

2017 NAME DAY GUIDELINES

The purpose of NAME Day is to unite and involve all NAME members by doing the same project on the same day at different locations throughout the US and internationally. Participation in an event may occur in clubs, locally, statewide, regionally, or online. Information will be in the *NAME Miniature Gazette* to encourage all NAME members' participation.

Dates: As a way to kick off International Dollhouse and Miniatures Month, NAME Day will always be on the first Saturday of October each year. This year it will be on Saturday, October 7, 2017. Expanded events (or areas with conflicting dates) should occur as close to this date as is reasonably possible.

Project: All events will center on the same project – **“BEDROOM – PART II: The Armoire”**. Plans for the Armoire will be provided in 1”, ½” and ¼” scale as soon as they are available. Some cutters will produce kits for 1/144” scale.

1. This event is for NAME members and NAME clubs only. Non-NAME members should be encouraged and invited to join NAME so they can participate in this event. All efforts should be made to include ALL NAME members in an area. Events could be held locally, statewide, regionally, or online. Clubs might get together with other clubs; smaller groups of individuals in remote areas could meet in someone's home. Whatever the size of the event, the goal should be to welcome and invite all members. Event sponsors are encouraged to work with their State Representatives and Regional Coordinators to connect with members in their area and for support/assistance in planning their event.
2. Local event committees will determine their theme, accessories, length of the event (one day, mini weekend, etc.), and costs.
3. Insurance is available through the NAME office for events sponsored by a NAME Club and held in **public locations** in both the US and Canada. The form is available online. **Insurance requests must be filed with the NAME office by August 1, 2017.**
4. We encourage participation from NAME shop owners and members. If a shop/shop owner is a NAME member, he/she may sponsor a NAME Day event BUT participation is limited to NAME members only.
5. Fees are to be set locally with all efforts made to keep costs low and reasonable. Because NAME is a nonprofit organization, any profit from your event must be used for educational or charitable purposes. Please also remember that we are a part of a national organization and it would be nice if you could find a way to make a financial donation to NAME. You could add a few dollars onto your registration fee, plan some type of a fundraiser for NAME such as selling tickets for donated “helper” prizes, or donate a portion of your event profit to NAME. This is not a requirement but any donations are always appreciated.
6. There are no free kits available for Event groups as in previous years. Please contact the cutter of your choice to purchase early kits for your planning team.
7. To register your event, please contact Ruth Heisch, 2017 NAME Day Event Coordinator at:
Ruth Heisch grouchybeartoo@aol.com
7197 Wooded Lake Dr. (408) 997-1004
San Jose, CA 95120

This year there is an Event Application Form, found online or you can obtain it from Ruth.

8. In order to have your event listed in the July/August *NAME Miniature Gazette* your event **must be registered with Ruth Heisch, by April 1, 2017**. Once your information is received, it will be listed

on the NAME website in a timely manner.

9. This event is to be an Armoire to go with the Bunk Bed from last year. Individual event sponsors will determine themes. The Bunk Beds from 2016 are still available this year if you missed them last year.
10. Kit Cutters Needed: If you are interested in being on the NAME list of cutters, please contact: Barbara Thornton-Hill, bathca@gmail.com, 530-265-5704. She will send you a form for the application and information to be listed.
11. Kit cutters, Regional Teams, and event planners may not sell the “Armoire” kits as fundraisers after the event. This is a three year project, special for the 2016-2018 NAME Days, and is much like a souvenir at a Houseparty or Convention. Since this is a special event, we ask that the kits not be manufactured after October 12, 2018. Kits that are left over may be sold to NAME members.
12. Event sponsors are asked to place their orders with the kit cutter of their choice as soon as possible to allow sufficient time for the production of kits. To ensure delivery in time for your event, the **cut off date for ordering kits is August 15, 2017**. Shipping dates for the continental United States will begin September 2, 2015. Shipping dates for AK, HI and internationally will be mutually determined between the event sponsor and kit cutter.
13. Following your event, please send photos and event highlights to
Pat Frost frostpl@aol.com
16009 SE 179th St.
Renton, WA 98058
so they may be shared online and in the *NAME Miniature Gazette*.