairs for amending dates/names/contact info	
10 months prior	N	Dealer, Workshop, and Theme Luncheon applications emailed from NAME office to Sales Room, Workshop, and Theme Luncheon Selection Committee members.	
9 months prior	C	Dealer, Workshop, and Theme Luncheon Selections and waiting lists e-mailed to Office	

9 months prior	N	Contracts/Wait list letters sent from NAME office to Dealers, Workshop Instructors, and Theme Luncheon Applicants.
9 months prior	C	Decide upon any special events (Thursday night workshops, etc.) and submit information to Office for Tear-Off sheets if registration/payment is required.
8 months prior	A	Contract and registration deadline for: Sales Tables, Workshops, and Theme Luncheons (Workshop digital picture deadline)
8 months prior	C	Packet Tear-Off Sheets emailed to Office and OHW by Registrar
8 months prior	C	Send list of dealers' contact info to Gazette editor and OHW
8 months prior	C/W/OHW	Start formatting text info and JPG workshop/luncheon pics for website
8 months prior	C	VIP List to NAME office by HP Chair (include Steering Committee)
8 months prior	C	Workshop Pics/Descriptions, TL Pics/Descriptions, Sales Room Dealer List to Webmaster and OHW, Pics only will be presented on NAME website with link to Houseparty Website for Details
7 months prior	C/OHW	Determine a communication plan for the Houseparty prior to opening registration (e.g. newsletters, email, Yahoo group, chatrooms) and get all components set up.
7 months prior	W/OHW	Post Workshop and TL info, registration forms, dealer list to website for review
7 months prior	C	Prior to going live, review all workshop/TL/dealer list info on website
7 months prior	C/W/OHW	workshop/TL/dealer list info on website live. Announce on Online Group, Blog and SE Website. Link added from main NAME website.
6 months prior	N	Packet pages sent from Office to HP Chair and Registrar for proofreading
6 months prior	N	VIP Registration emailed from NAME Office to REGION RC & SR's, Board of Trustees, Life Members, & special committee VIP List (Send overseas & Canadian members' a few days early) If registration is happening online, provide link to shopping cart and password as needed to keep registration open for VIPs only.
6 months prior	C	Packet changes due from Registrar & Chair to Office/OHW
6 months prior	R	Registration Opens; VIP Registration Postmark deadline (NOTE: If handling registrations online, this is when the shopping cart is live for registrations.)
5 months prior	C/OHW	Full set of forms posted to Online Houseparty Website and announced.
4 months prior	N	Initial Registration List sent to HP Chairperson and Registrar
4 months prior	N	Copies of Dealer Contracts sent to Sales Room Chair
4 months prior	R	Workshop, Theme Luncheon, Special Event (e.g. Thursday evening workshop) Registration Opens (If handling registration online, this is when the items are available in the shopping cart.)
3 months prior	R	Roundtable Application Deadline (due to RT chair)
3 months prior	C	Provide RT info and photos to OHW for draft pages
3 months prior	C	Provide Sales table info and photos to OHW for draft pages
3 months prior	N	Prepare Round Table acceptance & waitlist letters/contracts & Gazette option (have Gazette editor & Houseparty Chair proof)

3 months prior	C	Roundtable selection and wait list emailed to NAME Office
3 months prior	N	Workshop, Tours and Theme Luncheon confirmations emailed from NAME Office to HP participants (NOTE: If using a shopping cart for registrations, this step is not necessary.)
3 months prior	R	Totebag donations due to Totebag Chair
3 months prior	R	Door Prize donations due to Door Prize Chair
3 months prior	R	Auction/Garage Sale donations due to Auction Chair
3 months prior	R	Houseparty Helper donations due to Houseparty Helper Chair
3 months prior	R	Swaps Shipped to Swap Chair
3 months prior	R	Email deadline for all "tear-off" sheets from packet (Souvenir Book Ad, Exhibits, Garage Sale, Door Prizes, Tote Bags, Auction, Houseparty Helpers, Host/Hostess, etc.)
3 months prior	N	Order Houseparty pins
2 months prior	C	Exhibit Photos and Descriptions due to OHW
2 months prior	C	Houseparty Helper Photos and Descriptions due to OHW
2 months prior	OHW	Roundtable Offerings Drafted and Posted for Review
2 months prior	C/A	Review Sales tables for accuracy (both committee chair and dealers)
2 months prior	C/A	Review RT pages for accuracy (both committee chair and RT instructors)
2 months prior	N	Initial student numbers/rosters sent to Instructors
2 months prior	N	HP Summary Report sent to Workshop, Theme Luncheon, Convention Chairpersons (lists workshop/luncheon registration totals)
2 months prior	N	Roundtable agreements and wait list letters/contracts mailed from NAME Office
2 months prior	N	Remind Houseparty chairs to get office a pin count
2 months prior	C/OHW	Chairs sends webmaster the "Activity Availability" info to post on web (updated weekly from here); this info sent to committees & Chair weekly, too
2 months prior	C	Special Presentations/Home Improvement Seminars/Tutorials to OHW along with days during the Houseparty when they are to be made available.
2 months prior	C	Door Prizes sorted and sent to Operations Chair
2 months prior	C	Door Prize Donor List sent to OHW and Souvenir Book Chair
2 months prior	C	Totebags filled and Filled Bags sent to Operations Chair
2 months prior	C	Souvenirs sent to Operations Chair
2 months prior	C	Totebag Donor List sent to OHW and Souvenir Book Chair
2 months prior	C	Swapping Done by Swap Chair
2 months prior	C	Cutoff Date for Workshop and Theme Luncheon Registrations if Kits/Gifts to Arrive Before the Houseparty
2 months prior	C/OHW	Houseparty Helper and Helper Tickets Webpages Reviewed
2 months prior	C	Hospitality Room Content Submitted to OHW
2 months prior	C	Centerpiece Info Submitted to OHW

2 months prior	C	Tours Submitted to OHW
2 months prior	C	Paid Advertising Submitted to OHW
2 months prior	C	Table Listings to OHW (Hostesses and table members) for posting on Website
1 month prior	OHW	Centerpiece Pages to Website for Review by Centerpiece Chair
1 month prior	OHW	Advertising Pages to Website for Review by Souvenir Book Chair
1 month prior	OHW	Exhibits Posted to Website for Review by Exhibit Chair
1 month prior	OHW	Tours Posted to Website for Review by Tour Chair
1 month prior	OHW	Totebag Donor List Posted to Website for Review by Totebag Chair
1 month prior	OHW	Table Seating Posted to Website for Review by Table Host Chair
1 month prior	OHW	Hospitality Room Content Posted for Review by Hospitality Chair
1 month prior	C	Auction Items and/or Garage Sale Items posted to NAME Auction Site with start dates during the event.
1 month prior	C/OHW	Houseparty Helpers and Ticket Forms posted to allow pre-purchase by Mail.
1 month prior	R/N	HP and Activities cancellation deadline
1 month prior	N	Final Student rosters emailed to workshop and theme luncheon instructors; summary report to WS/TL Chairs; send registration lists by regions to each RC
1 month prior	N	Check w/ Board HP/Conv Liaison to make sure evaluation forms are ready
1 month prior	C	Souvenirs and Totebags Shipped to Participants
1 month prior	C	Swaps Shipped to Participants to Arrive Before or During the Event
1 month prior	A	Workshop kits and Theme Luncheon Gifts Shipped to Early Registrants to Arrive Before or During the Event
Event		Event
Last Day of Event	N	Houseparty Helper and Centerpiece Drawings
Last Day of Event	OHW	Post Results of Houseparty Helper and Centerpiece Drawings
1 month following	A	Workshop kits and Theme Luncheon Gifts Shipped to Late Registrants
1 month following	C	Auction Items and/or Garage Sale Items shipped to winners (after money received!) by Auction Chair
1 month following	C	Houseparty Helpers Shipped to Winners by Houseparty Helper Chair
1 month following	C	Centerpieces Shipped to Winners by Centerpiece Chair
1 month following	C	Reports due
1 month following	HP/Conv Liaison	Summary of Evaluations Due to Committee and Workshop/TL providers

Logo and Pins

- I. Create a fun, eye-catching logo for your event.
- II. Select your logo early, as the Board appointed Online Houseparty Advisory Committee must approve it. Send the logo to your Online Houseparty Advisor for approval by the Convention/ Houseparty Advisory Committee. The cost of the pins is applied to your budget.
- III. Upon approval, the pin design must be submitted at least six months before Online Houseparty to the office.

Send information for the NAME Web Site

- As soon as the selections are made, make sure Steering Committee Chairs, with your review and approval, send information to webmaster and Online Houseparty webmaster- publicity, workshop, salesroom, theme luncheon, and tours.
- It is important that the information is posted on the web before the opening registration date for the Online Houseparty.

VIP Registration of Committee

The Hosting Chair will submit a list of committee members and special member guests for VIP registration to the NAME office 6-9 months prior to the event. The list usually includes Steering Committee Chairmen, and other select essential workers. The NAME office will add the Board of Trustees, AOH members and Life members to the list of VIPs'.

Tear-off sheets

- A. Tear-off sheets that are included in the registration packet need to be sent to the Houseparty Advisor for proofreading three weeks before deadline date. Work with committees to obtain the necessary information:**
1. Door prizes
 2. Exhibits
 3. Host/Hostess
 4. Hosting Chair letter of welcome
 5. Houseparty Helpers
 6. Schedule of events
 7. Souvenir book articles and advertising. Make sure all deadlines allow Souvenir Book Chair to meet deadline.
 8. Theme Luncheons/Dinners
 9. Tote bag favors
 10. Tours
 11. Workshops:
 - A. Round table teacher application
 - B. List of Registered workshop descriptions, color photos
 - C. Registered Workshop Sign-up sheet
 12. Any special events - the event must have prior approval of the Board of Trustees.
- B. Each Steering Committee Chair should proof his/her own tear-off sheet. The Registration Committee Chair should also proof these sheets. This will help to eliminate errors.**
- C. See Online HP forms section for samples of tear off sheet.**

Online Houseparty Schedule of Events

The Schedule of Events is primarily set by the local steering committee. A sample schedule is included in this manual for a guide in planning your schedule.

NOTE: For an Online Houseparty, with attendees who live all over the world in different time zones, it's recommended that the schedule be by day, not time specific except where times matter (e.g. Chats scheduled, auction start and end times). It's a good idea to open different events on different days to keep the excitement up.)

SAMPLE SCHEDULE

17

Wednesday:

YOU CAN OPEN YOUR SOUVENIR BOXES!!!

Sales room Opens

Exhibits Open

Hospitality Room Open

Auction Starts at 7:00 a.m. EST (runs through Saturday at 5:00 p.m. EST)

Souvenir Chat at 11:00 a.m. EST

Social Chat with games at 4:00 p.m. EST

Thursday:

Roundtables Open

Garage Sale Opens at 9:00 a.m. EST (runs through Saturday at 5:00 p.m. EST)

Sales room Still open

Exhibits Still Open

Hospitality Room Still Open

Auction Running through Saturday at 5:00 p.m. EST

Social Chats at 10:00 a.m. EST and 7:00 p.m. EST

Friday:

Theme Luncheons

Roundtables Still Open

Sales room Still open

Exhibits Still Open

Hospitality Room Still Open

Auction Running through Saturday at 5:00 p.m. EST

Garage Sale runs through Saturday at 5:00 p.m. EST

Social Chats at 10:00 a.m. EST and 7:00 p.m. EST

Saturday:

Houseparty Helper Winners Posted around 6:00 p.m. EST

Home Improvement Seminars Open

Theme Luncheons Still Open

Roundtables Still Open

Sales room Still open

Exhibits Still Open

Hospitality Room Still Open

Auction Running through Saturday at 5:00 p.m. EST

Garage Sale runs through Saturday at 5:00 p.m. EST

Social Chats at 10:00 a.m. EST and 7:00 p.m. EST

Sunday:

Centerpiece Winners Posted around 9:00 a.m. EST

SALES ROOM AND RT SALES CLOSE AT 5:00 p.m. EST

Home Improvement Seminars Open

Theme Luncheons Still Open


Roundtables Still Open

Sales room Still open

Exhibits Still Open

Hospitality Room Still Open

Closing Chat at 2:00 p.m. EST

My Tear Sheet Record		
Did I Send It?	Date Sent	
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div> Forms Sent to: NAME PO Box 69 Carmel, IN 46082 </div> <div style="text-align: right;">  </div> </div>		
DATE DUE		
	Workshop Sign up Form & Payment	
	Theme Luncheon Sign up Form & Payment	
	Swap Postage (if participating)	
	Advanced Table Seating Request - FORM	
Forms Sent to each Committee Chairperson(s): (NOT TO THE NAME OFFICE)		
DATE DUE		
	Door Prizes – FORM & Door prizes	
	Exhibits – FORM & Photos/descriptions	
	Garage Sale FORM & ITEMS	
	Host/Hostess - FORM	
	Houseparty Helpers – FORM & Items	
	Mini Swap – FORM & Swaps	
	Roundtable/Instructor – FORM & SAMPLE	
	Silent Auction FORM & ITEMS	
	Souvenir Book Ad - FORM	
	Tote Bag Favor – FORM & ITEMS	

Master of Ceremonies

It is recommended that announcements, a welcome message, a parting message, etc., be prepared and provided on the Online Houseparty website. This takes the place of the usual announcements made during meal functions at a physical Houseparty. Content and timing for these messages must be coordinated with the Online Houseparty webmaster prior to the start of the Houseparty.

A sample guide is included in this manual to assist you in planning announcements at the meal functions.

- I. The Hosting Chair is responsible for the content of these announcements.

Agenda

- A. Announcements should be kept as short as possible. People will read a short blurb on a website or several bullet points on a website, but will gloss over a long page of text.
- B. Centerpiece photos and information on how centerpiece winners will be chosen is normally discussed at the meal functions. For an Online Houseparty, a centerpiece page with this information and photos of the centerpieces should be created instead.
- C. As an opening message, consider introducing the President (or having a short statement from the President) and the Board of Trustees. Consider thanking the RCs, SRs, AOH Members and Life Members of NAME.
- D. Include information about the souvenir artisans as part of a souvenir page on the Online Houseparty website. Consider thanking them as part of an announcement on one or more days during the Houseparty.
- E. The Hosting Chair should re-read the duties outlined in this manual, making notes of items to include in announcements.
- F. By Online Houseparty time most registrants have forgotten what was in the registration packet. Additional announcements of any activities such as: home improvements seminars, free fun and games in hospitality, exhibit room times, tours, silent auction, etc. may be made through an announcement page during the Online Houseparty.
- G. After the Online Houseparty closes, consider posting a special post-Houseparty announcement with the financial outcome from the Houseparty once you have confirmed the outcome with the NAME treasurer.

SAMPLE

ANNOUNCEMENT AGENDA

As there are no physical meal functions, announcements are handled through the Online Houseparty Website. These may be done by posting new verbiage to the home page (e.g. a box labeled "What's Happening Today!" or having a bulletin board page where announcements can be posted. These are some suggestions for the kinds of information you may want to post.

