



# Schedule

Tentative as of: 12/12/18



## Wednesday, Sept 25, 2019

Noon - 1:00pm All Committee Members present for walk through  
 4:00pm - 8:00pm Dealer Setup  
 5:00pm - 8:00pm Registration\* Open  
 8:15pm Board Thank You Party

## Thursday, Sept 26, 2019

7:00am - 8:00am Registration\* Open  
 7:30am - 8:00am Pre-convention Workshop Set Up  
 8:00am - 5:00pm **Pre-convention Workshops**  
 10:00am - 8:00pm Sales Room Set Up  
 Noon - 1:00pm Registration\* Open  
 Noon - 3:00pm **Hospitality Room Open**  
 Noon - 3:00pm **Exhibit Room-Exhibitor Set Up**  
 4:00pm - 5:30pm Registration\* Open  
 5:00pm - 6:30pm Free for dinner  
 6:15pm - Doors Open for TNP  
 7:00pm - 11:00pm TNP Project

## Friday, Sept 27, 2019

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**  
 1:45pm - 5:00pm **Sales Room Open**  
 1:45pm - 5:30pm **Silent Auction**  
 2:00pm - 4:30pm **Exhibit Room Open**  
 3:30pm - 5:30pm **Hospitality Room Open**  
 4:30pm - 5:30pm Registration\* Open  
**4:30pm DEADLINE for Special Needs Roundtable list with money drop off**  
 6:00pm - 7:00pm Free for Dinner  
 7:15pm - 7:30pm Round Table Set Up  
 7:30pm - 8:30pm Roundtable Sales  
 8:30pm - 9:00pm Roundtable Workshops

## Saturday – Sept 28, 2019

7:00am - 7:15am **Registered Workshop Set Up**  
 7:30am - 11:30am **Registered Workshops**  
 12:00pm - 1:15pm **Theme Luncheons**  
 1:30pm - 4:30pm **Sales Room Open, Exhibit Room Open (Open to the Public)**  
 1:30pm - 2:00pm **Pick up Gold Star Pin in Operations**  
 1:30pm - 2:00pm **Pick up Mini Swap Items**  
 3:30pm - 4:30pm Early removal of Exhibits  
 3:30pm - 5:30pm **Hospitality Room Open**  
 6:15pm - 7:00pm **Cocktail Party**  
 6:30pm - 7:00pm Host/Hostess Meeting  
 7:00pm - 11:00pm **Banquet**

## Sunday – Sept 29, 2019

8:30am - 9:00am Host/Hostess Meeting  
 9:00am - 11:00am **Closing Brunch**  
 11:30am - 12:15pm 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: <b>NAME</b> PO Box 69 Carmel, IN 46082	
	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 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.