



Schedule

Tentative as of: 9/7/2017



Wednesday, May 16, 2018

12:30pm - 1:00pm All Committee Members present for walk through
 6:00pm - 8:00pm Registration* Open
 8:00pm Steering Committee Meeting

Thursday, May 17, 2018

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 - 9:00pm "Call to the Post" Workshop

Friday, May 18, 2018

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 - 5:30pm **Silent Auction**
 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 with money drop off
 6:30pm - 8:00pm **Winner's Circle with Kaye Savage Browning**
 8:15pm - 8:30pm Round Table & Mega RT Set Up
 8:30pm - 9:00pm **Roundtable Sales**
 9:15pm - 9:45pm **Mega Roundtable Sales**
 9:45pm - 10:00pm **Roundtable and Mega Workshops**

Saturday - May 19, 2018

7:00am - 7:30am **Registered Workshop Set Up**
 7:45am - 11:45am **Registered Workshops**
 8:00am - 10:00am **Hospitality Room Open**
 10:00am - 11:30am **Exhibit Room Open**
 12:00pm - 1:30pm **Theme Luncheons**
 1:30pm - 5:00pm **Sales Room Open, Exhibit Room Open (Open to the Public)**
 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
5:30pm - 6:00pm Pick up Gold Star Pin in Operations
 6:30pm - 7:30pm **Cocktail Party**
 7:00pm - 7:20pm Host/Hostess Meeting
 7:30pm - 11:00pm **Banquet**

Sunday - May 20, 2018

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**

My Tear Sheet Record	
Did I Send It?	Date Sent
Forms Sent to: NAME PO Box 69 Carmel, IN 46082	
	"Call to the Post" FORM
	"Winner's Circle" 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

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.