Opening Luncheon:

Welcome Guests

Introduce Committee members – Consider a webpage devoted to the committee with pictures, names, email addresses and maybe a quick sentence about what they've enjoyed most about being on the committee.

Introduce the President of NAME.

Announcements:

Announce any schedule of event changes.

Remind guests to visit the Hospitality Room – daily kits, games of chance, etc.

Introduce Centerpiece Artisan and/or tell about how the centerpiece(s) was selected. (There should be a Centerpiece page on the website with photos and information about the centerpieces.)

Introduce and tell something about each artisan who has made a souvenir. This information should be presented on a Souvenir page.

Provide a list of upcoming conventions, Houseparties and Online Houseparties.

Closing Remarks:

Thank all the instructors, dealers and theme lunch presenters. Thank everyone who donated an Online Houseparty Helper. Thank everyone who brought an exhibit to share. Thank everyone who donated a door prize and tote bag favors. Thank everyone for attending. Closing remarks should be posted on the website on the last day of the event. You may want to include notes about when to expect shipments of auction items and Houseparty helpers and centerpieces and when and where the souvenir book will be available, etc.

Website Information

Submit anything that would add an attraction to the Online Houseparty.

NAME Webmaster:

- I. The webmaster will select a background image/color scheme appropriate to the Online Houseparty theme and suitable for web pages.
- II. Links will be created from the appropriate NAME pages to the Online Houseparty pages.
- III. The Online Houseparty Webmaster will be responsible for the design and organization of the Online Houseparty website itself, working closely with the Hosting Chair and Committee.
- IV. The Webmaster will work with the Online Houseparty Hosting Chair and the Online Houseparty Webmaster to insure timely and accurate Online Houseparty information is published on the NAME website and that duplication of information is kept to a minimum (e.g., forms should be kept only on the Online Houseparty website with links to that site on the main NAME website instead of duplicating forms in both places.)

After the Online Houseparty

- ❖ Submit a written summary to the NAME Office and the Convention Houseparty Liaison.
- ❖ Include written summaries from Steering Committee Chairs.
- ❖ Please try to complete this within two weeks of the end of the Online Houseparty.
- ❖ Summaries should include recommendations for future Online Houseparties.

ONLINE HOUSEPARTY BUDGETS

- I. Online Houseparties are an investment of time and creativity on the part of the Hosting Committee and an extremely important event for our members, but they are a fundraiser for the organization as well.
- II. NAME is dependent on the revenue generated from a Houseparty to stay in business, so NAME is depending on the Houseparty Hosting Chair and Committee to be conscious of all monies that are spent. There are certain monies generated that go directly to support the organization.
- III. The current fees are listed here and are subject to change.
 - A. There are the \$14 fees generated by workshops and theme luncheons, as well as the \$20 workshop instructor fees (including roundtable instructors).
 - B. There is also a \$40 administrative fee to cover the costs associated with staff time spent on online Houseparty business, as well as to cover a portion of office space and utilities, staff costs, etc.
- IV. NAME also expects a profit to be generated.

Generally, a Committee has specific ideas on where they would like to concentrate their money, be it in a fantastic Hospitality Room with free workshops, a special event, or souvenirs more expensive than their budget will allow. There are really only a few areas of the budget that allow for creative spending on the part of the Committee, but the following has been prepared in the hopes of assisting the Chairman in understanding not only how the money from a Houseparty Budget is allocated, but what areas of the budget can be used to help a Committee plan financially to accomplish their Online Houseparty goals.

NAME Policy:

- I. **The NAME Board of Trustees sets the Budget for all Houseparties and Conventions.**
- II. **All Convention and Houseparty budgets shall have a line item identifying an amount designated by the Board of Trustees as a NAME donation added as revenue from each registrant and identified to the membership.**
- III. **Any modifications to a Budget must have the approval of the NAME Board of Trustees.**
- IV. **Permission to conduct fundraisers during the Convention/Houseparty shall be presented to the Convention/Houseparty Advisory Committee for approval of the Board of Trustees.**
- V. **The Convention/Houseparty shall not start drawing money from their budget until two (2) years before the event. Keep receipts and submit them within the two year time frame.**

Understanding the Budget:

A few very important items you should remember throughout the process of planning your Online Houseparty:

All fundraisers held during an Online Houseparty shall be approved by the Convention/Houseparty Advisory Committee except for those fundraisers for NAME. In

such case, the fundraiser details shall be presented to the Board of Trustees by the Convention/Houseparty Liaison for approval. Every Online Houseparty shall have a fundraiser to benefit NAME.

Your budget is divided into Revenue and Income. Noted on the budget is the portion of the Expenses which are reserved for the NAME Office. A description of the Revenue and Expense line items is below.

Revenue:

I. Dealer Table Fees

Table fee is set by the Board as is the number of tables – currently the number of tables is set at 10% of expected registration, however this is flexible for Online Houseparties.

Online Houseparty Helpers

For a live Houseparty, this figure is arrived at by multiplying the number of registrants by \$12 to \$15. For an online Houseparty where tickets and money must be mailed to NAME, this number is likely to be considerably smaller. *Variance: \$15 per registrant in Online Houseparty Helper Tickets is an attainable goal, however it will require effort. Experience has proven that, while having a wide selection of excellent Houseparty Helpers, the main factor in increased sales is a Committee that is visibly offering tickets for sale – effort in this area pays off.*

Miscellaneous (Donations, Raffles, etc.)

This line item covers miscellaneous fundraising income generated by the Committee to spend on the Online Houseparty. It could include donations, special raffles, garage sales proceeds, silent auction or any other special fundraisers prior to the Online Houseparty.

Permission to conduct fundraisers during the Online Houseparty must have the prior approval of the Board of Trustees. This includes Auctions for Houseparties or any other fundraising efforts during the Online Houseparty.

The committee may conduct fundraisers prior to the Online Houseparty without Board approval. Venues that will at times allow you to conduct a fundraiser are State Days, Round Table Days, President's Retreats, Team Retreats, mini shows, etc. You must first receive permission from the person in charge of the event prior to conducting your fundraiser.

Workshop Participant Fees

These fees are the \$14 that is added on to the workshops to cover processing by the office *referenced above*. For example: The dealer is accepted to teach a workshop at a cost of \$50.00. NAME adds \$14.00 to the cost of the workshop bringing the total price for the workshop to \$62.00. *While the Online Houseparty is expected to generate approximately one workshop fee per registrant, this money goes directly to NAME and any increase in this line item shall not be used to cover any Online Houseparty expenses.*

Registration

Registration numbers and costs are set by the Board. Remember that at an Houseparty, the President, NAME Office Staff and Hosting Chair are given complimentary

registrations, so you will need to budget these in. If you have a registration of 250 – and the HP is full, you will most likely have only 247 paid registrants.

Registration Cancellation Fees

You can expect a cancellation rate of about 5% of the registration – multiplying this by the \$40 cancellation fee will give you the total for this line item.

Souvenir Book Advertising

- This is the money generated by paid advertisements in your Souvenir Book.
- To generate this amount of income, the Souvenir Book Chair will need to solicit advertising in the Souvenir Book.
- Ads can be solicited not only from Dealers, but by clubs, sponsorships or individual listings.
- Since the Souvenir Book for an Online Houseparty is not printed, there are no costs associated with the souvenir book so any ad income is purely income. However, because of this, there is a flat fee for ads (no higher fees based on ad size) and you should expect considerably less souvenir book income than for a physical Houseparty with a printed book.
- You are expected to generate at least as much as the budgeted revenue amount, however; *any income over the budgeted amount may be used to offset other Online Houseparty expenses.*

Theme Luncheon/Theme Dinner Gift Fees

- If you are having Theme Luncheons or a Theme Dinner, this is the \$14 fee that is automatically added to the cost of the Theme Luncheon or Theme Dinner to cover processing by the office.
- This only applies to those participants who register and pay for a theme luncheon or dinner GIFT as the presentations are available to all on the website.
 - For example: The instructor is accepted to teach a Theme Luncheon at a cost of \$50.00. NAME adds \$14.00 to the cost of the luncheon bringing the sub total for the workshop to \$64.00.

This money goes directly to NAME and any increases in this line item shall not be used to cover any Online Houseparty expenses. (Jan 2015)

Workshop Instructor Fees

- These are the \$20 fees paid by the instructors to teach a class – Workshops and Roundtables.
- This money goes directly to NAME and any increases in this line item shall not be used to cover any Online Houseparty expenses.

As you can see, there are very few ways outside of fundraisers (not only special fundraisers, but the active selling of Online Houseparty Helper tickets and Souvenir Book ads) to increase the revenue of an Online Houseparty. The number one thing you can do to assure adequate revenue

is to actively publicize and promote the Online Houseparty prior to the opening day of registration. A filled Online Houseparty assures the needed revenue to cover your expenses. Even if your expenses are well within their budget, if the registration is low, you will not be able to meet your expenses.

Expenditures:

Your Expenditures total must not exceed your Income total.

II. Advertising and Publicity

- This covers all the advertising expenses for the Online Houseparty and may include fliers, local newspaper ads, Regional newsletters, direct mail, etc.
- The Online Houseparty is expected to advertise in the Gazette for three half-page ads free of charge.
- **No amount of this line item shall be used to offset other Online Houseparty expenses.**

Centerpieces

- You will need to provide one Centerpiece for each table and an additional Centerpiece for the NAME Museum. Extra Centerpieces can be auctioned at the Houseparty, or used as Online Houseparty Helpers to create additional revenue.
- Extra Centerpieces shall not be gifted or sold as these are funded through registration dollars.
- You will need to include an appropriate amount for shipping centerpieces to the centerpiece winners, including packing materials, boxes and postage costs.
- **Savings from this line item may be used to offset other Online Houseparty expenses.**

Exhibit Room

- There are no expenses associated with the Exhibit room at an Online Houseparty as exhibits are presented online only.
- **Savings from this line item may be used to offset other Online Houseparty expenses**

Hospitality Room

- The only expense associated with an Online Houseparty for the Hospitality room is costs for a dedicated chat room for the Online Houseparty and for shipping of prizes if prizes are given out during chats or to game participants.
- **Savings from this line item may be used to offset other Online Houseparty expenses**

Online Houseparty Helpers

- The amount in this area covers shipping (including boxes and packing materials) of Houseparty Helpers to the winners.
- **Savings from this line item may be used to offset other Online Houseparty expenses.**

Meals

- Meals at an Online Houseparty do not cost anything as they are recipes or tutorials presented online.
- **No amount of this line item shall be used to offset other Online Houseparty expenses.**

Meeting Expense

- Meeting expenses for Online Houseparties may include Chat Room costs for meetings or other electronic meeting options (e.g. Go To Meeting.)
- **Savings from this line item controlled by the committee item may be used to offset other Houseparty expenses.**

Administration Fees

- This fee covers costs associated with staff time spent on Online Houseparty business – i.e., collect and record fees, issue receipts, process bills, etc., as well as to cover a portion of office space and utilities, staff costs, etc. Current Administration fees are \$40.
- **This money goes directly to NAME and shall not be used to cover any Online Houseparty expenses.**

Operations Expenses

This fee needs to be thought through very carefully.

- It includes shipping costs of getting items to the Operations Chair from the Door Prize Chair, the Mini Exchange Chair, the Totebag Chair and the Souvenir Chair.
- It also includes boxes, packing materials, labels and postage for the souvenir boxes and other items out to the registrants.

Savings from this line item may be used to offset other Online Houseparty expenses.

Postage

- Fee covers mailing costs for the Dealer and Instructor contracts, and receipts for workshops as well as miscellaneous postage expenses submitted by the Chairman.
- **No amount of this line item shall be used to offset other Online Houseparty expenses.**

Registration (Packets, Badges, etc.)

- This covers expenses for both the packet that is sent by the office to registrants when they register.
- Online HP packets will be online for download.
- There are no badges for Online HP.
- **No amount of this line item shall be used to offset other Online Houseparty expenses.**

Sales Room Expense

- There are no costs associated with the sales room at an Online Houseparty as the sales room is a webpage or series of webpages available only online.
- **Savings from this line item may be used to offset other Online Houseparty expenses.**

Souvenir Book

- There are no expenses associated with the electronic souvenir book that is created and downloaded by participants.
- **Savings above and beyond the budgeted amount from this line item may be used to offset other Online Houseparty expenses.**

Souvenirs

- Souvenirs are the largest controllable expense of an Online Houseparty.
- Remember to allow money for packing, labels, and shipping (*souvenirs must be clearly labeled as such and not be confused with other items in the boxes, like door prizes*),
- The souvenir artisan's price includes individual packaging and shipping of the souvenir to the Souvenir Chair. Only after you have seriously looked at all other expenses to make sure they are within their budgets can you begin to look at increasing your souvenir budget.
- You will need to order 4 (four) additional souvenirs for a Houseparty. One of these souvenirs is reserved for the NAME Museum.
- **No amount of this line item shall be used to offset other Online Houseparty expenses.**

Telephone

- This covers reimbursement for phone calls made by the hosting committee or conference calls related to your Online Houseparty. The office has unlimited long distance phone coverage and does not submit for their phone calls. GoTo meetings can be scheduled thru the NAME Office for Committee conference calls.
- **No amount of this line item shall be used to offset other Online Houseparty expenses.**

Theme Luncheons/ Theme Dinners

- There is no cost associated with theme luncheons or dinners for Online Houseparties.
- **No amount of this line item shall be used to offset other Online Houseparty expenses.**

Totebags

Totebags are generally given a small budget for the purchase of the totebag itself.

- For Online Houseparties, to keep shipping costs low, these should be simple plastic bags (like sandwich bags) not cloth bags.
- Money must be budgeted for shipping the totebags to the operations chair for shipping to registrants either as part of this line item or the operations chair item.
- **Savings from this line item may be used to offset other Online Houseparty expenses.**

Tours

- There are no expenses associated with tours for an Online Houseparty.
- **Savings from this line item may be used to offset other Online Houseparty expenses.**

Website Expenses

- There may be expenses associated with registering your website domain (if you are not using the miniatures.org site as the location for the Online Houseparty), hosting and software for creating/maintaining the Online Houseparty website.

ONLINE HOUSEPARTY COMMITTEE MEETINGS

NAME Policy:

- I. All final bills shall be submitted to the NAME Office no later than 90 days after the Houseparty

Important Requirements:

- Minutes or reports from all meetings shall be sent to the NAME Houseparty Advisor and all Steering Committee Members within thirty days of the meetings.
- Schedule of meetings
 - Hold meetings at least every three months
 - One year prior to Houseparty meetings may be held every month

General Information:

- I. Committee members can be spread throughout the world, so meetings should be held using teleconference, video conference, chat rooms, etc. Committee members who cannot attend a meeting should report on their area to the Hosting Chair by email on a regular basis.
- II. At your very first meeting the Hosting Chair should discuss the Steering Committee's role and responsibilities. Emphasize the fun everyone will have working on this event and that you will feel like a family before this event is complete. It is important to let the committee know that like any family, problems will arise and the best way to solve problems is to deal with them immediately. Committee members are encouraged to praise each other for good ideas or a job well done. Remember the whole idea is to have fun.
- III. Souvenir gifts should be selected during the earlier meetings in order to receive the approvals and to give the artisans plenty of time for production.
- IV. The Houseparty Chair and the Assistant Chair should communicate with each Steering Committee Chair individually at initial planning and with the individual committees at least once during the final year of Houseparty preparation, and certainly more often if necessary. During the initial meeting, a Time Line should be set for each committee. It is extremely important that close communication be maintained throughout.
- V. You may want to make a few of your meetings more social so the members will get to know one another. This is especially important if the committee is made up of members throughout the region.
- VI. The final meeting prior to the Houseparty should be a walk through of the entire Online Houseparty making sure each committee has covered all bases. You may want to schedule this meeting for a Saturday or Sunday so you will have plenty of time.

