

3.3 Conventions–Meets Committee

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I. BIDDING FOR CONVENTIONS – MEETS

POLICY:

Any division, guild, club, or other organized group within the Region may sponsor a Region convention or meet. Any authorized group requesting a convention or meet must submit a formal bid.

PROCEDURES:

1. All bids must be submitted on the official Region bid form (Form A).
2. All bids must be submitted to the Permanent Convention Chairperson (PCC).
3. All bids must be submitted at least twelve (12) months prior to the dates for the convention or meets.

4. After reviewing the bids, the PCC will forward all bids to the Region BOD.
5. The Region BOD will act upon all bids forwarded to them by the PCC at the next scheduled BOD meeting.
6. The PCC will supply the required bid forms to all interested authorized parties requesting them.
7. A preliminary convention or meet budget must be included with the official bid submitted.
8. All questions pertaining to the proper submission of a convention – meet bid shall be addressed to the PCC.

II. FACILITIES FOR CONVENTIONS – MEETS

POLICY:

The hosting group must provide a suitable site for Region conventions – meets.

PROCEDURES:

1. A suitable site is one in which the required functions and activities of a Region convention or meet can adequately be carried out.

III. PROGRAMMING FOR CONVENTIONS – MEETS

POLICY:

Programs are to be organized to provide fellowship, instruction, competition, and entertainment to all convention attendees.

PROCEDURES:

1. The host organization must provide the following activities and functions with the exception of those indicated as being optional.
 - a. Registration
 - b. Contests
 - i) Model
 - ii) Photo (optional)
 - iii) Non-Rail (optional)
 - iv) Other (optional)
 - c. Clinics
 - d. Layout Tours
 - e. Non-Rail (optional)
 - f. Banquet/Brunch (optional)
 - g. Outside Activities (optional)
 - h. Company Store
 - i. Auction (optional)

- j. Hospitality
- k. Display Area
- l. Awards Ceremony
- m. Region Meetings
- n. Promotion

A. Registration

Policy:

All individuals attending a Region convention – meet must be registered.

Procedures:

1. An opportunity must be provided for pre-registration, and registration must be available at the convention or meet site.
2. All individuals attending a Region convention or meet must pay the designated registration fee. This includes all persons of the host organization as well as the convention chairperson. The Region will reimburse the following individuals for their convention portion only of the registration fee:
 - a. Model Contest Chairperson, Photo Contest Chairperson, Auction Committee Chairperson at 100% or
 - b. Contest judges at 50%.
3. All convention – meet attendees must display the official badge at all times while attending convention – meet functions and activities.
4. The hosting organization must provide adequate personnel and equipment to expedite registration.
5. The registration and information desk must be open and manned throughout the convention – meet.

B. Contests

1. Model

Policy:

For entering a Region model contest, the member must be an NMRA member in good standing and be a registered delegate at the convention – meet where the particular model is to be entered. An NMRA member in good standing may assign a proxy who is also an NMRA member in good standing to register the model for entry in a contest at a convention or meet.

The proxy must also be a registered delegate at the convention – meet.

Procedures:

1. Contest entry forms must be available at the registration table in the contest room.
2. All models being entered for competition or merit judging must be accompanied by the Region contest form which will include the registration number, NMRA number, and NMRA expiration date.
3. The model contest room must be open for a minimum of four (4) hours for acceptance and registration of models.
4. Model contest judges must have earned a certificate of achievement form the NMRA in the category they will be judging.
5. All judging will be done in accordance with the NMRA contest regulations.

2. Photo

Policy:

For entering a Region photo contest, the member must be an NMRA member in good standing and be a registered delegate at the convention – meet where the particular photo is to be entered. An NMRA member in good standing may assign a proxy who is also an NMRA member in good standing to register the photo for entry in a contest at a convention or meet. The proxy must also be a registered delegate at the convention – meet. However, no individual who derives income from photography may enter a Region photo contest.

