



# Convention/Houseparty Terminology

*These definitions are provided to explain NAME Convention/Houseparty Terminology and the activities available.*



## **Academy of Honor (AOH)**

Recognizes those members of NAME whose talent, leadership and achievements have helped determine and preserve the art of miniatures.

## **Annual Business Meeting**

As authorized by NAME Bylaws, the primary purpose of the Annual National Convention is to hold the annual meeting of its members. Its function is to provide a forum to conduct NAME business by bringing together NAME Officers, Board Members, Club Presidents, State Reps, Regional Coordinators and Members. All NAME members are invited to attend. If they are not registered for the Convention, they must present a current membership card. All members have an equal vote. The results of the election of officers are announced every two years. Changes in the NAME Bylaws are voted on annually, if such changes are proposed. The President of the Association chairs the Business Meeting.

## **Auction**

An auction of special items donated to NAME with all proceeds going to NAME. This is held in the evening.

## **Banquet**

This is the main formal meal, served on Saturday evening. Door Prizes and Houseparty Helpers are drawn and Table Favors and Table Exchange gifts are exchanged.

## **Centerpiece**

All tables feature a centerpiece at each meal functions. These are miniature scenes, depicting the Convention theme, which various NAME members have created. There is a drawing at the Sunday Brunch and a winner at each table receives the centerpiece.

## **Club Presidents Meeting**

A meeting is held for any Club President or Club representative to allow our Clubs an opportunity to share ideas and discuss solutions to problems.

## **Convention Badge**

Your name badge must be worn at all convention functions. You may not lend your badge to anyone for any reason. If you leave the hotel for anything other than a Convention function, please remove your badge. It's a sure sign you are a tourist with money in your pocket.

## **Door Prize**

Door Prizes are miniature items donated by registrants. They are valued from \$10.00 to \$50.00. Door Prizes are given at meal functions by a drawing of table seat number. If you donate one, turn it in at the Registration Area. They should be boxed, but unwrapped.

## **Exhibit Room**

A Convention highlight is a wonderful display of miniatures that have been brought by the registrants to share with everyone attending. Exhibit hours are listed in the Schedule of Events.

## **First Timers Meeting**

A meeting held for all those attending their first Convention to introduce these registrants to the terminology of the Convention and to answer any questions.

## **Garage Sale**

This is a typical garage sale of miniature items donated to NAME. There will be bargains galore, so arrive early!! Please be courteous to other shoppers. No hoarding a large number of items to sort through in a corner of the room later.

## **Gold Star Volunteers**

This is a program that allows attendees to volunteer their time to assist the various committees at the Convention. Volunteers who work for at least two hours at the Convention receive a Gold Star Volunteer pin.

## **Hospitality Room**

A room is setup for the registrants to stop by and chat with other registrants. The hours of the Hospitality Room are listed on the Schedule of Events. Special activities, exclusive to the Hospitality Room, will be provided.

## **Hostess/Host**

Registrants sign up ahead of time to be a hostess or host at meal functions. They have specific duties such as putting the centerpiece and souvenirs on the table at each meal function, overseeing the sign-in sheet, introducing the guests to each other, making the guests feel welcome, etc. It is best to have attended a NAME Convention at least once before you sign up to be a Hostess/Host.

## **Houseparty Helpers**

Houseparty Helpers are donated items valued at \$150 or more. Raffle tickets are sold and the proceeds will be used to defray Convention expenses. Purchase your tickets and place them in the box for the item you would like to win. One ticket is chosen from each container and that person wins that Helper. **Helpful Hint:** *Pre-printed return address labels are very helpful when putting your name on the Houseparty Helper tickets and on the sign-up sheet at meal functions.*

## **Meal Functions**

All meals on the Schedule of Events, with the exception of the Theme Luncheons/Dinners or meals served on the Tours, are included in the registration fee.

## **"Mega" Roundtable Workshops (NEW EVENT)**

Instructors will offer hands-on workshops in small groups in the roundtable workshop room. Kits are sold for \$10 or less and the workshop should take two hours or less to complete. Pre-sales for Mega Roundtable kits are held prior to the workshop session, and remaining kits are sold in the workshop room. These workshops are listed in the Souvenir Book and a separate list is provided in the registration packet you will receive at the Convention. Finished kits will be on display near the registration area during registration hours.

### ***“Friends of NAME” Event***

This is a NAME fundraiser usually held on Wednesday evening (only at NATIONAL conventions, not regional Houseparties). There are usually refreshments & entertainment, a possible auction of special items, & a small gift is presented. Each “Friends of NAME” is different based on the theme of the Convention. You must pre-register for one of the limited spaces available at an additional fee.