Other considerations:

- I. This entire manual should be available to everyone on your committee, so that each committee member will know who is responsible for each job, who to give ideas and suggestions to, and most importantly who will need the most support at Online Houseparty time. At minimum, Steering Committee Chairs should have the section of the Online Houseparty Manual that describes their responsibilities.

- II. The time line should be checked at all meetings.
- III. Meeting requirements are at the Hosting Chair's discretion. Written reports, phone calls, or e-mails may be necessary due to long distance travel. Remember the camaraderie established at a meeting (i.e., fun) is sometimes the greatest benefit of working on a committee.
- IV. A full committee meeting held the evening prior to the first day of the Online Houseparty helps with the last minute details, problems, questions, or just to congratulate yourselves on a job well done.
- V. A final committee meeting after the event allows for committee members to discuss ideas about what could have been done better and what worked well to help in preparing the post Houseparty reports.

ONLINE HOUSEPARTY COMMITTEE MEMBERS

NAME Policy:

- I. Convention/Houseparty Steering Committee members shall be NAME members in good standing.**
- II. The NAME Board of Trustees shall approve the Hosting Chair.**
- III. The Convention/Houseparty Advisory Committee shall approve all steering committee members and replacements.**
- IV. The Hosting Chair shall appoint an Assistant Chair to be approved by the Board of Trustees who will be equally well informed of all details and therefore capable of substituting for the Hosting Chair in an emergency.**
- V. No one on the steering committee will be considered for a souvenir contract for the Convention/Houseparty for which they serve.**

Important Requirements:

- All steering committee members (and family members) shall register by the VIP deadline.**
- Anyone serving as a Convention/Houseparty committee chair is allowed to teach or take part in pre-convention activities.**

Other Considerations:

- For most committee members, their work is done by the time the Online Houseparty starts, with the exception of the Online Houseparty Webmaster who must be available for updates to the website throughout the event.
- However, for many, their work will peak at some point prior to the Online Houseparty. This is especially true of the Operations Chair who is responsible for all pre-Houseparty shipping. A club or established work group can be responsible for this but only one person is designated the Chairman who serves as a member of the Steering Committee.
- Each chair should have a designated assistant for emergencies.
- When possible, Steering Committee Chairs should have firsthand knowledge of an Online Houseparty experience. First Timers should not serve as committee chairs, but they can be great helpers.
- Online Houseparty committees frequently communicate by email and there may be a lot of back and forth during the process. However, correspondence from any chairman that includes final decisions or changes to prior decisions made by the committee needs to first be reviewed and approved by the Hosting Chair.

Online Houseparty Steering Committee Members

Hosting Chair*
 Assistant Chair*
 Centerpieces
 Communications
 Door Prizes
 Exhibit Room
 Events and Activities* (Includes Fundraising Events/Workshops and Seminars)
 Garage Sale
 Hospitality (this position can also incorporate Table Host/Hostess or you can have two different people do them)
 Houseparty Helpers*
 Mini-Exchange
 Operations*
 Publicity
 Registration
 Roundtables
 Sales Room*
 Souvenir Book
 Souvenirs
 Table Host/Hostess
 Theme Luncheons
 Tours
 Tote Bags
 Webmaster OLHP*
 Workshop Chair*

*These committee positions are very important and the Hosting Chair should have names to present to the Houseparty Liaison as part of the application to host a Houseparty. An Advisory Committee member will be assigned as Advisor upon approval of the Houseparty by the NAME Board of Trustees. An Advisory Committee member will be assigned after the Houseparty has been approved.

ONLINE HOUSEPARTY AUCTION CHAIR

NAME Policy:

- I. Silent/Live Auction requires pre-approval of the Board of Trustees.
- II. The Silent Auction/Live Auction may be a benefit fundraiser with the proceeds going directly to NAME or as a committee fundraiser with the proceeds used to offset Houseparty expenses or increase the income of the Houseparty.

Important Requirements:

- Silent Auctions may be held on the NAME auction site or other site. Live auctions may be held in chat rooms. Winners will pay for shipping and will submit payments directly to NAME. NAME will notify the Auction Chair when payments are received and the Auction Chair will ship the winnings to the winner.

Expenditures:

The budget for an auction may include auction site fees. In addition, while winners expect to pay for shipping, they don't typically expect to pay for boxes or shipping materials, so the budget should include some amount for these items.

Auction:

The Hosting Committee for an Online Houseparty may request approval from the Board of Trustees to conduct a Silent Auction or Live Auction as a NAME fundraiser or to offset Houseparty expenses. Houseparty Auctions will be open to registered attendees only.

- Silent Auction: The Hosting Committee may schedule a silent auction during the Online Houseparty through an auction website. NAME is currently auctioning items on eBay, but other auction sites are available that would allow for just the items from just this auction to be viewed. One such site is 32auction.com. The auction should be kept open for at least a couple of days, allowing participants in different time zones to bid.

The success of the auction is totally dependent on how well the Houseparty Auction Chair does with soliciting the items.

- I. Solicit Auction Items:
 - a. Solicitations may go to clubs and newsletter editors for addition to their newsletters.
 - b. Personally, solicit from dealers, workshop instructors, friends and other personal contacts as well as on-line appeals.
- II. Acceptance of Auction Items:
 - a. Donors will send donations directly to the Auction Chair at the donor's expense.
 - b. Items will be sent to the Auction Chair 3 months ahead of the HP for photographing and listing.
 - c. The Auction Chair will inspect donations for damage (which must be declared in the auction item description) and photograph the items for the auction site or the

- Online Houseparty site or both.
- d. Acknowledge receipt of donation with an email thanking them for donation and include a donation receipt
- e. A list of donors can be posted on the Online Houseparty website and in the Online Souvenir book.
- f. **See Online HP forms section for sample of tear off sheet.** Make sure the date items are due is early enough to allow for photographing and posting on web page.
- g. Review and proof tear off sheet to be included in the Registration Information.

Display of Auction Items:

Items may be displayed on the Online Houseparty website on an auction page that may include things like bidding and payment instructions or links to the auction sites used for the auction. Photographs of items should include the name of the donor(s) from the donor form as well as descriptions of the items, scale of the items, size of the items and any pertinent information a bidder would need. However, the website may simply be a place to display the photos to generate interest in the auction, with all specifics about the items available on the auction site used.

After the Auction:

- I. Prepare boxes for each winner in order to determine the shipping costs.
- II. Send a summary of the winners and amounts due to the NAME office for tracking payments.
- III. Send each winner and invoice with a summary of the items that they won, the winning bids and the total shipping cost. Advise the winner about the policies on insurance (insurance may be required or may be optional with the winner accepting all risk).
- IV. Instruct the winner to pay the NAME office directly and provide payment info (e.g. PayPal address, phone number for credit cards)
- V. The NAME office notifies the Auction Chair as payments are received.
- VI. The Auction Chair ships the items to the winning bidders.

After the Online Houseparty

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

ONLINE HOUSEPARTY CENTERPIECE CHAIR

NAME Office

- I. Prepares any purchase orders**

NAME Policy:

- I. There will be no judging of Centerpieces by any method.**
- II. If there are extra Centerpieces due to a reduction in registration, they shall be used as Online Houseparty Helpers or donated to the Auction.**
- III. There will be one Centerpiece per table of registrants. Deviation from this policy must be submitted to the Board of Trustees for approval.**
- IV. To preserve the history of NAME, the committee shall provide one Centerpiece to the NAME Museum.**
- V. Centerpieces cannot be used as thank you gifts for anyone.**

NOTE: For an Online Houseparty, centerpieces are awarded by random drawing. If tables are part of the event, the drawings will be conducted on a table basis such that one person per table wins. If tables are not part of the event, you shall conduct random drawings amongst all attendees. Names of winners will be sent to the Online Houseparty Webmaster for posting on the Online Houseparty website. Centerpieces will be shipped to the winners by the Centerpiece Chair.

Expenditures

Houseparties are given a budget for supplies for each Centerpiece. Extra Centerpieces can be auctioned at the Online Houseparty or used as Online Houseparty Helpers to create additional revenue. Extra Centerpieces shall not be gifted or sold as these are funded through the budget. For an Online Houseparty, the budget must also include shipping supplies and costs for shipping the centerpieces to the winner.

Select and Prepare Centerpieces

I. Chairman and Committee select ideas for Centerpieces.

- A. Based on Online Houseparty theme
- B. Easily shipped to winners
- C. Uniform size, weight and scale
- D. Consider budget amount
- E. Include packaging and box for shipping in cost of centerpiece
- F. Variables
 - All alike
 - 3-4 different scenes
 - Each one different

II. Present ideas to entire Steering Committee for approvals

III. Select method of preparation

- Committee
- Individuals
- NAME clubs

IV. Ideas to consider in preparation

- Donations of items from individuals, companies and wholesalers
 1. Many companies will donate materials for a free ad in the souvenir book. Ask them to send a camera ready ad or logo.
 2. If different individuals make Centerpieces, quality content can be a problem even if basic components are provided.
 3. If components are given to individuals or clubs, be sure to keep accurate records of locations of Centerpieces.
 4. Label all Centerpieces. Include Online Houseparty date, Online Houseparty logo, designer or maker.
 5. Consider color coding boxes of each style when Centerpieces are not identical so they can be easily rotated for viewing.

V. Other Considerations:

- Potential Donors. Go directly to the manufacturer, corporate office, or large chain store. Indicate that we are a non-profit 501(c)(3) Corporation and their donation would be used for fundraising purposes. This would make their contribution tax deductible (advise them to check with their accountant). Their donation would allow hundreds of miniaturists direct contact with their product, their company name and their generosity. Ask for, and expect to receive, items at no charge. (The worst they can say is, 'no'). Many companies are unaware of how we use their product in miniature if it is made for the full-scale market. Do not limit your requests to the miniature industry. Many manufacturers may be very interested in learning how their product is incorporated into miniature. You may consider approaching a dealer or local miniature shop about discounts for purchasing your supplies in bulk if the committee is preparing the centerpieces.

VI. Provide a list of centerpiece artisans and the title of their centerpieces to the Souvenir Book Chair.

VII. Provide photos of the centerpieces and a list of the centerpiece artisans to the Online Houseparty Webmaster so that they can be posted to the Online Houseparty website.

After the Online Houseparty

- ❖ Submit a written summary with recommendations to the Hosting Chair.

ONLINE HOUSEPARTY COMMUNICATIONS CHAIR

NAME Office

- I. Pay for chatroom, newsletter providers, etc., as required to support online communications
- II. Provide list of all registrants with email addresses to communications chair

Important Requirements:

- This role may be a separate role on the Online Houseparty team or may be managed by the Online Houseparty Webmaster. If it is a separate role, good communication with the OHW is crucial.
- Since not all registrants for the Online Houseparty will be members of the NAME Online Group Yahoo group, and since not all members of the NAME Online Group Yahoo group will be registered for the Online Houseparty, it is important to establish a Communications Plan specifically for Online Houseparty registrants.

General Information

- ❖ Keep in mind that this role is not the same as the publicity role and should be handled differently. While publicity is about enticing people to sign up for the Online Houseparty, this role is about communications with those already registered. Create a communications plan and schedule to define what information will be communicated and what forums will be used for communication. Do not rely on participants proactively going to the Houseparty website for information. You will need to "push" information to them.
- ❖ Consider creating an online group (Yahoo or other forum) for communications between the committee and the registrants as well as between the registrants themselves to enhance the overall experience of the Online Houseparty and foster the day to day interactions that would normally occur at a physical Houseparty.
- ❖ Consider setting up a newsletter (e.g., Mailchimp, Constant Contact) to push information out to the registered participants. Use the Houseparty logo and try to coordinate the look and feel (e.g., color scheme) with the website.
 - A. Before the event, use the newsletter to announce changes/updates to the Online Houseparty Website. These might include the listing of workshops or Online Houseparty fundraisers.
 - B. Before the event, use the newsletter to remind people of upcoming deadlines (e.g., workshop registrations) and provide links to the website for more information.

- C. Before the event, use the newsletter to do a countdown to the Online Houseparty (e.g., just one more week!) Use this opportunity to communicate the chatroom links and other links that people should bookmark so they are ready to go when the event happens.
- D. During the event, use the newsletter to communicate the daily updates to the website and daily events (e.g. schedule chatroom sessions). Provide all pertinent links.
- E. After the event, use the newsletter to thank the attendees for participating, give them the link to download the souvenir book, provide any other information of interest (e.g., ship dates for Houseparty Helpers).

After the Convention/Houseparty

- ❖ Prepare a written summary and submit it to the Hosting Chair.

ONLINE HOUSEPARTY DOOR PRIZE CHAIR

Important Requirements:

- A door prize is any donation between \$10 and \$50.
- Door prizes received for use at the Convention/Houseparty shall not be used for Public Day(s).
- See Online HP forms section for sample of tear off sheet.
- Proof tear off sheet, making sure the dates that items are due allows for packaging and distribution so that door prizes can be mailed with souvenir box to attendees.

NOTE: This should be considered an optional activity for an Online Houseparty due to the additional expense and complexity of selecting and shipping door prizes for participants.

Solicitation

- Solicit door prizes with tear-off form in registration packet. These will be mailed to the Door Prize chair by the donors and should arrive no less than three months prior to the start of the Online Houseparty to allow time to sort and reship.
- Draft and mail letters to regional clubs requesting donations of door prizes. These may be sent in conjunction with requests for Online Houseparty helpers and tote bag favors. Ask that donations be delivered to you unwrapped.
- Prepare Door Prize form and turn in to the Hosting Chair prior to the deadline.
- Contact Regional Coordinators and State Representatives to ask them to include requests in their newsletters.

Acceptance

- As tear-off sheets are received, thank you emails should be sent to acknowledge receipt of door prize donations.
- Make sure each door prize has name and address attached. Have index cards for the donor to fill out should the donor not have their item labeled.
- Decide how to determine who will receive door prizes and package and label these accordingly.
- Unlike door prizes at a physical Houseparty, these are not given out by table or seat number, but can be done through a random drawing of all Houseparty registrants.
- Ship the labeled and sorted door prizes to the Operations Chair who will include them in the souvenir boxes for shipping to the recipients.