Procedures:

1. Contest entry forms must be available at the registration table in the contest room.
2. All photos being entered for competition must be accompanied by the Region contest form which will include the registration number, NMRA number, and NMRA expiration date.
3. The photo contest room must be open for a minimum of four (4) hours for acceptance and registration of photos.

4. Photo contest judges should have a background in photography.
5. All judging will be done in accordance with the NMRA contest regulations.
6. A slide projector, spare bulb, and screen will be available for judges.

3. Non-Rail

Policy:

The host organization may conduct a non-rail contest.

Procedures:

1. Refer to the Non-Rail Contest rules in the MWR Executive Handbook.

4. Other

Policy:

The Region encourages the host organization to hold other contests that will promote the objectives of the Region convention and meet policies.

Procedures:

1. To be developed by the host organization.

C. Clinics

Policy:

The host organization will provide adequate clinics to ensure instruction and/or entertainment for both the beginner and the advanced modeler in attendance at the convention – meet.

Procedures:

1. Slide presentation type clinics should not be more than fifty per cent (50%) of the clinic schedule.
2. Adequate space and proper accommodations must be provided.
3. All clinics should be briefly and adequately described in the convention or meet program.
4. Clinic scheduling must not conflict with more than fifty per cent (50%) of the layout tour schedule.

5. The host organization should make every effort to provide three (3) types of clinics: (a) “participation”, (b) “how to do it”, and (c) “slide presentation”.

D. Layout Tours

Policy:

All Region conventions – meets must have available a minimum of three (3) layouts, which may include club layouts, for registered delegates to view.

Procedures:

1. All layouts on the layout tour must be located within a radius of thirty (30) miles from the convention – meet headquarters.
2. All layout locations shall have a sign mounted in a suitable location. The signs must be readily visible for all delegates on the layout tour. A sample of the layout sign being displayed shall be on display at the convention – meet headquarters at or near the layout tour desk.
3. If the layout tour is a self-guided tour, copies of legible tour maps must be made available for all registered delegates. Ample parking must be available at the layout sites.
4. Each layout on the layout tour must be available for viewing for a minimum of four (4) hours during the convention – meet period.
5. All layout entrances shall be well-lighted and free from all hazards.
6. Any layouts located more than one (1) story above or below the building entrance must be so indicated on the convention – meet program. Notice must be provided to all delegates going on the layout tours of all hard-to-reach areas, such as attics or areas down a steep hill to an outbuilding.
7. The layout tour scheduling must not conflict with more than fifty per cent (50%) of the clinic schedules.
8. The minimum layout standards are:
 - a. Size is immaterial.
 - b. The layout must be electrically operable. If a loop-type layout, the consist must be able to be operated over the entire mainline loop. If a point-to-point, the consist

must be able to be operated from terminal to terminal. A consist must include at least one (1) powered unit. Exceptions are trolleys, railbuses, *etc.*

- c. The layout may be of any scale, Z to Prototype.
- d. All layouts must have sufficient scenery to indicate the geographical area being modeled.
- e. All layouts must be presentable in appearance (*i.e.*, free of cobwebs or excessive dust, all hazards removed, *etc.*).

E. Non-Rail

Policy:

The host organization shall make every effort to provide a non-rail program at the Region convention – meet.

Procedures:

- 1. It shall be at the discretion of the host organization as to whether or not a non-rail program will be provided at a Region convention – meet.
- 2. If the host organization chooses not to provide a non-rail program, the Region Non-Rail Chairperson shall be notified at least six (6) months prior to the convention – meet.
- 3. It shall be at the discretion of the Region Non-Rail Chairperson to provide, prepare, and direct a non-rail program.
- 4. If the Region Non-Rail Chairperson elects to have a non-rail program, the host organization must furnish the necessary facilities for such a program.

F. Banquet/Brunch

Policy:

The host organization may make provisions for a banquet or brunch.

