



# Schedule

Tentative as of: 6/25/2016

## Wednesday, March 22, 2017

8:00am - 5:00pm Drive It Yourself Tour of Homes  
 5:00pm - 8:00pm Registration\* Open  
 8:00pm - ?? Steering Committee Meeting

## Thursday, March 23, 2017

7:00am - 8:00am Registration\* Open  
 7:30am - 8:00am Pre-convention Workshop Set Up  
 8:00am - 5:00pm **Pre-convention Workshops**  
 Noon - 1:00pm Registration\* Open  
 Noon - 3:00pm **Hospitality Room Open**  
 Noon - 3:00pm Exhibit Room-Exhibitor Set Up  
 Noon - 4:00pm Sales Room Set Up  
 4:00pm - 5:30pm Registration\* Open  
 5:00pm - 6:30pm Free for dinner  
 6:30pm - 10:00pm *\*Thursday Evening From A to Z\**

## Friday, March 24, 2017

7:00am - 8:00am Registration\* Open  
 7:00am - 8:30am Exhibit Room-Exhibitor Set Up  
 7:00am - 11:30am Sales Room Set Up  
 7:00am - 7:30am Registered Workshop Set Up  
 7:30am - 11:30am **Registered Workshops**  
 8:00am - 11:00am **Hospitality Room Open**  
 11:30am - Noon Host/Hostess Meeting  
 Noon - 1:30pm **Opening Luncheon**  
 1:30pm - 5:00pm **Sales Room Open**  
 1:30pm - 5:45pm **Silent Auction #1**  
 2:00pm - 4:30pm **Exhibit Room Open**  
 3:00pm - 5:00pm **Hospitality Room Open**  
 4:30pm - 5:00pm Registration\* Open  
**4:30pm DEADLINE for Special Needs Roundtable & Mega list w money drop off**  
 5:30pm - 7:15pm **Theme Dinner - "Tool Time"**  
 7:45pm - 8:15pm Round Table & Mega RT Set Up  
 8:15pm - 8:45pm **Round Table Sales**  
 8:45pm - 9:15pm Mega Roundtable Sales  
 9:15pm - 9:45 **Round Table and Mega Workshops**

## Saturday, March 25, 2017

7:00am - 7:30am **Registered Workshop Set Up**  
 8:00am - 10:00am **Hospitality Room Open**  
 10:00am - 11:30am **Exhibit Room Open**  
 7:45am - 11:45am **Registered Workshops**  
 12:00pm - 1:30pm **Theme Luncheons**  
 1:30pm - 5:15pm **Silent Auction #2**  
 1:30pm - 5:00pm **Sales Room Open, Exhibit Room Open**  
 2:00pm - 5:00pm Shipping Counter Open  
 3:30pm - 5:30pm **Hospitality Room Open**

## Saturday, March 25, 2017 (continued)

4:30pm - 5:15pm **Pick up Mini Swap Items**  
 5:15pm - 6:00pm Optional Meetings, Online meeting, etc.  
 5:30pm - 6:00pm **Pick up Gold Star Pin in Operations**  
 6:30pm - 7:30pm **No-Host Cocktail Party**  
 7:00pm - 7:20pm Host/Hostess Meeting  
 7:30pm - 11:00pm **ABCs Party Night (Banquet)**

## Sunday - March 26, 2017

8:30am - 9:00am Host/Hostess Meeting  
 9:00am - 11:00am **Closing Brunch**  
 10:30am - 1:30pm Shipping Counter Open  
 11:30am - 4:00pm **Sales Room & Exhibit Room Open to Public**

**Registration\*** - During these hours the Committee will accept items for Auction, Door Prizes, Houseparty Helpers and Mini Swaps. You may also sign up for Table Seating and Gold Star Volunteers if you didn't do so ahead of the event.

Late Registrations arriving after 5pm on Friday evening or anytime Saturday may be picked up in Operations.

### My Tear Sheet Record

Did I Send It? Date Sent

Forms Sent to:

**NAME**  
 PO Box 69  
 Carmel, IN 46082



Thursday Evening FORM

Theme Dinner FORM

Pre-Convention Workshop FORM

Registered Workshop FORM

Theme Luncheon FORM

### Forms Sent to each Committee Chairperson(s): (NOT TO THE NAME OFFICE)

Advanced Table Seating Request - FORM

Door Prizes - FORM

Exhibits - FORM

Gold Star Volunteer - FORM

Host/Hostess - FORM

Houseparty Helpers - FORM

Mini Swap - FORM

Roundtable/Mega Instructor - FORM & SAMPLE

Silent Auction FORM

Souvenir Book Ad - FORM

Tote Bag Favor - FORM