Distribution

You may be tempted to try “send a door prize – get a door prize”. The intent of door prizes is to exemplify our motto. Many people donate to the success of an Online Houseparty, such as centerpieces, Online Houseparty Helpers and tote bag favors - door prizes fall in this same category. There are other opportunities for sharing such as table exchanges and mini exchanges where registrants can “send one and get one”.

Souvenir Book

- Prepare a list of the names of door prize donors and give to Souvenir Book Chair prior to deadline. All donors should be recognized.
- Check with Workshop Chair for teachers donating samples and add them to the donor list.

After the Online Houseparty

- ❖ Prepare a written summary and submit it to the Hosting Chair.

ONLINE EVENTS/ACTIVITIES CHAIR

(Activities include Thursday Evening Workshop, Seminars, Fundraising Events)

NAME Policy:

- I. Only registered attendees may participate in Activities**
- II. Activities shall be approved by the Convention/Houseparty Advisory Committee (hereinafter referred to as “the C/HP Committee”).**
- III. The activity may be used to offset other Convention/Houseparty expenses. The income from these Activities is counted toward Convention/Houseparty income.**
- IV. Activities which are fundraisers for NAME and not used to offset Convention/Houseparty expenses shall be submitted to the Convention/Houseparty Liaison for approval by the Board of Trustees. The income from these Activities goes directly to NAME and is not counted toward Convention/Houseparty income.**
- V. All Conventions/Houseparties shall have a special activity to benefit NAME. The activity shall be presented to the Board of Trustees for approval by the Convention/Houseparty Liaison.**
- VI. The total price of the activity shall not exceed \$60 including the \$10.00 Activity Fee without the approval of the Board.**
- VII. The maximum number of registrants should be determined by the Committee, but the minimum number should be no less than 50% of the total number of Houseparty registrants.**
- VIII. Even though the Activity is sponsored by the Committee, the Committee is not required to do 100 % of the work themselves. The Committee can commission cutting, casting, etc. as expenses of the activity.**
- IX. If the Committee is not interested or is not able to put on an activity themselves, the Committee can solicit an artisan to create the activity, but only if the purpose is to create something to enhance the theme of the Convention/Houseparty or to hold the Souvenirs. The artisan shall provide all materials and supplies for the activity within their total price.**
- X. If the activity is a workshop project not designed to hold the Souvenirs or to enhance the theme of the Online Houseparty, it is just a large Workshop, and falls under the Workshop instructions.**
- XI. If the activity is a workshop project, it shall be special for that Online Houseparty and may not be sold or reproduced at any time, in any form. Any unsold kits shall only be sold at the NAME table.**

(Please note: The Garage Sale at a Convention is a fundraiser for NAME and proceeds go directly to NAME. Proceeds from a Garage Sale at an Online Houseparty may go directly to NAME or may be used to offset Houseparty expenses. The Hosting Chairman appoints the Garage Sale Chairman.)

General Information:

There are time slots in your schedule where you can add additional activities to your Online Houseparty. The committee chairman for the activity will be responsible to plan and execute the activity.

The activity must be self-supporting through a fee paid by attendees, donations or a combination of fees and donations when expenses are involved.

It is important to determine if there is a time period in your schedule before considering an activity such as a special workshop.

- It is important to remember that all C/HP Committees shall hold at least one fundraising activity where profit goes to NAME general funds.
- An activity can be a Fundraiser for NAME or to offset Houseparty expenses. A \$10 Activity Fee will be added per attendee to any committee sponsored activity registered through the NAME office including 'just for fun' activities.
- Committee will designate in advance if profit from a Committee-sponsored activity goes to NAME general funds or to defray C/HP costs, or is "just for fun", in which case it must be self-supporting. Any remaining funds in C/HP account at closing revert to NAME general funds (Committee cannot designate a recipient other than NAME).
- A proposal for the activity shall be submitted to the C/HP Liaison through your Advisor to present to the C/HP Advisory Committee for approval. The proposal shall include the source for the activity to be provided, detailed cost of materials for the activity including any food to be served and the fee to be charged for the activity.
- The activity shall not be a profit making activity for any individual or group other than NAME. Materials are to be provided at cost or via donation.
- The total fee for the Activity shall not exceed **\$60.00** including the \$10.00 Activity Fee, all activity expenses, the cost of food, if being served, unless donations are received to cover these costs.

When planning an Activity, it should:

- Appeal to the majority of registrants
- Be theme related
- Be able to be completed in the time allotted
- The maximum number of registrants for the activities should be determined by the Committee, but the minimum number should be no less than 50% of the total number of Houseparty registrants.
- Even though the Activity is sponsored by the Committee, the Committee is not required to do 100% of the work themselves. The Committee can commission cutting, casting, etc. from another member as expenses of the Activity provided the work is at cost and not for profit.
- No selling of additional items to complete or accompany the activity is permitted.

When the Activity is a Workshop:

- I. The Committee may solicit an artisan(s) to provide at cost (cost not to exceed 50% of the total charged for the workshop) a workshop designed to hold the souvenirs. A proposal for the fundraiser shall be submitted to the C/HP Liaison for approval. The proposal shall include the source for the activity to be provided, detailed cost of the activity including any food to be served and the fee to be charged for the activity. This activity shall not be a profit-making event for any individual or group other than NAME. Materials are to be provided at cost or via donation.

- II. The Committee shall not solicit an artisan(s) who will be paid for the Workshop (except as noted above) as this then becomes a Registered Workshop. THE WORKSHOP WILL THEN BE SUBJECT TO THE POLICIES OF A REGISTERED WORKSHOP.

- III. The Thursday Evening Workshop project shall be special for that Online Houseparty and may not be sold later in any form, except by NAME if there are leftover kits.

Activity - Seminars:

Seminars have become a popular free activity at Online Houseparties. These activities offer members an opportunity to learn something new.

- I. It is important to identify a prospective topic, contact a presenter who is knowledgeable about the topic. Home Improvement Seminars may be presentations available for download or videos available online or special chats allowing some Q&A with the presenters (or some combination of these). If the chat room will be used, make arrangements for the chatroom time with the Hosting Chair.
- II. It is always a bonus if there is a special prize drawing for those present, although not required. For Online Houseparties, these would need to be mailed, so confirm with the presenter that they are willing to provide shipping for any prizes given out.
- III. As this is not a paid activity, no evaluation form is required.
- IV. The person presenting the Seminar must be registered for the Online Houseparty.
- V. Nothing in the Seminar shall be for sale in the seminar. These are demonstrations only. Exception: The Estate Acquisition Seminar put on by the Board may have Estate Items for sale.

Suggestions for Online Houseparty Events:

Some examples of activities that could work for an Online Houseparty (but use your creativity to come up with others) are:

--An Ice Cream Social could include downloadable printies with ice cream signs and boxes, free tutorials for making ice cream sundaes, recipes for real ice cream sundaes in .pdf format for download and a special chat where people attending can eat ice cream sundaes in front of their computers and visit.

--A free project with a scavenger hunt. Send participants a list of supplies to gather and then, on the day of the special event, post the tutorials for the project. Schedule a special chat time for Q&A and ideas for finishing the project.

ONLINE HOUSEPARTY EXHIBIT ROOM CHAIR

NAME Office

I. Expenditures:

- The Exhibit Room is a page or pages on the Online Houseparty Website.
- There are no expenses associated with this activity.

NAME Policy:

- I. NAME's 501(c)-3 non-profit status requires that our functions have an educational purpose and the public must be admitted to the exhibit room free-of-charge on Public Day(s).

II. Important Requirements:

All registered members of the Online Houseparty are encouraged to share photos of their miniatures. Exhibits will be accepted on a first come, first served basis as long as there is room for them. The tear-off sheet should explain that exhibits shall not be for sale. Each exhibitor must be registered at the Online Houseparty. If there is a special exhibit that pertains to the theme of the Online Houseparty which includes non-registered persons, that is made by a non-registered person, the tag must indicate the creator's name and the exhibitor's name.

Solicit Exhibits

- An exhibit tear-off sheet should be prepared for inclusion in the registration packet. This sheet should include information shown in the sample. **(See Exhibit Tear off Sheet in Online HP Documents and Forms.)** These are to be emailed to the Hosting Chair prior to the deadline along with high resolution photos in standard electronic format (e.g., .jpg, .png).
- Request the exhibitor give a brief description of the outstanding features of the exhibit, identifying antique miniatures if possible and pointing out any unusual creative factors. Using this information, the Exhibit Room Chair can prepare a spreadsheet of information about each exhibit to be included on the exhibit pages on the Online Houseparty Website. Include the title of the exhibit, the exhibitor's name and the creator of the exhibit if not made by the exhibitor along with any descriptive information provided. Once the exhibit pages have been created, the Exhibit Chair will be asked to review the pages for accuracy.
- Remind exhibitors to use good taste, as children will be viewing the exhibits.
- All exhibitors should be notified by letter, or postcard, that you have received their tear-off applications and are delighted to have their exhibits.

Exhibit Room Schedule

- The Exhibit pages should be available on the Online Houseparty Website throughout most, if not all, of the Online Houseparty. If the site is password protected, these pages should be unprotected on Public Day.

Souvenir Book**Prior to the Online Houseparty:**

- A list of exhibitors should be given to the Souvenir Book Chair before the deadline if the Online Houseparty Steering Committee has decided to include this information in the book. Photos of the exhibits and the descriptions may also be included in the electronic souvenir book.

After the Houseparty

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

ONLINE HOUSEPARTY GARAGE SALE CHAIR

NAME Office

- I. Collects money from garage sale purchasers.
- II. Notifies Garage Sale Chairman of payment

NAME Policy:

- I. All fundraisers held during a Convention/Houseparty shall be approved by the Convention/Houseparty Advisory Committee except for those fundraisers for NAME. In such case, the fundraiser details shall be presented to the Board of Trustees by the Convention/Houseparty Liaison for approval.
- II. Proceeds from a Garage Sale at a Houseparty may be a benefit fundraiser with the proceeds going directly to NAME or as a committee fundraiser with the proceeds used to offset Houseparty expenses or increase the income of the Houseparty.
- III. The Hosting Chair appoints the Garage Sale Chair.

A Garage Sale may be held at an Online Houseparty. The Garage sale is only open for approximately an hour during a physical convention or Houseparty, but can be open for several hours or days during an Online Houseparty.

The following guidelines are set regarding conducting a Garage Sale.

- Donations are sent to the Garage Sale Chair who photographs and sorts them in lots.
- Items should be received 3 months ahead of the Houseparty.
- Garage sale items are made available through the Online Houseparty Website or other venue (e.g. an auction site with Buy-It-Now capabilities).
- Participants buy the items and remit payment, including shipping costs, to NAME. The NAME office notifies the Garage Sale Chair when payments are received and the Garage Sale Chair ships items to the buyers.
- Be sure to budget some money to cover shipping supplies and boxes
- for outgoing shipments, though many of the incoming donation boxes may be used.
- Promote your Garage Sale donations via a tear sheet in the registration packet. You may solicit donations from individuals and clubs if desired. **See the sample tear sheet in the Online HP forms section.**
- Include a sign up section on your tear sheet which can be completed and returned to the Garage Sale Chair along with any garage sale donations.
- Make certain that your tear sheet indicates that items for the Garage Sale are donated and are not for individual profit.
- Decide in advance how you are going to price the items. You may want to consider using a different color sticker to indicate price levels to ease check out. No item should be priced less than .25 (twenty-five cents) and price increments should be in increments of 25 (ie: .50, \$1.00, \$1.25, etc.) to avoid having to dispense small change.
- Decide beforehand how you will dispose of any left over Garage Sale items not purchased.

- To add a little "garage sale" experience to the online shopping, you might price all lots at \$10 for the first few hours, then drop the prices on all unsold items. Keep doing this until the prices are all \$1, for example, or all items are sold. Buyers know they can either buy now or wait to see if the prices drop, knowing that they are running a risk that someone else will buy the item out from under them!

After the Houseparty

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

ONLINE HOSPITALITY CHAIR

NAME Office

I. Processes bills

Expenditures

Hospitality Room

For a physical Houseparty, Hospitality rooms have been gathering places for free workshops, special drawings and demonstrations. The same is true of the Hospitality Room for an Online Houseparty, though this is a webpage instead of a physical room. Your room may feature games or puzzles or free tutorials available for download. You will want to schedule social chats using the NAME chatroom. You may want to give out door prizes for puzzle solvers or game winners during the chat rooms. If these are small kits or items that must be mailed to the winner, be sure to budget postage and packaging costs.

Hospitality Room/Area

- The objective is to provide a place for registrants to relax, socialize, make new friends and renew old friendships. Use the chat room to get people acquainted and talking.
- Someone delegated by the Hospitality Chair should be present at all social chats to keep the conversations moving and to offer games and puzzles to the participants. Make sure good party conversation rules are followed, avoiding discussions of politics or religion in the chat room.
- Plan activities for the room. Keep your activities low key as this is an excellent area for socializing. Communicate with your Online Houseparty webmaster about any special needs for your page (e.g. graphics) and any files that will be made available for download during the Houseparty. Work with the Online Houseparty webmaster to determine the schedule for uploading those files. For example, you may want to offer different tutorials on different days during the Houseparty to keep people coming back to visit the page.

Think about offering something to registrants who are not signed up for registered workshops.

- Free theme related workshops
- Lectures, presented in .pdf format.
- Demonstrations, presented in .pdf format with photos or links to YouTube videos.
- Games (Jigsaw Planet allows you to create jigsaw puzzles of miniature related pictures, other sites will let you create crossword puzzles or word find games to post as .pdfs.)
- Consider preparing a tote bag containing your Online Houseparty logo, or a shirt containing your logo or have people play a game to enter a drawing to win – make your hospitality room a fun place to be.
- Kits. While free kits are very popular during a physical Houseparty, it's more difficult to manage this during an Online Houseparty due to the need to ship the kits to the participants. If the Hospitality committee wants to provide free kits for all participants, they should be submitted to the Operations Chair in time to include them with the souvenir boxes that will be shipped out to all participants. Makes sure these free kits will not impact the size of the

box required for shipping or the cost of shipping so as not to impact the shipping budget line item.

Newsletter

Although a lot of work, it is always well received when a committee prepares a nightly newsletter to place under members doors each evening during a physical Houseparty. The same can be accomplished during an Online Houseparty through electronic newsletters. Work with the Online Houseparty Webmaster to assure any Hospitality news is included in these daily newsletters. The newsletter should contain the location of all of the activities for the following day, any updated information that needs to be shared, miniature tips, printies, instructions for a small project related to your theme. You may even interview people by email and ask to publish their raves about what a fun time they are having in your newsletter.

Other considerations:

At an Online Houseparty, consider establishing a mentor program for newcomers in which they are paired with someone who has an understanding of how Online Houseparties work. The mentor would contact the newcomer, welcome them, answer questions, share information, and would be a contact at the Online Houseparty if they needed assistance.