Procedures:

- 1. The banquet facilities must be capable of accommodating a minimum of 300 persons.
- 2. The banquet activity may be operated as a “sit down” dinner or as a buffet. If a buffet is served, the host organization must ensure that there will not be any delay in completing the banquet.

3. The host organization will be responsible for providing adequate equipment for the banquet program.

G. Outside Activities

Policy:

Additional functions and activities above those traditionally provided are encouraged by the Region.

Procedures:

1. Safety and good judgment on the part of the host organization shall be exercised for any outside activities provided.

H. Company Store

Policy:

A company store shall be operated to provide a place where regional, divisional, guild, and club railroad-related items may be sold.

Procedures:

1. Ten per cent (10%) of the retail value of all items sold will be returned to convention – meet income.
2. The company store must be open for a minimum of eight (8) hours during Region conventions – meets.
3. All items for sale must be clearly displayed and all prices adequately marked.
4. Three (3) copies of a completed inventory of items to be sold by any division, guild, or club must be received by the convention – meet committee chairperson not less than seventy-two (72) hours prior to the convention – meet.
 - a. Upon arrival of the inventory, the company store chairperson shall make a physical inventory of the merchandise, sign one (1) copy of the inventory, and return the copy to the organization proposing to sell the merchandise.
 - b. Upon conclusion of the convention – meet, the organization bringing the merchandise shall make a physical inventory of all unsold items and present it to the committee company store chairperson or designee.
 - c. The company store chairperson and the organization bringing the merchandise for sale will sign a statement

indicating that payment has been made for all merchandise sold and that all unsold merchandise has been returned.,

5. The company store chairperson shall forward three (3) blank inventory forms to all division superintendents not less than sixty (60) days prior to the convention – meet.
6. The completed inventory list should include a description of the items to be sold, the suggested retail price, the number of items of each description, and the number of items sold of each description.
7. The company store chairperson must submit to the convention – meet treasurer a financial statement of all transactions conducted at the company store.
8. The Region official company store inventory sheet must be used for documentation of all financial transactions at the company store.
9. All items will be accepted on Friday night and up to 10:00 am Saturday.
10. All unsold items must be picked up after 10:00 am Sunday.

I. Auction

Policy:

1. Although the auction is routinely held in conjunction with a convention or meet, it is wholly a function of the Midwest Region. The Region is responsible for managing the auction, and all profits are the sole property of the Region.
 - a. The Auction Chair is responsible for the entire auction proceedings, except for handling monetary transactions.
 - b. The Treasurer is responsible for the handling of monetary transactions, including both receipt at the auction and payout later.
2. The following items are established as a matter of policy, and will be incorporated into the auction rules made available to participants.
 - a. The auction is open only to members of the NMRA.
 - b. A standard commission will be charged to sellers.
 - i. The normal commission rate will be 15%.

- ii. The Region will, as a service to deceased members, allow liquidation of the deceased members' estate (subject to normal rules regarding the types of items allowed in the auction) free of commission.
 - iii. At the discretion of the Auction Chair, members who are in a hospital, nursing home, or other similar facility, with a prognosis of never returning home (except for being allowed to die there), may take advantage of the provisions of the previous paragraph.
 - iv. A minimum commission of \$1.00 shall be charged to each successful seller on the aggregate of his or her sales.
3. The official auction rules shall be made available to all participants – sellers and buyers. The Auction Chair may amend the rules from time to time, as long as the provisions of section II of this policy are adhered to. Significant changes, which may affect participation, should be published as far in advance as possible. Updates shall be provided to the Secretary, for inclusion in the EHB.

Procedures:

1. The auction is open only to members of the NMRA.
2. The auction staff reserves the right to limit the number of items submitted by any one seller if, in their opinion, the auction is getting too large. When quantities are limited, entries will be accepted according to the following priorities:
 - Model railroad equipment
 - Other items directly related to model railroading (e.g., books and magazines)
 - Prototype railroad equipment and other items directly related to prototype railroading
 - Non-railroad items with a railroad theme
3. A standard commission of 15% will be charged for all items sold. Items that are part of an estate, being carried in accordance with the Auction Policy, will be sold without commission, as a service to deceased members.
4. Sellers must deliver their merchandise to the auction during the hours specified for the event. Items will be accepted on a first come, first served basis. Receipts will be given for the merchandise delivered.

