



Schedule

Tentative as of: 5/01/2017



Wednesday, Sept. 20, 2017

Noon	All Committee Members present
12:30pm – 1:00pm	Walk through
1:00pm – 5:00pm	Set up & decorating
6:00pm – 8:00pm	Registration* Open
8:00pm	Steering Committee Meeting

Thursday, Sept. 21, 2017

7:00am – 8:00am	Registration* Open
7:30am – 8:00am	Pre-convention Workshop Set Up
8:00am – 10:00pm	Trick or Treating
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 – 5:00pm	Sales Room Set Up
4:00pm – 5:30pm	Registration* Open
5:00pm – 6:00pm	Free for dinner
7:00pm – 10:00pm	“Sleepy Hollow, out of the pages into your imagination” Workshop (Room opens for seat selection: 6:45)

Friday – Sept. 22, 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 – 10:00pm	Trick or Treat
8:00am – 11:00am	Hospitality Room Open
11:30am – Noon	Host/Hostess Meeting
Noon – 1:15pm	Opening Luncheon
1:30pm – 5:30pm	Sales Room Open
4:00pm – 6:00pm	Silent Auction #1
2:00pm – 4:30pm	Exhibit Room Open
3:30pm – 5:30pm	Hospitality Room Open
4:30pm – 5:00pm	Registration* Open
5:00pm – 6:00pm	Free for Dinner
6:00pm	DEADLINE for Special Needs Roundtable & Mega list & money drop off
6:00pm – 7:00pm	Small Scale Tips & Techniques!
7:45pm – 8:00pm	Round Table Set Up
8:00pm – 8:30pm	Round Table Sales
	Room must be cleared by 8:30
8:45pm – 9 :00pm	Mega Roundtable Set Up
9:00pm – 9 :30pm	Mega Roundtable Sales
9:30pm – 10:00pm	Round Table and Mega Workshops

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.

Saturday – Sept. 23, 2017 continued

7:00am – 7:30am	Registered Workshop Set Up
8:00am – 10:00am	Hospitality Room Open
10:00am – 11:30am	Exhibit Room Open
7:30am – 11:30am	Registered Workshops
8:00am – 5:00pm	Trick or Treat
12:15pm – 1:30pm	Theme Luncheons
3:00pm – 5:30pm	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
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
5:30pm – 6:30pm	Final trick or treat catchup
6:00pm – 7:00pm	No-Host Cocktail Party
6:30pm – 7:00pm	Host/Hostess Meeting
7:00pm – ??	Halloween Costume Party (Banquet)

Sunday – Sept. 24, 2017

8:30am – 9:00am	Host/Hostess Meeting
9:00am – 11:00am	Closing Brunch
10:30am – 1:30pm	Shipping Counter Open
11:30am – 3:30pm	Sales Room & Exhibit Room Open to Public

My Tear Sheet Record		
Did I Send It?	Date Sent	
Forms Sent to:		
NAME PO Box 69 Carmel, IN 46082		
	Thursday Evening Workshop 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	