After the Online Houseparty

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

ONLINE HOUSEPARTY HELPER CHAIR

NAME Office

- I. Accepts money and tickets by mail**
- II. Performs Helper Drawings and notifies Houseparty Helper Chair and Hosting Chair of winner names.**

NAME Policy

- I. All fundraisers held during a Convention/Houseparty shall be approved by the Convention/Houseparty Advisory Committee except for those fundraisers for NAME. In such case, the fundraiser details shall be presented to the Board of Trustees by the Convention/Houseparty Liaison for approval.**
- II. Convention/Houseparty helpers are valued at \$50 or more. Anyone purchasing a Convention/Houseparty helper ticket or winning a Convention/Houseparty Helper must be registered and in attendance at the Convention/Houseparty.**

Important Requirements:

- HP Helper Chair proofs the tear off sheet for the registration information. **See the Online HP forms section for sample tear off sheet.**
- Because local laws vary so much with respect to gambling and because attendees are located all over the world, the Houseparty helper drawings are done like the NAME Gazette Drawings. Tickets are posted, as .pdf files, on the Online Houseparty website, printed off by the participants and mailed to the NAME Office.
- In order to do the Houseparty helper drawings during the Online Houseparty, the helpers and tickets should be posted to the Online Houseparty website at least a month in advance of the Houseparty. Due dates must be clearly communicated. Any tickets and checks arriving in the office after the drawings have happened should be returned to the participant with a note of explanation.

Revenue:

Online Houseparty Helpers

While the anticipated revenue for a physical house party is \$15 per registrant, you should anticipate reduced revenue from an Online Houseparty where tickets are mailed. Advertise the Helpers frequently through the website and online postings and e-newsletters sent to participants.

Expenditures:

Online Houseparty Helpers

The primary expenses associated with Houseparty Helpers for the Online Houseparty is shipping the items to the winners. While Houseparty Helpers are initially shipped to the Houseparty Helper Chair, so some boxes and packing materials may be received that way, it is still anticipated that additional boxes and packing materials may be required to assure safe shipping of the items to the winners.

Online Houseparty Helpers

The success of Online Houseparty Helpers is totally dependent on how well the Online Houseparty Helper Chair does with soliciting the helpers and ticket sales.

1. Solicit Online Houseparty Helpers

- Solicitations may go to clubs and newsletter editors for addition to their newsletters.
- Personally solicit from dealers, workshop instructors, friends and other personal contacts.

2. Acceptance of Online Houseparty Helpers

- Acknowledge receipt of donation intent with a postcard or email thanking them for donation. NAME has a charitable donation form that can be sent to the donor. An electronic signature on this document is acceptable for our non-profit status. The form states that the donor should consult with their tax consultant
- A list of donors as of the deadline should be given to Souvenir Book Chair.

3. Display of Online Houseparty Helpers

- A. Photographs of all items and names of the donors should be given to the Online Houseparty webmaster. These should be taken using good light (natural light is best) and in as high resolution as possible. The Online Houseparty Webmaster can resize as needed for the website and may want to consider posting a smaller photo on the Houseparty Helper page that is linked to a bigger version allowing the participants to get a close up view of the Helpers. Provide the Online Houseparty Webmaster with all names of donors for each items and any other information (e.g. Name of the item, scale, size) that should be included with the Houseparty Helper photo.
- B. Houseparty Helpers are shipped to the Houseparty Helper Chair by the donors. The donors are not reimbursed for shipping expenses. Due dates are included in the Houseparty Helper donation form in the packet.
- C. Send a reminder email to all donors six weeks prior to Online Houseparty if their promised donation has not yet been received.
- D. Work with your Roundtable Chair to collect the roundtable samples and kits from those who have agreed to donate. It is important to label these donations “Donated Roundtable Kits – from Participating Instructors” and “Donated Roundtable Samples – from Participating Instructors”. Previously there has been an issue with Online Houseparty Helper winners not understanding that they are only receiving the kits that have been donated and not ALL of the kits as not all Roundtable Instructors donate their kits. It may make more sense for the Roundtable Chair to keep the donated kits and samples and ship directly to the winner.
- E. If extra swaps were collected from the Mini Exchange participants, collect these from the Mini Exchange Chair. Or it may make more sense for the Mini Exchange Chair to keep the donated swaps and ship directly to the winner.

List for Souvenir Book

Prepare a list of donors and give it to the Souvenir Book Chair by souvenir book deadline.

Ticket Sales

Note: Many Online Houseparty Steering Committees choose to give each registrant a free ticket in their packet. This is a requirement for an Online Houseparty, and can be provided as a .pdf file that can be printed out, filled out, and mailed to the NAME office.

- Create a separate .pdf file for each item with a page of tickets pre-printed with that item name and number. Allow a space for the person's name and contact info. Base this page on the ticket pages used in the gazette for raffles. Include all verbiage on those pages.
- Post the .pdf files on the Online Houseparty Website for download. Make it clear on the Houseparty Helper page that only registered participants may make ticket donations.
- Participants will print the ticket pages, cut the tickets into separate tickets and mail their tickets and checks to the NAME Office.

Online Houseparty Helper Drawing and Shipping

- When tickets are received in the office, they will first be checked against the registration list. If the tickets and money have come from a non-registered person, it should be returned to them with a note of explanation.
- Then confirm that the donation amount matches the number of tickets provided.
- Put the tickets into boxes sorted by item. After the due date has passed, drawings are done in the NAME office, with at least one witness (who can be a NAME employee). Winner names and mailing addresses are sent to the Houseparty Helper chair and the list of winners is sent to the Online Houseparty Webmaster so they can be posted.
- Prepare all boxes for shipping. Strive to have all shipments done within two weeks of the end of the Houseparty. All should be shipped with tracking. High value items may be shipped such that a signature is required.

After the Online Houseparty

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

ONLINE HOUSEPARTY MINI EXCHANGE (Swap) CHAIR

NAME Office

- I. Receives postage for mini exchanges.
- II. Compiles list of swappers who have paid for their postage and send list to Mini Exchange Chair.

Important Requirements

- There is no fee associated with participation in a Mini Exchange.
- A Mini Exchange participant must be a registered attendee of the Online Houseparty.

A Mini Exchange is an optional activity you may offer to your guests. During a Mini Exchange participants exchange a miniature that they have made for those that others have made. You may choose to give participants the option of participating in more than one scale of exchange. Most Houseparties offer exchanges in 1", ½", ¼" and 1/144". Participants can choose to participate in as many scales as they would like, however you may want to limit participation to only one exchange per scale. Participants will mail their swaps to you, you will swap the items. You will put the swaps into bags with participant names on them and then ship them to the Operations chair who will include these in the souvenir boxes. OR, the committee may decide to keep the swap separate from the souvenir shipments, in which case, swappers should send money and return shipping labels for return shipments.

Before the Exchange:

- Prepare a sheet for the Registration Packet for your participants to complete and return so that you will know how many participants to prepare for. **See the Online HP Forms sections for a sample of the tear off sheet and information about sending money to the NAME office for Postage.**
- SWAPS SHOULD BE RECEIVED TWO MONTHS PRIOR TO THE ONLINE HP SO THEY CAN BE PREPARED FOR MAILING TO THE REGISTRANTS.
- Include a deadline date to return the form and swaps.
- Be certain to include the sentence: NO KITS OR PRINTIES PLEASE.
- Items should be individually packaged and should include the participants name on each one. Include a maximum size and weight for the swaps, for example, you can specify that all swaps must fit into a box the size of a small flat rate box from the post office (5-3/8" x 8-5/8" x 1-5/8") and less than one pound..
- Determine in advance how many identical items participants will be expected to make in order to participate. Limit the quantity to 20 or 25. Clearly state the number of exchange

items they should make on your sheet. You may want to request one additional to set aside to be grouped together for an Online Houseparty Helper or Auction item.

- Determine how much money swappers will contribute to the cost of shipping (e.g., \$5) and request that this money be sent to the NAME Office directly. **See sample of form in Online HP Forms**

Conducting the Exchange:

Upon receipt of the swap boxes:

- Count to make sure that the correct number of items is being turned over.
- Place all of the person's items into one bag labeled with his/her name or number.
- If you are collecting an additional piece for a drawing, set it aside into a separate bin.

Preparing the Exchanges:

- Have plenty of bags (large zip lock bags, paper lunch bags) on hand for sorting the exchanges.
- Find a room with a large table with plenty of room to move around freely as you sort.
- If you have friends who can help, it will make this task go more quickly.
- Line up opened, numbered paper lunch type bags or gallon sized plastic bags equal to the number of participants on the table you will be using for the exchange. It is helpful to have 25-30 small bins (approx. 6x10) for sorting to make this process move faster than sorting into bags.
- It is very important that participants NOT receive their own item in the exchange.
- Begin with participant #1 and start placing his/her items in bin/bag beginning with bin/bag #2. Proceed until all bags are filled with the correct number of exchange items.
- Put the recipient's name on each bag and ship these to the Operations Chair for inclusion in the souvenir box. They need to be shipped at least six weeks prior to the Houseparty.
- If shipping them directly to the participants, gather the required boxes and packing materials. Label with the participants return address labels and ship these to the swappers in time to be received before the Online Houseparty. Keep track of the money sent by swappers to cover shipping and the money required to pay for all out going shipments and submit receipts to the Hosting Chair if personal funds were required to ship. If more money was collected than needed for shipping, this money can be applied to the Houseparty budget.
- If participants included an extra swap for a Houseparty Helper or Auction, send the extra swap items to the appropriate chair.

After the Online Houseparty

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

ONLINE HOUSEPARTY OPERATIONS CHAIR

(NOTE: This is a very different position for an Online Houseparty than for a physical Houseparty. The Operations Chair for an Online Houseparty is responsible for shipping souvenir boxes to all registrants, including any tote bag favors and door prizes, as applicable.)

NAME Office:

- I. Provides complete list of attendees including shipping addresses, email address and telephone numbers. This must be in electronic format.

Expenditures:

Operating Expenses

Covers expenses associated with shipping, including boxes, packing material and postage, both for incoming packages (e.g. souvenirs from the souvenir chair, tote bags from the totebag chair) and outgoing packages.

General Information

This is a very big job for an Online Houseparty and it recommended that the Operations Chair have access to storage space for items required for shipping as well as local committee help for the actual packing and labeling boxes for shipping. It is a tough job and one of the most important. An assistant is an important asset.

Shipping Considerations:

- I. Investigate your packaging options early on. Priority mail is an option for US participants which offers free boxes and insurance for up to \$50 on each box and includes flat rate shipping options which eliminate the need for a postal scale. In addition, the post office will pick up priority mail boxes at your home, which is a big help when you're shipping hundreds of boxes. However, tracking is readily available with first class mail and the cost of first class mail AND a box may be less than priority mail. You may also find that priority mail based on weight may be cheaper than the flat rate boxes (but certainly more complex.) The sizes of your souvenirs and totebags will determine your needs.
- II. Investigate shipping options as well. Priority mail postage can be printed online through the USPS. Other programs are available if you choose first class mail, but may require a fee for use. For example, a stamps.com account carries a monthly fee, but could be beneficial for printing postage and would only be needed for a month or two.
- III. Boxes and shipping materials can be ordered online. Uline is one option for boxes and packing peanuts. If Priority mail is used, boxes can be ordered from USPS.com and delivered to your home.
- IV. Gather the shipping supplies needed: boxes for shipping, packing materials like peanuts, bubble wrap or newspaper, shipping labels, shipping tape and, possibly, a postal scale. Preparing a "test box" ahead of time (before ordering ALL the boxes and packing materials) is a must. A computer and printer are indispensable tools to have available for printing postage and labels.

- V. Shipping must happen such that all attendees receive their souvenir boxes prior to the start of the Houseparty. It is best to prepare and ship international boxes at least 2-4 weeks ahead as delivery times are not predictable. Consider adding a label to the outside of the box stating, "DO NOT OPEN UNTIL THE HOUSEPARTY!"
- VI. See **Sample of check list for Operations in Online HP Forms section.**

After the Online Houseparty

- ❖ Once all souvenir boxes have been received by participants, any extra souvenirs, tote bags, and any other items paid for from the Convention/Houseparty budget must be packed and mailed to the NAME office. Coordinate this with the Name Office Representative, as shipping for these items will also be billed to the NAME master account.
- ❖ Submit a written summary, including recommendations, to the Hosting Chair.

ONLINE HOUSEPARTY PUBLIC DAY(s) CHAIR

NAME Policy:

- I. 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(s).

NOTE: The Sales Room is a series of webpages on the Online Houseparty Website. As such, they open on a particular day and close on another day and are available throughout that time; 24 hours a day. Public Day is simply a day where, if the site has been password protected during the Houseparty, the password protection is removed. Or, if the site has not been password protected, Public Day is when the sales room is advertised as open to all.

General Information:

- 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 Online Houseparty, but not as Chairperson in other areas. This is a relatively small job for an Online Houseparty and the committee may want to combine these responsibilities with those of Publicity Chair.
- Every effort should be made to inform the public of this NAME Online Houseparty. Work with the Publicity Chair.
- The Exhibit Room must be open to the public for free as per NAME's 501 (c)(3) non-profit status. This means that the exhibit pages cannot be password protected during public day.
- Houseparties hold Public Day on Sunday. Conventions hold Public Days on Saturday and Sunday. The Online Houseparty can choose to have Public Days on two consecutive days if the schedule allows.
- Work closely with Publicity, Sales, and Exhibit Chairpersons. Make sure that pages of primary interest to the public include links to the NAME web site: <http://www.miniatures.org>. Consider a special page for "how to join" NAME with information about membership benefits and links to join.

After the Online Houseparty

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

ONLINE HOUSEPARTY PUBLICITY CHAIR

NAME Office:

I. Bills for any special *Gazette* advertising

Expenditures

Advertising and Publicity

This covers all the advertising conducted for the Online Houseparty – could include fliers, online newsgroup postings, e-newsletters, regional newsletters, direct mail, etc. The Online Houseparty is expected to advertise in the *Gazette* for three free half-page ads. **This money is to be used for advertising and publicity only. No amount of this line item shall be used to offset other Online Houseparty expenses.**

Gazette Information:

- I. Along with your Hosting Chair, design the promotional ad that will appear in the *Gazette*. Some Online Houseparties hire someone to do the artwork for flyers, etc. This needs to be developed two years prior to the Online Houseparty. The logo/ad should be coordinated with the Online Houseparty Website to assure a common look-and-feel, color scheme, fonts, etc. Check previous *Gazette*'s for articles published by former Online Houseparty Steering Committees. This should appear during the year prior to the Online Houseparty. Use your logo on all *Gazette* advertisements.
- II. Check the *Gazette* for deadlines, keeping in mind the registration opening date.
 - a. Check *Gazette* requirements for ads and deadlines. The *Gazette* mailing can take 30 days after published mailing date. Plan ahead – allow members time to be creative – PLAN AHEAD!
- III. A listing in the Bulletin Board section should request workshop instructors, dealers, and theme luncheon speakers. Include name and address and phone number of each chair involved.
- IV. Your Online Houseparty deadline listing should be printed one year or more preceding your event.
- V. A calendar listing as far before your Online Houseparty as possible should be submitted to the *Gazette*. See the end of the *Gazette* for format.

