



# Schedule

(Tentative)



## Wednesday, April 1, 2020

Noon All Committee Members present  
 1:00 pm - 5:00 pm Set up & decorating  
 6:00 pm - 8:00 pm Registration open  
 8:00 pm Steering Committee Party

## Thursday, April 2, 2020

7:00 am - 8:00 am Registration  
 7:30 am - 8:00 am Pre-Convention Workshop Set-up  
 8:00 am - 5:00 pm Pre-Convention Workshops  
 Noon - 3:00 pm Hospitality Room Open  
 Noon - 3:00 pm Exhibit Room Set up  
 8:00 am - 5:00 pm Sales Room Set-up/ Dealers only  
 4:00 pm - 5:30 pm Registration Open  
 5:00 pm - 6:00 pm Free for Dinner  
 7:00 pm - 10:00 pm Thursday Night Workshop

## Friday, April 3, 2020

7:00 am - 8:00 am Registration Open  
 7:00 am - 7:30 am Registered Workshop Set-up  
 7:30 am - 11:30 am Sales Room Set-up; Dealers only  
 7:30 am - 11:30 am Registered Workshops  
 9:00 am - 10:00 am Exhibit Room Set Up  
 8:00 am - 11:00 am Hospitality Room Open  
 11:30 am - Noon Table Host / Hostess Meeting  
 Noon - 1:30 pm Opening Luncheon  
 Noon Registration at door for last arrivals  
 2:00 pm - 5:00 pm Sales Room Open  
 4:30 pm - 5:30 pm Silent Auction  
 2:20 pm - 5:00 pm Hospitality Room Open  
 2:00 pm - 5:00 pm Exhibit Room Open  
 5:00 pm - 6:00 pm Free for Dinner  
 5:30 pm - 6:00 pm Special Needs Deadline for Roundtable & Mega List and Money Drop off- outside Sales Room  
 7:30 pm - 7:45 pm Roundtable Set-up  
 7:45 pm - 8:00 pm Mega Roundtable Set-up  
 8:00 pm - 8:30 pm Roundtable Sales  
 (Room Must Be Cleared by 8:30)  
 8:30 pm - 9:00 pm Mega Roundtable Sales  
 9:00 pm - 9:30 pm Roundtable & Mega Workshops

## Saturday, April 4, 2020

7:00 am - 7:30 am Registered Workshop Set-up  
 7:30 am - 11:30 am Registered Workshops  
 9:00 am - 11:30 am Hospitality Room Open  
 9:00 am - 11:30 am Exhibit Room Open  
 Noon - 1:30 pm Theme Luncheons  
 1:30 pm - 2:00 pm Sales Room/Dealer only  
 2:00pm - 5:00 pm Sales Room Open  
 1:30 pm - 5:00 pm Exhibit Room Open  
 3:30 pm - 6:00 pm Early Pick-up Exhibits  
 3:00 pm - 5:00 pm Hospitality Room Open  
 4:30 pm - 5:15 pm Pick Up Mini Swap Items  
 5:15 pm - 6:00 pm Alternative Meetings  
 6:00 pm - 7:00 pm No-Host Cocktail Party  
 6:30 pm - 7:00 pm Table Host / Hostess Meeting  
 7:00 pm - Costume Party/ Banquet

## Sunday, April 5, 2020

8:30 am - 9:00 am Table Host / Hostess Meeting  
 8:30 am - 9:00 am Pick Up Gold Star Pins on your way to Closing Brunch  
 9:00 am - 11:00 am Closing Brunch  
 11:30 am - 3:30 pm Exhibit Room Open (Public Day)  
 11:30 am - 3:30 pm Hospitality Room Open  
 11:30 am - 3:30 pm Sales Room Open (Public Day)  
 3:30 pm - 6:00 pm Sales Room Break down

Here's a handy place to keep track of your forms:

My Tear Sheet Record	
Did I Send It?	Date Sent
Forms sent to: NAME PO Box 69 Carmel, IN 46082	
<input type="checkbox"/>	Pre-Convention Workshop Form
<input type="checkbox"/>	Registered Workshop Form
<input type="checkbox"/>	Theme Luncheon Form
Forms sent to each Committee Chairperson (NOT TO THE NAME OFFICE!)	
<input type="checkbox"/>	Advanced Table Seating Form
<input type="checkbox"/>	Auction Form
<input type="checkbox"/>	Door Prize Form
<input type="checkbox"/>	Exhibits Form
<input type="checkbox"/>	Gold Star Volunteer Form
<input type="checkbox"/>	Host/Hostess Form
<input type="checkbox"/>	Houseparty Helpers Form
<input type="checkbox"/>	Mini Swap Form
<input type="checkbox"/>	Roundtable & Mega Roundtable Instructor Application & Sample
<input type="checkbox"/>	Souvenir Book Ad Form
<input type="checkbox"/>	Souvenir Book Special Form
<input type="checkbox"/>	Tote Bags Form

### Registration\* -

During these hours the Committee will accept: Sign-ups for Gold Star Volunteers, Table Seating and will receive items for Auction, Door Prizes, Houseparty Helpers, Charity Items, Garage sale and Mini Swaps.