5. Sellers are responsible for providing sufficient descriptions of their items to allow evaluation by purchasers. This description will be included on the tag displayed with the merchandise.
6. Buyers must pick up their merchandise and pay for it immediately following the auction. The auction staff is not equipped to store purchases.
7. Sellers will be paid by check within 6 weeks of the auction.
8. **The NMRA, Midwest Region, host group, and auction staff assume no responsibility for any item. All merchandise is sold as is, where is.**
9. There are silent and live components of the auction. Sellers may stipulate that their items will be included only in the silent portion; such items will not enter the live auction. All other lots will be included in both portions of the auction. Items being included in only the silent auction will be so noted on their bidding tags.
10. The minimum bid for any item is one dollar. All bid amounts must be even multiples of one dollar.
11. The following rules apply to the silent portion only:
 - a. Bidding is accomplished by writing one's identifying number and the bid amount on the bid sheet accompanying the item.
 - b. Bids posted that are below any specified minimum bid will not be accepted. Likewise, illegible bids will not be accepted.
 - c. Winning bidders on items being included in only the silent auction must pick up and pay for their items at the time specified by the auction staff, and in no event later than the start of the live auction. Failure to do so will result in the sale being cancelled and the item offered to the next highest bidder, if possible, or ultimately being returned to the seller.
12. The following rules apply to the live portion only:
 - a. The highest bid from the silent portion of the auction becomes the opening bid during the live portion, provided that the highest bidder is present. If the highest bidder is not present, then the next highest bid becomes the opening bid, assuming that bidder is present, and so on. If none of the silent bidders is present, the item is considered to have no opening bid (although it will be subject to any minimum bid specified).
 - b. Each item will be sold to the highest bidder, subject only to the seller's minimum bid.

- c. Time is provided before the auction for buyers to view the available items. Buyers are responsible for acquainting themselves with the items. It is not the responsibility of the auctioneer to provide detailed descriptions or analyses of the items, beyond what description has been provided by the seller.

J. Hospitality

Policy:

The host organization shall provide an area for fellowship and relaxation.

Procedures:

The operation of this area is left to the discretion of the host organization.

K. Display Area

Policy:

An area must be provided for individuals, organizations, and manufacturers to display their items. The area must be adequate for containing the items as well as providing for comfortable viewing by the convention – meet delegates.

Procedures:

The host organization is responsible for providing security, adequate space, and all necessary equipment.

L. Awards Ceremony

Policy:

The host organization shall provide a time and place for the presentation of contest and other awards.

Procedures:

1. The Region is responsible for providing award certificates and trophies for the model and photo contests for all conventions – meets.
2. The Region is responsible for obtaining special awards.
3. The host organization is responsible for obtaining the awards for all other special contests.

M. Region Meetings

1. Board of Directors Meeting

Policy:

The host organization must provide a room for holding the Region BOD meeting.

Procedures:

1. The room designated for the BOD meeting shall accommodate at least forty (40) individuals.
2. The Region President will inform the host organization of the date and time of the BOD meeting, and of any special arrangements, equipment, etc. that may be required.

2. Annual Meeting of Members

Policy:

The annual meeting of members shall be held during the Region's Spring Convention.

Procedures:

The host organization for the Spring Convention must schedule one hour for the annual meeting of members prior to the date and time for the Region BOD meeting. The room for the meeting should accommodate the number of people expected at the convention.

N. Promotion

Policy:

The host organization shall promote the Region convention or meet to all members of the Midwest Region.