Web Site Information:

(SPECIAL NOTE: For an Online Houseparty, there is a need to coordinate activities between the NAME website and the Online Houseparty website to assure that there are links between the sites and that there is a clear plan for what information will be published on the primary NAME site vs. the Online Houseparty website. Duplicating information in both places can be confusing for people as they don't know where to go for forms and information. It is recommended that the Online Houseparty website be the primary repository for information, with the NAME website being a place for advertising the event with links to the Online Houseparty website for more information.)

- I. The following tasks will add increased exposure of the Online Houseparty on the NAME web

site. By submitting these items in a timely fashion, both NAME members and non-members will have the opportunity to see everything the Online Houseparty has to offer prior to the opening of registration. This will serve as an enticement to register for the Online Houseparty and attract non-members to join in our fun.

- II. All submissions should be submitted electronically via direct email or as an email attachment. All items should be sent to the NAME Webmaster and the Online Houseparty Webmaster.

Publicity Chair: The following items should be provided:

- A general article for the Online Houseparty main page. Writing more about the highlights of planned Online Houseparty activities is usually better than travelogue type information. An overall explanation of what an online event is can be helpful for those people who are not familiar with these types of events. The length of the article is best at about one screen of text. If it is too long it loses the web surfers interest.
- An electronic copy of the Online Houseparty logo via email or a clear copy sent by regular mail is needed. Color is preferable.
- List your Online Houseparty theme with a link to the Online Houseparty website and dates.
- Post primary contact information on the NAME site for the Online Houseparty Hosting Chair and Co-chair with a link to the Online Houseparty Website holding the full committee list.
- Include in the Gazette articles the URL of the Online Houseparty web pages. Check with the webmaster for the exact URL.

Workshop Chair: The following items need to be sent when 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.

- Submit a complete list of workshops. Consider posting just photos and workshop titles on the main NAME website, with details about the workshops on the Online Houseparty Website, along with the registration forms. This would be in a format similar to what would be placed 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 NAME per capita fee has been added).
- Assuming all workshops are pre-registered through the NAME Office means that *all workshops must* be selected before registration opens.
- Send the original photos submitted by the workshop instructors in .jpg or .png formats to both the NAME webmaster and the Online Houseparty Webmaster.

Theme Luncheon Chair (if applicable): The following items need to be sent when theme luncheons are selected. Changes due to cancellations will be made as they occur. The prime goal is to place the list online **before** registration opens.

- Submit a complete list of Theme luncheons. Consider posting just photos of the gift, presentation titles and presenters names on the main NAME website, with details about the presentation on the Online Houseparty Website, along with the registration forms. This would be in a format similar to what would be placed in the souvenir book. Information would include a brief description, scale, length and day of presentation, and cost (final cost after NAME per capita fee and shipping has been added.)
- Assuming all workshops are pre-registered through the NAME Office means that *all workshops must* be selected before registration opens.
- Send the original photos submitted by the person doing the presentation in .jpg or .png formats to both the NAME webmaster and the Online Houseparty Webmaster.

ONLINE REGISTRATION CHAIR

NAME Office

- I. Receives registrations
- II. Creates receipts as .pdf files when requested
- III. Provides tear-off sheets as electronic files
- IV. Prepares registration packets as electronic files
- V. Manages computer input
- VI. Sends printouts to registration chair after cancellation deadline

Revenue:

Registration

Registration numbers and costs are set by the Board. Remember that the President, NAME Office Staff and Hosting Chair are given complimentary registrations, so you will need to budget these in. If at a Houseparty you have a registration of 250 – and the HP is full, you will most likely have only 247 paid registrations.

Registration Cancellation Fees

You can expect a cancellation rate of about 5% of the registration – multiplying this by the \$40 cancellation fee will give you the total for this line item. **The amount in this line item shall not be used to cover any Online Houseparty expenses.**

Expenditures:

Registration (Packets, Badges, etc.) Budget Line Item

As all communications regarding registrations are done through email, there are no expenses associated with the registration function for an Online Houseparty.

Registration Information

- After the registrants send in their money, the registration packet is the first response they receive from the Online Houseparty Steering Committee. It is the first impression of the Online Houseparty, who is running it, and how well organized it is. Registration packets are posted online, typically in .pdf format, though editable .pdfs are encouraged for forms that must be filled out and submitted.
- Registrants are notified by email or bulk email (e.g., electronic newsletter) about where to retrieve them. Packets are not physically mailed to registrants. Be prepared to retype, or request from the NAME Office, the most recent Online Houseparty packet and model yours accordingly.
- A tear-off checklist should be supplied to the office for your individual Online Houseparty. This eliminates packet error. The layout can be moved to suit the theme, but all information should be included.
- **Have individual chairpersons recheck their personal information and have the entire packet proof read by your Online Houseparty Advisor.**
- All printable pages in the packet should have the NAME logo in the upper left hand corner and your Online Houseparty logo in the upper right hand corner.

- The registration packet should be delivered to the Online Houseparty Webmaster five months prior to the event to allow these items to be posted for registrant access.
- The registration chair will receive the following items from the NAME office on or about two weeks after the cancellation deadline
 - Registration applications
 - Computer printout of registrants

Check-In Welcome Packets

- While traditional "check-in Welcome" packets are not used in an Online Houseparty, the same function can be performed electronically. For example, a "welcome" letter can be distributed via electronic newsletter a couple of days prior to the event.
- A .pdf file outlining the activities coming up during the Houseparty can be made available for download on the Online Houseparty website. Contact information for volunteers available to help with technical issues during the Online Houseparty can be distributed or posted.
- Work closely with the Online Houseparty Webmaster and the Communications Chair to determine the best way to get information into the hands of the registrants prior and during the initial days of the Online Houseparty.

Bulletin Board

- The committee should decide whether or not an online bulletin board should be part of the Online Houseparty website.
- Announcements about upcoming chats or due dates could be communicated here.
- Other announcements may be necessary or desired during the Online Houseparty (e.g., members looking to form clubs in specific regions might want to post a notice on the board.)
- If this is provided, work with the Online Houseparty Webmaster to determine how information will be submitted for the bulletin board and how often the bulletin board will be updated during the Online Houseparty.

After the Online Houseparty

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

Registration Packet (from NAME office) Contents (Not all forms will be required for a given Online Houseparty. For example, there may or may not be an auction planned.):

- NAME Receipts (sent by email upon request)
- Welcome Letter (posted on website or distributed by electronic newsletter)
- Code of Ethics (posted on website or distributed by electronic newsletter)
- First Timer Information (posted on website or distributed by electronic newsletter)
- Tentative Schedule (posted on website or distributed by electronic newsletter)
- Advanced Table Seating Form (posted on website)

- Registered Workshop Photos (posted on website)
- Registered Workshop Descriptions (posted on website)
- Registered Workshop Registration Form (posted on website)
- Theme Luncheon Descriptions (posted on website)
- Theme Luncheon Registration Form (posted on website)
- NAME Auction Form (posted on website)
- Door Prize Form (posted on website)
- Exhibit Form (posted on website)
- Garage Sale Form (usually at National Convention) (posted on website)
- Host/Hostess Form (posted on website)
- Online Houseparty Helper Form (posted on website)
- Mini Swap Form (posted on website)
- Roundtable Application (posted on website)
- Souvenir Book Form (posted on website)
- Tool Kit List (posted on website)
- Tote Bag Form (posted on website)

ONLINE HOUSEPARTY ROUNDTABLE/MEGA ROUNDTABLE WORKSHOP CHAIR

NAME Office

- I. After the selection process has been completed, lists of all roundtables accepted and those placed on the waiting list (all those not accepted) should be sent to the NAME office.
- II. Office sends wait list letters, acceptance letters and agreements, Miniature Gazette Roundtable Forms and collects \$20 fee.
- III. Those instructors choosing the Gazette option for additional sales shall send their Gazette Option form, photo and fee to the Gazette Editor.

NAME Policy:

- I. Artists, crafts people or dealers desiring to teach a Roundtable, Mega Roundtable workshop shall submit a Roundtable, Mega Roundtable Workshop Application and sample of the roundtable to the Roundtable Chair by the date listed in the Registration Packet.
- II. Board members who submit an application for a Roundtable, Mega Roundtable workshop shall automatically be selected unless he/she has already been selected as a Dealer, Workshop Instructor or Theme Luncheon Presenter. These acceptances are included in the maximum of 50 vendors for HP and 75 vendors for Conventions for roundtables and MRT (or any combination thereof) (if space allows). Spouses are not guaranteed acceptance.
- III. The Roundtable, Mega Roundtable Selection Committee shall consist of the Roundtable Chairman, Mega Roundtable Chairman, Hosting Chairman and at least THREE additional steering committee members. Selection may be conducted by the entire Steering Committee with the Roundtable Chairman serving as the Selection Chairman.
- IV. Upon acceptance of the roundtable, mega roundtable, the NAME office will send a contract to the instructor including the fee. The instructor has the option to have the roundtable, mega roundtable for sale in a later *Gazette* for an additional fee.
- V. The maximum cost of any roundtable shall not exceed \$5.
- VI. The maximum cost of any mega roundtable shall not exceed \$10.
- VII. A roundtable, mega roundtable teacher may have one item offered in multiple scales or two separate but related items in one scale only.
- VIII. A Roundtable teacher may have ONE single item/set (sets can contain several pieces sold together such as a hat & coat set; sofa & chair set; or a set of dishes) with no variations. OR: ONE single item/set in up to Three different scales (no variation of color or style allowed). OR: One single item in Two different colors or two different styles (such as a toy in either a girl or boy version; a shelf in either dark wood or light wood; pansies in either blue or yellow). OR: Two items with similarly related themes (such as a seagull OR pier pilings; a structure OR furniture for it; a shelf OR accessories to go on it) Applications and contracts for Roundtables and Mega Roundtables will include language stating that failure to comply with the guidelines will result in being asked to leave the event and being prohibited from participating

in future Roundtables and Mega Roundtables.

IX. A Convention/Houseparty Chairperson cannot dictate how many kits can be sold at one time to one customer.

Roundtables:

I. Selection:

- a. See NAME policy above for Roundtable rules.
- b. The total number of Roundtable instructors should be a maximum of 50 vendors for HP and 75 vendors including members of the Board of Trustees as noted in the Policy above.
- c. Only one applicant can be listed on the Application Form and this is the person who is responsible to teach the roundtable.
- d. Roundtable selection shall be conducted AFTER the Roundtable application deadline and not before. No instructor shall ever be selected prior to the passing of that date.
- e. Upon completion of the selection process, the list of accepted and wait listed Roundtables is to be emailed to the NAME Office. Those not accepted should be listed prioritized first choice to last choice so that the NAME Office can fill any spots that become open with the first choices from the list. The instructor must be registered at the Online Houseparty to teach and sell the roundtable except as noted above.
- f. It is important that the accepted list be correct as the acceptances will be sent based on how your list is worded. Use the EXACT title provided to you on the Roundtable Application. Pay careful attention to words like **“and”** and **“or”**. (Example: there is a big difference between Dresser **OR** Pair of Nightstands and Dresser **AND** a Pair of Nightstands.)
- g. Only after notification from the NAME Office that the list is complete and has met the rules for application and selection can the Roundtable Chairman send an email to any applicant informing them of their application status.
- h. Upon notification from the NAME Office, the Roundtable Chairman may send an email stating the following to those accepted.

II. Acceptance

- a. Congratulations! Your Roundtable Application for (name of roundtable) for the NAME (name and date of Online Houseparty) has been selected. You will receive a formal notification from the NAME Office shortly but we wanted to let you know as soon as possible so you can begin work on kit preparation. Thank you and we look forward to seeing you in (City).
- b. Upon notification from the NAME Office, the Roundtable Chairman may send an email stating the following to those placed on the wait list.
- c. Thank you for your application to be a Roundtable Instructor for the NAME (name and date of Online Houseparty.) Unfortunately, we are limited in the number of roundtables we can accept and have placed your roundtable on our wait list. You will receive a formal notification from the NAME Office shortly. Thank you again for applying.
- d. Inform the Souvenir Book Chairperson of Roundtable Workshops prior to printing of souvenir book. The souvenir book may include a list of accepted roundtable kits, or screen shots of the accepted roundtable kit webpages.
- e. Work with each accepted roundtable dealer to assure you have all the information needed

for the roundtable listings on the website. Also, request photos to their prototypes for inclusion on the website. The information required includes:

Title:
 Instructor Name:
 Instructor Email/Contact Info:
 Price:
 Shipping US:
 Shipping Canada/Mexico:
 Shipping Other International:

- f. Provide all information on roundtables to the Online Houseparty Webmaster for inclusion on the website in order for the roundtable listings to be reviewed. Work with the Online Houseparty Webmaster and the RT Instructors to assure all Roundtable listings are reviewed for accuracy prior to the start of the Online Houseparty. Provide the Online Houseparty Webmaster with any changes required to the listings.

III. **Wait listed Roundtable Applications:**

- **The NAME Office will send a letter to those applicants wait listed.**

In the event a wait listed wishes to have their prototype returned to them, they may contact the Roundtable Chairman. The Roundtable Chairman shall request the person to send postage paid packaging which upon receipt the Roundtable Chairman will use to return the prototype. Please make it clear that if the packaging is not received prior to the Online Houseparty, the piece will be added to the Online Houseparty Helper fundraiser.

IV. **Prototypes:**

- a. Collect kits via mail from those who have agreed to donate a kit for an additional Houseparty Helper. To save on shipping, if the RT Chair is willing, store all donated samples and kits until after the Houseparty Helper drawings are complete, at which time the RT Chair will mail these items directly to the winners. Otherwise, all samples and donated kits should be mailed to the Houseparty Helper Chair for shipping to the winners. It is important to label these donations “Donated Roundtable kits from Participating Instructors.” and “Donated Roundtable Samples from Participating Instructors”.
- b. Previously there has been an issue with Online Houseparty Helper winners not understanding that they are only receiving the kits or prototypes that have been donated as not ALL Roundtable Instructors donate their kits or prototypes. It is important to clearly identify this on the label.

V. **Roundtable and Mega Roundtable Workshop information for the Gazette**

- a. When the acceptance letters and contract are sent out to those selected instructors, the Gazette contract is also included as a separate form. If the Gazette option is chosen, the instructor will return the form to the Gazette Editor along with payment. A photo must be included along with the form or emailed to the Gazette Editor.

After the Online Houseparty

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

ONLINE HOUSEPARTY SALES ROOM CHAIR

NAME Office

- I. Reviews dealer applications and fees
- II. Prepares and mails dealer contracts
- III. Accepts signed dealer contracts and appropriate fees
- IV. Mails dealer contract copies to Sales Room Chair at appropriate time
- V. Notifies Hosting Chair if it requires an online sales table.