### ***No Host Cocktail Party***

A cash bar cocktail party is held prior to the banquet on Saturday evening. It gives you an opportunity to visit with other guests and view those registrants who choose to wear theme-related costumes.

### ***Pre-Convention Workshops***

One, two or three-day workshops are given by instructors on Monday, Tuesday and Wednesday preceding the Convention. They are limited in number of participants and you must pre-register for these workshops. A list of these workshops is included in your registration packet. These workshops fill up quickly and are filled on a first come, first served basis according to registration form arrival. First-day arrivals (all those received on or before a specified date regardless of order received) will be registered first. Those arriving the following day will be second-day and processed next, etc. If there are more first-day arrivals than space will allow, those registrations will go to a lottery. If your first choice is full and you have indicated other choices, you will be registered in your next choice if space is available. Fee adjustments will be made if necessary. If you are placed on a waiting list, your check will be held. If you do not get into the wait-listed workshop, your check will be returned following the Convention. A fee is charged for Pre-Convention Workshops. If there are any openings remaining in these workshops, they will be filled at the Convention.

### ***Regional Meetings***

Members from each region get together with their Regional Coordinator and State Representatives to make plans for the coming year. A report of the previous year is also given. This is a wonderful opportunity to have input into the events and projects planned for your region. And is a way of showing your Regional Coordinator and State Reps that they have your support.

### ***Registered Workshops***

Workshops are given by instructors on Thursday and Friday during the Convention and are usually 4 hr or less. The number of participants is limited, and you must pre-register for these workshops. A list of the workshops is included in your registration packet. Please see “Pre-Convention Workshops” for an explanation of how the workshops are filled. A fee is charged for Registered Workshops. If there are any openings remaining in these workshops, they will be filled at the Convention.

### ***Registration at the Convention***

When registrants arrive at the Convention/HP, they need to report to the Registration area to pick up their packet of information, name tag, tote bag and souvenir book. Registrants will also sign up for table seating for the meal functions if they have opted not to be pre-seated. The Schedule of Events lists the frequent hours the Registration area is open. This is the best time to drop off Door Prizes, Houseparty Helpers, Auction and Garage Sale items.

### ***Roundtable Workshops***

Instructors will offer hands-on workshops in small groups in the roundtable workshop room. Kits are sold for \$5 or less to complete the workshop, which should take 30 minutes or less. Pre-sales for Roundtable kits are held prior to the workshop session, and remaining kits are sold in the workshop room. These workshops are listed in the Souvenir Book and a separate list is provided in the registration packet you will receive at the Convention. Finished Kits will be on display near the registration area during registration hours.

### ***Sales Room***

Selected dealers with a variety of miniature merchandise at various prices. The hours of the Sales Room are listed on the Schedule of Events.

### ***Souvenirs***

These are specially made gifts for each Convention registrant. Souvenirs are limited editions and made only for this Convention. They are presented at the meal functions. Registrants are not to open souvenirs until an announcement is made to do so, then everyone opens them at the same time.

### ***Souvenir Book***

A book printed especially for the Convention containing the Convention Schedule of Events, a list of the workshops and items related to the Convention theme. The Souvenir Book is a nice addition to a miniature library.

### ***Table Exchange Gifts***

Many registrants make or buy one gift valued at approximately \$10 to \$15 to exchange with another person at their table who also brought a gift. This is an optional, but popular, tradition for the Saturday Night Banquet. Table Exchanges should be gift wrapped (include your name/contact info inside).

### ***Table Favors***

There will be ten attendees at each table. Many registrants make or buy nine small gifts, valued at approximately \$3 to \$5, to present to their table companions at the Saturday Night Banquet. This is entirely optional, but most guests do elect to participate. It is fun if the Table Favors are theme related and wrapped as a gift (include your name/contact info inside).

### ***Theme Luncheons and Dinners***

These are luncheons or dinners at which an artisan will present a demonstration or lecture on a specific subject. The number of participants is limited, and you must pre-register for these luncheons. A list of these Luncheons and Dinners is included in your registration packet. Please see “Pre-Convention Workshops” for an explanation of how the luncheons and dinners are filled. A fee is charged for Theme Luncheons and Dinners. If there are any openings remaining in the Theme Luncheons and Dinners, they will be filled at the Convention.

### ***Tote Bags***

At registration you will receive a Tote Bag of miniature favors donated by NAME Clubs and individual members. Donations are normally a sufficient quantity to give one per attendee, although any quantity is greatly appreciated. Not everyone will get the same Tote Bag Favors, but the distribution will be pretty equal. If you wish to donate Tote Bag Favors, there is a form available in your registration packet.