



# ***NAME Online Houseparty Theme Luncheon Application Splintered Fairytales February 17-20, 2022***



## **Instructions for Theme Luncheon Application Online Houseparty APPLICATION DEADLINE JULY 1, 2021**

NAME invites you to apply as a Theme Luncheon Host/Hostess for our Online Houseparty “Splintered Fairytales” Feb 17-20, 2022. To be considered, you must be a current NAME member. If you are interested, please complete the following application, and email it, along with the requested enclosures, to the NAME Office at the address below.

Please note the following important information:

- Deadlines for applications are posted in the Miniature Gazette and on the NAME website: [www.miniatures.org](http://www.miniatures.org).
- The NAME logo is trademarked and, as such, may not be used in any products without prior written approval by the NAME Board of directors. Use of other corporate logos is subject to their restrictions.
- As a Theme Luncheon Host/Hostess, you are responsible for the following:
  1. Presenting a Theme Luncheon requires the session to be held on Zoom and that it be recorded. The NAME ZOOM platform can do this for you. Theme Luncheons presented on the NAME ZOOM platform will include a moderator to start the recording of the Theme Luncheon session and to help people log on if needed. They will then leave the Theme Luncheon and turn the hosting over to you.
  2. You are to provide a gift to each participant who registers and pays for your luncheon gift. **You will set the price for the gift as well as the shipping costs and are responsible for shipping the gift (with a tracking number) and providing proof of shipment to the Theme Luncheon Chair prior to being paid for your gifts.** The gifts should be related to your theme and may differ in color or other small details but must be essentially the same for each attendee.
  3. Please submit a photo of your gift with the application. Photographs or digital pictures: remember, this is your one opportunity to sell your luncheon, so make it count! Be sure your photographs are sharp and show your project clearly. All photos and applications should be sent electronically to the NAME office. Some members of the selection committee may not be familiar with your work.
  4. Provide an accurate description of your Theme Luncheon to be used for registration/signups for your event. Your picture will also be published for registration and signups.

Accurate and timely applications (that conform to the rules) are vital to the decision-making process

Prior to applying, please review this list and confirm that you are willing to carry out these basic tasks:

- Provide NAME with all information/photos for an accurate Theme Luncheon listing.
- Ship all gifts to guests in time for all to be received prior to the online session.
- Provide NAME with postage receipts as proof of shipping. You will set these deadlines at the time of Agreement.
- Utilize NAME's ZOOM account or your own for your Theme Luncheon. A condition to presenting is that you agree to record or grant permission to NAME to record the Theme Luncheon to be made available to paying guests after the Theme Luncheon occurs.
- Send the link to the recording to your guests within 5 days of completion of the event.

If your Theme Luncheon is selected as part of the Online Houseparty, you will be sent a VIP registration form with your acceptance letter. You must be registered for the Online Houseparty to present your Theme Luncheon.

**Please email the application, and pictures to [kim@miniatures.org](mailto:kim@miniatures.org). There is no fee to apply electronically. Your application and picture page will be uploaded to a secure cloud location for the selection committee to review.**



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**NAME Online Houseparty Theme Luncheon Application**

**Application due date July 1, 2021**

Name: \_\_\_\_\_ Telephone: (\_\_\_\_) \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Title of Luncheon: \_\_\_\_\_

Cost of Souvenir Gift per student: \$ \_\_\_\_\_ Maximum Number of Guests: \_\_\_\_\_

Shipping Cost: US: \_\_\_\_\_ Canada: \_\_\_\_\_ Other Countries: \_\_\_\_\_

*I will not ship to the following countries (e.g., you may choose not to ship to the UK due to the UK Vat regulations):*

\_\_\_\_\_

Description of Gift (including scale): \_\_\_\_\_

\_\_\_\_\_

DESCRIPTION of Luncheon, as I would like it presented on the Online Houseparty Website (100 words or less):

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_