NAME Policy:

- I. Convention/Houseparty dealer application:
- II. Artists, crafts people or dealers desiring sales space in a sales room must submit a dealer application to the NAME office by the date listed in the Convention/Houseparty Headlines column of the *Miniature Gazette* and on the NAME website along with the application fee.
- III. You must be a NAME member to apply.
- IV. All dealers must be registered to attend the Convention/Houseparty.
- V. Cancellation of attendance at the Convention/Houseparty voids acceptance as a Dealer.
- VI. If a Steering Committee member makes application for a sales table and he/she is accepted, it is with the understanding that he/she must have the approval of the rest of the Steering Committee to insure they can cover any job responsibilities.
- VII. The Board of Trustees members who are Dealers and the Gazette Editor shall receive an automatic acceptance as a Dealer if he/she submits an application in the usual manner.
- VIII. Special consideration will be given to the Souvenir artists and Board of Trustees members who also apply as dealers.
- IX. Houseparty Dealer selection
 - Dealer selection is conducted by the local Sales Room Chair, Hosting Chair and at least three (3) other steering committee members. Application rules as published must be followed.
- X. Dealer contracts
 - Dealer contracts will be mailed from the NAME office and will be accompanied by the NAME Code of Ethics for Convention/Houseparty dealers and any additional information the steering committee may want the dealers to receive at this time, including a letter from the Sales Room Chair. The contracts will include a statement granting permission to print their address in the souvenir book
- XI. Sales Room details
- XII. A \$40 cancellation fee will be assessed any selected dealer if that dealer cancels before the cancellation date. This will be a one-time fee for one, two or more tables. There will be no refund of any fee(s) after the cancellation date unless a replacement is instituted, in which case the canceling dealer will pay only the cancellation fee of \$40.00

Important Requirements:

- Solicit dealers, however, never make any guarantees that they will receive a sales table.
- Any changes to the sales room floor directory are to be submitted to the Online Houseparty Webmaster.
- For an Online Houseparty, the dealer contract must also include instructions on

where and when to send photos and information for the virtual sales table to be presented on the Online Houseparty website.

Revenue:

Dealer Table Fee

Table fee is set by the Board as is the number of tables –the number of tables is set at 10% of expected registration.

General Information Prior to the Online Houseparty

Submit information for website

- I. If the NAME office has provided information for a sales table, this table should be first on the list or at the top of the first page of the sales pages. Others can be ordered as seen fit (e.g., alphabetically).
- II. Send a listing of dealers to the NAME Webmaster and the Online Houseparty Webmaster as soon as dealers are selected. Changes due to subsequent cancellations will be made as they occur. The prime goal is to place the list online **before** registration opens.
- III. A complete dealer list should include dealer name and business name. This information must be sent electronically in an editable format for ease of inclusion on the website.
- IV. The Sales Room chair is responsible for reviewing all information submitted by the dealers for their sales listing on the Online Houseparty website. This information shall be formatted, electronically, in a consistent manner and submitted to the Online Houseparty webmaster along with any associated photos to allow for the creation of the sales table webpages. **This must happen at least three months prior to the Online Houseparty.**
- V. Once the Online Houseparty webmaster has created these pages in a location where the dealers can review the pages for accuracy, the sales room chair coordinates these, reviews with the dealers and informs the Online Houseparty webmaster know of any required changes. **This should happen at least two months prior to the Online Houseparty.**

Souvenir Book Listing

The electronic souvenir book may include a listing of dealers with contact information or may include screen shots of the sales tables themselves. However, there should be a note made on these pages that the specials available during the Online Houseparty are for the Houseparty only.

After the Online Houseparty

- ❖ Submit a written summary with recommendations to the Hosting Chair.

ONLINE SOUVENIR BOOK CHAIR

NAME Office

- I. Receives ad money
- II. Sends receipts

NAME Policy

- I. To preserve the history of NAME, the committee shall provide one Souvenir Book to the NAME Museum.

Important Requirements:

- Do not include exhibitor's addresses. Many collectors do not care to have this information made public.

SPECIAL NOTE: For an Online Houseparty, the souvenir book is an electronic book and registrants can download the file(s) (e.g. pdf file(s)) from a specific location. This could be from the Houseparty website or special events website or from one of the many file transfer sites available online.

Revenue

Souvenir Book Advertising

This is the money received from paid advertisements in your souvenir book. **To generate this amount of income, the Souvenir Book Chair will need to solicit advertising in the Souvenir Book. This can be solicited not only from Dealers, but from clubs, sponsorships or individual listings. You are expected to raise funds at least as much as is budgeted, however, any income over the budgeted amount may be used to offset Online Houseparty expenses. In addition to the electronic souvenir book, a special web page or pages be set up during the Houseparty to contain any purchased ads.**

Expenditures:

Souvenir Book

The budget for the Souvenir Book is minimal as it is not printed. **Not only can a huge portion of the book itself be paid for by creative solicitation of advertisement, a reduction of size or donation of printing costs can free up a lot of money for other Online Houseparty expenses.**

Solicit Advertising and Articles

- I. One year prior to Online Houseparty, prepare a letter to be sent to NAME clubs soliciting ads. It should include all of the details listed in item III below. You may want to suggest that they take out an ad to welcome the guests, thank someone in their club, announce an upcoming NAME event, etc. The letter should be written and sent to the NAME office to

- be mailed to clubs with tote bag, Online Houseparty helper and door prize requests.
- II. Send a letter to all GAZETTE advertisers. Check back issues for names and addresses.
 - III. Tear-off sheets requesting ads should include:
 - a. Ad Prices
 - Since the ads will be posted on the website and not in print, it is recommended that there be a flat fee for ads of \$15.
 - Patron page – for a \$5 donation, the donor’s name is listed. This can be an easy way for many to participate. There can be a special page on the website for these personal ads, or they can be sprinkled around the website if desired.
 - b. State that ads are to be camera ready in a standard photo format (e.g., .jpg, .png)
 - c. You want to give a deadline date that is at least two months prior to the event to allow time for the Online Houseparty webmaster to create the ad pages on the site.
 - d. Suggest in your advertising that it would be fun if the ads reflect the theme of the Online Houseparty.

Select Format

- The ad layout for the souvenir book should be selected by you and your committee.
- Coordinate with the Steering Committee on your overall plans for the souvenir book.
- Many of the souvenir book pages can be pulled directly from the website through screen captures. PDFs that were provided during the Houseparty for tutorials or presentations can also be included in the Souvenir Book.

Prepare Book

Plan your Souvenir Book so that it will be a welcome addition to a miniaturist’s library. It is important to respect the privacy of our membership. Addresses, telephone numbers and email addresses shall not be published without the consent of the member.

Suggested items to include in the Souvenir Book:

- Articles solicited from well-informed miniaturists on some subject of interest to miniaturists in general, particularly articles related to the theme. Home Improvement Seminars or other files made available during the Houseparty may be included in the book.
- Schedule of events.
- A list of dealer’s names addresses (if included for publication on the application) and table numbers. There should be a question on the dealer application asking if they prefer not to have their address listed in the Souvenir Book and/or on the dealer list given out on Public Day. Respect their request. Consider including the Sales Room pages from the website as screen captures.
- New dealers should be distinguished either in bold or a different font or labeled “NEW!”
- A list of exhibitors obtained from the Exhibit Room Chair. Consider including the Exhibit pages from the website as screen captures.
- A list of demonstrators. Include the posted .pdfs or links where available.
- A list of workshops. Pictures are a wonderful addition. Consider including the mini

Workshop pages from the website as screen captures.

- A list of round table and mega roundtable workshops. Pictures are a wonderful addition. Consider including the Roundtable pages from the website as screen captures.
- A list of Online Houseparty Helpers and their donors. Photos of some of the items would be of interest. Consider including the Helper pages from the website as screen captures.
- A list of door prize donors. Consider including the Donor pages from the website as screen captures.
- Short biography of the Souvenir Artisans. Consider including the Souvenir pages from the website as screen captures.
- A page regarding the centerpieces. Consider including the Centerpiece pages from the website as screen captures.
- Instructions for small projects are always a special treat. Include any .pdfs for tutorials that were posted during the online Houseparty.
- Special greetings from (suggested):
 - NAME President
 - Hosting Chair
 - Steering Committee members
 - Any special thank you messages

Distribution

- Decide how the books will be distributed. Confer with the Online Houseparty Webmaster and the Communications Chair.

After the Online Houseparty

- ❖ Submit a written report with recommendations to the Hosting Chair.

ONLINE HOUSEPARTY 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 backup 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.**
- 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. For an Online Houseparty, security of the souvenirs includes ensuring that they are well packaged for shipment and that shipments are tracked to their destination.

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 an Online Houseparty. Remember to consider costs for packaging and shipping the souvenirs to the Online Houseparty participants. Large souvenirs will add substantially to the cost and, therefore, to the registration fee. *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 Advisor to see what other Houseparties & Conventions are giving as Souvenirs to avoid duplication.
- II. Souvenirs should be selected that reflect the skill of the artisan. They should be a unique and different item designed exclusively for the Online Houseparty.
- III. While souvenirs are given out at physical Houseparties during meal functions, the entire set of souvenirs will be sent to the Online Houseparty participants in one box to arrive prior to the start of the Houseparty. Encourage your Houseparty participants to wait to open their boxes until the Houseparty starts and you may even want to mark each souvenir with a "do not open until" date, encouraging your participants to spread out the surprises throughout the event. Souvenir packaging should be clearly marked "SOUVENIR" to distinguish them from other items in the package.
- 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.
- VIII. Be sure these decisions give the artisan selected plenty of time for production – this could be up to two years.
- IX. If your Online Houseparty will be a multi-scale event with registrants allowed to specify the scale of the souvenirs that they wish to receive, you must establish the numbers of registrants, by scale, prior to contracting for the souvenirs. It is important to look at past Houseparties or other events to determine the numbers you will need to order in each scale. For example, if you establish 200 as the target number of participants and the last couple of

conventions had 50% tables with 1" scale and 40% tables with quarter scale and 10% tables with half scale, you might set registration for 100 1", 50 1/4" and 10 1/2" participants. Or base the percentages on the last Online Houseparty since, frankly, history indicates that you get more quarter scale participation at an online event than 1" scale participation.

- X. For a multi-scale event, it is not necessary to have one artisan make multiple scale souvenirs. For example, two artisans could be contracted to make similar souvenirs (e.g., both a particular flower arrangement) but with each providing souvenirs in a single scale.

Contract Procedure After Approval

- I. You will need to order 3 (three) additional souvenirs for an Online Houseparty plus one for the NAME Museum. For a multi-scale event, order 3 extras in each scale in order to have these available in case of shipping mishaps.
- 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 sent 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 the Online Houseparty. Let the NAME Office know where they are stored so that the insurance carrier can be notified.
- II. The Souvenir Gift Chairman is responsible for securing the storage of souvenirs prior to shipment.

Distribution

As Souvenir Gift Chairman, you are responsible for delivering the accepted souvenirs to the Operations Chair in time for shipping to the Houseparty participants. The committee should consider having a Souvenir Chair and Operations Chair located near each other. If the Souvenir Chair and Operations Chair are not located near each other than the committee will need to decide whether or not souvenirs can be shipped directly from the artisan to the operations chair, who would then be responsible for counting the souvenirs and confirming they are of good quality and authorizing payment to the artisan, or the committee will need to budget enough money to allow for shipping of souvenirs from the Souvenir Chair to the Operations Chair.

Provide the Online Houseparty Webmaster with photographs of the souvenirs for the Website, as well as short paragraphs about each souvenir artisan to include on the website. If the committee wants to try to spread the souvenir opening out over the course of the week, provide timing for when each souvenir photo and artisan bio should be posted. Bios can be posted at the start of the event with the souvenir photos added later.

After the Online Houseparty

- ❖ Submit a written summary with recommendations to the Hosting Chair after the Online Houseparty.
- ❖ Return any remaining souvenirs to the NAME Office.

ONLINE TABLE HOST/HOSTESS CHAIR

NAME Office

I. Provide registration list to Host/Hostess Chair for table assignments

Requirements:

- Since there are no physical tables at an online event, tables become a social group only, with tablemates communicating with each other via email or other electronic means.
- People may still choose to sign up to be at a table with their friends and may still submit requests for table seating.
- Communicate with the table hostess contact information for their tablemates to enable them to set up chat rooms or groups or simply email lists. **See Sample letter to send to Host/Hostess in Online HP Forms Section.**
- Table exchanges and gifts are not part of an Online Houseparty event. If a group of people decides that they want to have an exchange table, they may sign up for a table together, but exchanges are done by the table itself, with NAME bearing no responsibility for the exchanges, financial or otherwise. In fact, the Host/Hostess Chair need not even know if a given table chooses to be an exchange table.

Table Sign-up Procedure

1. Solicit volunteers to act as table hosts/hostesses. Define the responsibilities of a host/hostess and assure that volunteers are willing to perform those duties.
2. Assign registrants to virtual tables. The number of tables will be determined by the number of centerpieces that will be given out (1 per table) or the number of attendees. For example, if there are 300 attendees, and 25 centerpieces available for the centerpiece drawings, then 25 tables of 12 assures the chances for winning a centerpiece are the same for all participants.
3. Assign registrants to tables, honoring the seating requests made with the Advanced Table Seating Form.
4. Send the list of tablemates, with virtual seat numbers, to each table host/hostess and encourage them to try to get virtual conversations started with their table before and during the Online Houseparty through email or the creation of small Yahoo groups or using the Houseparty chatroom(s.)
5. Send the list of the tables with host/hostess name and table numbers/seat numbers to the Online Houseparty webmaster as soon as possible for inclusion on the Houseparty website.
6. Do NOT assign all hostesses the same seat number.

After the Online Houseparty

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

ONLINE THEME LUNCHEON/DINNER CHAIR

NAME Office

- I. Receives tear-off sheets and money for participants electing to receive theme luncheon gifts.
- II. Notifies Theme Luncheon/Dinner Chair of the number in each luncheon.
- III. Sends final list of names after cancellation date.

NAME Policy:

- I. A \$14.00 per capita fee must be added to the cost of each Theme Luncheon/Dinner.
- 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 Online 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 Online Houseparty where the gift is being presented.

Important Requirements

- Theme Luncheons for Online Houseparties are different than regular Houseparties in that the presentations are posted to the website so that any attendee may access the presentation. However, theme luncheon presenters may offer gifts and just those participants who wish to receive the gifts will register and pay for the theme luncheon.
- The Theme Luncheon Evaluations should be emailed to the Convention/Houseparty Liaison whose email address will appear on each form. The C/HP Liaison will summarize the Theme Luncheon Evaluations for distribution.

Revenue:

Theme Luncheon/Dinner Fees

If you are having gifts associated with the Theme Luncheons/Dinners, there is a \$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 Online Houseparty expenses.

Expenditures:

Theme Luncheons/Dinners

Costs for Theme Luncheons/Dinner need to include the cost of the gift, plus the cost of shipping.—Theme Luncheon/Dinner presentations are available to all through the Online Houseparty website, but gifts are only sent to those paying the fee for the gifts.

Select Speakers/Presenters

Determine the number

- The Theme Luncheon/Dinner Chair and the Hosting Chair should select the Theme Luncheons/Dinner. 3 or 4 Theme Luncheons are usually adequate at an online Houseparty but this limit could be increased such that there is a different presentation available each day on the online Houseparty website.
- Advertise for speakers/presenters. Consider soliciting Theme Luncheons/Dinners. However, do not make any guarantees that they will be selected.

Place notice in Bulletin Board page of Miniature Gazette one year prior to the Online Houseparty indicating that applications are available in the NAME office. Include name, address, phone number, e-mail and deadline for applications.

- Have applications available when attending shows and other Conventions or Houseparties.
- Establish deadlines so selection can be made eight months prior to the Online Houseparty.
- Choose a variety of presenters considering price range for the gift and subject.
- Once you have received the applications, schedule a meeting with your committee and Hosting Chair to select the Theme Luncheons/Dinner.
- All Theme Luncheon/Dinner instructors must be registered to attend the Online Houseparty.
- The NAME Office will send acceptance letters and notify the Hosting Chair.
- Determine fees for each Luncheon/Dinner. Fees include cost of the gift and shipping costs as well as the \$14 NAME per capita fee. Traditionally, the gift has been offered at or near cost to keep the cost of the event down.

Registration Packet

- 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.
- 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.

Notify Online Houseparty 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. (Cost printed includes gift cost, shipping cost, and per capita fee)
- This should be sent as soon as Theme Luncheons are selected so that information may be placed online **before** registration.

Souvenir Book

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

Oversee Luncheon

- Work with the Theme Luncheon Presenters to obtain the files necessary for placing the theme luncheon content on the website. Determine what is required through conversations with the Online Houseparty Webmaster. For example, if the theme luncheon will be presented on a webpage, the webmaster may need text and photos and placement instructions for designing the page. On the other hand, if the presentation will be a .pdf file suitable for download, obtain a complete .doc file or .pdf file from the presenter and work with the webmaster to create the .pdf for download.
- Work with the Theme Luncheon Presenters to review the webpages for their presentation prior to going live. Submit feedback on required changes to the Online Houseparty Webmaster.

Reimbursement

- Work with the NAME Office for reimbursement of Theme Luncheon/Dinner presenters.
- The NAME Office will verify social security number for Presenter for payment by NAME.
- Send out evaluation forms by email to each Theme Luncheon/Dinner attendee who purchased the gift after the Luncheon/Dinner with instructions to send completed forms to the Board Convention/Houseparty Liaison.
- Provide instructors with the forms and instructions required for them to receive payment for their Theme Luncheon/Dinner.
- Review submitted requests for payment, cross-checking numbers of students and names with shipping receipts prior to submitting to the Hosting Chair to approve payments for the instructor. The Hosting Chair will submit these documents to the NAME office for payment.

After the Online Houseparty

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

ONLINE TOTEBAG CHAIR

NAME Office

- I. Reimburses totebag chair for cost of bags and cost of shipping to the Operations Chair.
(must submit expense form to OLHP Chair)

Expenditures:

Totebags Budget Line Item

- Totebags are generally given a small budget for the purchase of the totebag itself.
- For an Online Houseparty, the budget should include the cost of shipping the bags to the Operations Chair.

Select Totebag

- These bags must be SMALL! Remember...these will be mailed. So small plastic favor bags or lunch sacks or even ziploc bags are good...cloth bags are not!

Solicit Favors

- Early on, the decision about whether your Online Houseparty will be single scale or multiple scale will be made, and which scales will be included with the tote bags will be made.
- If yours is a multiple scale Houseparty, you will want to attempt to match the scales of the totebags to the scale that the registrants have chosen (e.g., if your Houseparty will have 200 1" scale openings and 250 1/4" scale openings, you'll want to provide 200 1" scale totebags and 250 1/4" scale totebags for distribution.)
- At your first committee meeting, gather ideas for totebag favors into a list. You will use this list to solicit favors for your event.

Solicit totebag favors by

- A. Letters to clubs in your region for regional. Letters to all clubs for a convention. Include with letter for Online Houseparty Helpers and Door Prizes
- B. Tear-off sheets in registration packets
- C. Local businesses
- D. Chamber of Commerce and/or Convention Bureau
- E. Special page in regional newsletter
- F. Craft supplies companies – Inform them of the exposure to hundreds of crafters, miniaturists, etc.

The solicitation letter should include list of items that relate to theme as well information about the scales and quantities of each scales desired.

Souvenir Book

- Provide a list of totebag donors to Souvenir Book Chair and the Online Houseparty Webmaster prior to deadline.
- They will assure that the donors are thanked in the souvenir book and on the Houseparty website.

Fill Tote Bags

- Secure a location for filling the bags. It should be a LARGE area.
- Choose a date approximately one to two months prior to the Online Houseparty to fill the bags, based on the date that your Operations Chair requires the totes for shipping to the registrants. Separate and clearly mark which bags are which scale if this is a multi-scale event. After being filled, these bags should be shipped to the Operations Chair who will include them in the boxes with the souvenirs.
- Recruit your local mini friends to help fill the bags.
- Develop an efficient plan for filling the tote bags equally.
- Prepare the same number of totebags as there are registration slots even if it means putting fewer items in each totebag. You may want to make at least a couple extra bags of totes in case of shipping issues. People who register for the Online Houseparty within the time frame allowed for registration, should not be disappointed by not receiving a totebag. If registration does not fill, extra totebags can be raffled off, auctioned off, or given away as door prizes.

Transport and Storage

- Arrange for shipping of tote bags to the Operations Chair.
- The boxes of totebags shall be insured and tracked unless hand delivered and a signature is required for receipt by the Operations Chair. This will assure the box is delivered where it needs to go and prevent delivery to a neighbor and also allows for some financial compensation should the totebags be lost or damaged that might allow for the purchase of several small items to be used in place of the totes.

Distribution

- Totebags are shipped to Houseparty registrants in their souvenir boxes and are tracked

After the Online Houseparty

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

ONLINE TOUR CHAIR

NAME Office

As "tours" for Online Houseparties are free webpages accessible by participants, there are no tasks for the NAME office.

General Information

- "Tours" are an option of the Online Houseparty Steering Committee and should be selected based on the theme of the Houseparty and are webpages or links to items of interest. For example, if the Houseparty has a theme related to Paris, the tours might be webpages with photos and descriptions of various tourist places in Paris, like the Eiffel Tower or the Louvre. If the Houseparty has a food theme, the tours might be web pages or links to culinary schools or restaurants or recipes. For any Houseparty, webpages highlighting miniature museums or exhibits might be appropriate.

Select Tours

- Your committee will decide on the number and type of tours with the approval of the Online Houseparty Steering Committee.
- You may want to plan a special tour for the evening just prior to the beginning of the Houseparty. You may want to offer different tours on different days of the Houseparty by making different pages available on different days to encourage Houseparty attendees to visit the website often to see what's new.
- Non-NAME members, (i.e. spouses, travel partners, etc.) may be allowed to join tours by making webpages available without a password either during the Houseparty to encourage interest in NAME or on public day.
- Notify Online Webmaster of tours selected so that they can be listed on the Online Houseparty website as appropriate to advertise the Houseparty and encourage participation. Include a brief description, day of tour, etc.

Website Information

The following information needs to be sent to the Online Houseparty webmaster when tours are created:

- I. Text associated with tour. This should be sent in editable format (e.g., .doc file or .txt file, not a .pdf file) to allow copying and pasting by the webmaster who is creating the tour webpage.
- II. Suggested layout of the tour page itself (e.g., a tour may be laid out in word, with photos embedded, to show where the photos go in relation to the text.)
- III. Photos associated with the tour. Discuss resolution of the photos with the webmaster to determine what size photos are appropriate for the page. The webmaster may want a lower resolution photo for the webpage and a higher resolution photo to link to for better viewing
- IV. Links associated with the tour (e.g. if the tour includes a miniature museum, post a link to

- that museum's website.)
- V. MAKE SURE that no information or files submitted to the Online Houseparty webmaster are copyrighted by other parties. For example, if you want to use photos from a miniature museum that are included on the museum's website, these may be copyrighted by the museum and you may need to get permission from the museum to use them on the tour pages from the Online Houseparty.

After the Online Houseparty

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

WEBMASTER CHAIR

NAME Office

- I. Pay for hosting, URL registration and website development software as required.

Important Requirements:

- The Online Houseparty Website should be up and running, even if only one page, shortly after the Houseparty is approved. The goal is to have a URL in place that people can bookmark right away, with that same URL being used for all advertising, forms, etc., prior to the Houseparty and that same URL being the entry point into the Houseparty once it starts.
- If using a commercial hosting site, investigate their backup procedures and confirm that all files will be backed up/available if a server goes down. If using a non-commercial server, make sure that all site files are backed up on a regular basis (monthly during early development and weekly or daily closer to the Houseparty when things change on a regular basis) and available in case of emergency.
- You will need to easily create publicly available pages that all can see and privately available pages that are password protected for development and review.
- You MUST identify at least one other person who will have access to the site, credentials for logging into the site, access to all files and backups and familiar with the organization of the site and the tools used to create it in case of emergencies. This information also needs to be made available to the NAME office staff or at least one member of the Board of Trustees. If you choose to have an Assistant Webmaster with shared responsibility for the Houseparty website, that is all the better.

Responsibilities

- Well before the start of the Houseparty, identify the hosting location for the Online Houseparty. This may be part of the NAME website or may be separate from the NAME website.
- Create a URL for the Online Houseparty, registering it as a NAME domain. If the site is hosted on the NAME server, redirect the location to this URL. This is the URL that will be used before, during and after the Houseparty event itself, until all Houseparty activities are wrapped up and the site can be taken down.
- Decide upon the toolset that will be used for the site creation and maintenance. If there is a charge for this tool, makes sure it is a reasonable cost, but consider one of the many free website creation tools. You'll need a lot of flexibility for design. Some pages will be photo heavy, some text heavy, some with many links to downloadable files, etc.
- With the committee, agree upon a template for the look and feel of the site (e.g., fonts, colors)
- Agree on a backup strategy and make sure that at least one other person and the NAME office

have all credentials for the site and know where files are kept and how to access them in case of emergencies.

- Create the initial page for the event so that any pages on the main NAME site can link to the Houseparty site. The Houseparty site will be a one stop shop...with all advertising, forms, and detailed information about the Houseparty available here.
- Post all application forms to the Houseparty website when needed for dealers, workshop providers, theme luncheon providers, etc.
- Create pages for workshops, theme luncheons and other activities, with registration forms for the potential attendees. Create a dealer list for potential attendees to encourage registration.
- Be available to add/update the site with additional documents or photos as needed for publicity leading up to the Houseparty.
- Work with the committee to determine what communications will be pushed to attendees (e.g. newsletters leading up to and during the Houseparty to generate excitement and address questions.) Decide if responsibility for this type of communications resides with the OHW or with another committee member (e.g., Communications Chair).
- Post packet on the Online Houseparty Website as soon as it is available.
- Consider posting a glossary for potential attendees who may not be familiar with how an Online Houseparty works.
- Create all pages as required for each of your committee members (e.g. Houseparty Helpers, Roundtables, Sales room) Have each committee member review the pages that they are responsible for before the site goes live.
- Have the committee review the entire site to assure that navigation is easy to figure out for the users.
- With the committee, determine what pages will be publicly available and when and which will be password protected (if any) during the event itself and available only to those with the password.
- Be prepared to be tied to your computer during the Houseparty event itself to make corrections as needed and to activate different pages at different times or on different days as new activities are made available during the Houseparty.
- After the Houseparty, work with the Souvenir Book Chair to capture the pages/files/photos that will be included in the downloadable Souvenir Book.
- Post the souvenir book for download when it is available.
- Decide upon a date when the Houseparty website will be completely removed and do so. Cancel any hosting contracts at that time and let the URL expire unless NAME has need of it for future Houseparties.

After the Online Houseparty

- ❖ Prepare a written summary and submit it to the Hosting Chair of Online HP

ONLINE HOUSEPARTY WORKSHOP CHAIR

NAME Office

- I. **NAME** Lottery of student requests for workshops.
- II. Collects class fees and pays instructors.
- III. Sends out acceptance letters.
- IV. Creates registration forms for uploading to website OR provides information to be used for the online shopping cart for registration.
- V. Provides Workshop Evaluation Forms (electronic version) to Workshop Chair
- VI. Provides Class Rosters to Workshop Chair and Instructors.

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. Houseparty Registered Workshop selection is conducted by the local Workshop Chair, Hosting Chair and at least (3) three other Steering Committee members

SPECIAL NOTES ON POLICY FOR ONLINE HOUSEPARTIES:

- For an Online Houseparty ONLY REGISTERED workshops are offered.

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 Online/Houseparty expenses.**

Workshop Instructor Fees

These are the fees paid by the instructors to teach a class – Workshops and Roundtables. **This money goes directly to NAME and any balance in this line item shall not be used to cover other Online Houseparty expenses. In their applications, instructors specify the costs of mailing their kits to participants. Workshop instructors are paid the class fees and the specified postage charges.**

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 Online Houseparty indicating that applications are available. Include name, address, phone number, e-mail and deadline for applications.

Selection of Workshops

- Selection per NAME Policy listed above
- Registered Workshops are not subject to any specific price limitations. Strive to offer 20-30 Registered Workshops.
- Look for a balance of new, old, scales, draw, types and appeal.

Publicity

As soon as your selections are complete and before Registration opens, send a complete list of workshops to the NAME Office. The NAME Office staff will notify the webmaster of all workshop and information to be placed on the website. The NAME website should include a link to the Houseparty Website Workshop page for more information.

Workshop information for Houseparty website

- The following items need to be sent to the Online Houseparty 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 complete list of workshops. 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 shipping cost and the NAME fee of \$14 has been added.**
- High resolution (600 pixels wide) and lower resolution photos (200 pixels wide) of each workshop. A lower resolution photo will be used on the website itself to assure adequate performance. Having a high resolution photo allows for links to the higher resolution photo for better viewing.
- If registration is held through a shopping cart, this information must also be submitted to the online store administrator. (NOTE: Online registrations have not been used before for NAME Houseparties and must be discussed and approved by the NAME Board of Directors before implementation.)
- The evaluation form, which will be made available for download from the Houseparty workshop page during (not before) the start of the Houseparty.

Before and During the Houseparty

- Review webpages as they are available and coordinate reviews by workshop providers prior to making workshops available for public viewing.
- Be in regular contact with the workshop instructors for updates on shipping status of workshops.
- Schedule the Chat Room for instructors who have chosen to offer a chat session for their classes and assure that no two classes are scheduled at the same time. Provide login credentials to the instructor and to their workshop participants.
- Be available, by email, for student questions regarding workshop availability or planned ship dates.
- **Send out evaluation forms by email to each student after the workshop has shipped with instructions to send completed forms to the Board Convention/Houseparty Liaison.**
- Provide instructors with the forms and instructions required for them to receive payment for their workshops.

- Review submitted requests for payment, cross-checking numbers of students and names with shipping receipts prior to submitting to the Houseparty Chair to approve payments for the instructor. The Houseparty Chair will submit these documents to the NAME office for payment.

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.
 - The workshop evaluation forms will be reviewed and tabulated by the Board Convention/Houseparty Liaison and feedback provided to the instructors. These evaluations must be treated confidentially.