Procedures:

1. The Region official publication, the *Waybill*, which is mailed to all registered members of the Midwest Region, shall be used for the promotion of all Region conventions and meets.
2. The Region Publications Committee shall reserve a minimum of two (2) pages and maximum of four (4) pages in one issue of the official Region publication, the *Waybill*, for the host organization to promote the Region conventions and meets.

- a. The cost for the pages reserved will be incurred by the host organization at the current issue's per-page printing cost.
 - b. The cost for mailing the official Region publication, the *Waybill*, shall be incurred by the Region.
 - c. The Publications Chairperson shall submit to the host organization the billing statement for the reserved pages within sixty (60) days after date of publication.
4. All promotion information shall be provided to the official publication, the *Waybill*, by the deadline date for the issue in which the information is to be printed.
 5. The host organization is encouraged to use other forms of promotion for conventions and meets in addition to the information published in the official Region publication. This could include flyers, tape-slide presentations, movies, newspaper ads, TV promotion, radio promotion, *etc.*

IV. ORGANIZATIONAL STRUCTURE FOR CONVENTIONS – MEETS

POLICY:

The host organization shall create an organization structure whereby a Region convention – meet may be organized and implemented in an orderly manner.

PROCEDURES:

The host organization shall follow the organization structure set forth in section VIII, paragraph E – Organizational Chart.

V. DATES AND TIMES FOR CONVENTIONS – MEETS

POLICY:

The Region spring convention shall be held between April 1 and August 1 each year. It shall convene no later than 9:00 am Saturday and end no later than 6:00 pm Sunday, the following day. The spring convention must be a minimum of two (2) days in length. The Region fall meet shall be held between August 1 and December 1 each year. The fall meet shall be a minimum of one (1) day in length.

PROCEDURES:

All times and dates for Region conventions – meets shall conform to the Constitution and By-Laws of the Region and receive prior approval from the Region BOD.

VI. DIVIDING PROFITS OF CONVENTION – MEETS

POLICY:

All profits or losses shall be divided between the host organization(s) and the Midwest Region.

PROCEDURES:

1. Income is money received from all activities and functions at a Region convention – meet.
2. Expense is money expended for all activities and functions essential to conduct a Region convention – meet.
3. Convention – meet PROFIT is the excess of income over expense.
4. Convention – meet LOSS is the excess of expense over income.
5. Convention – meet profits or losses shall be divided equally between the host organization(s) and the Region.

VII. FINAL REPORTING ON CONVENTIONS – MEETS

POLICY:

The host organization shall provide a final convention – meet report to the Region BOD.

PROCEDURES:

1. The final report shall include a written summary of all positive and negative aspects of the convention – meet, as well as a complete detailed financial report.
2. The final report shall be submitted to the Region BOD within ninety (90) days after the closing date of the convention – meet.
3. The final report shall be made by using the outline as a guide from the Region convention – meet accounting procedures Form D.
 - a. Income and expenditures must balance.

VIII. FORMS TO BE USED AT CONVENTIONS – MEETS

POLICY:

The host organization shall use the official Region convention – meet forms wherever required.

PROCEDURES:

1. When this policies and procedures manual requires use of the official Region form, refer to the following forms:
 - a. Bid for Convention – Meet
 - b. Company Store Inventory
 - c. Budget for Convention – Meet
 - d. Accounting Procedures:
 - i) Convention – Meet Reimbursements
 - e. Organizational Chart
 - f. Checklist

IX. INSURANCE FOR CONVENTIONS – MEETS

POLICY:

It shall be the responsibility of the Region to review the need for and to purchase the required insurance policies to ensure the safety and protection of all delegates and Region officials for all Region conventions – meets.

PROCEDURES:

The Region Secretary shall be responsible for securing the proper insurance policies for all Region conventions – meets.

CONVENTIONS – MEETS

OFFICIAL BID FORM

(FORM A)

Date: _____

To: Midwest Region Permanent Convention – Meet Chairperson

We, _____, submit our official bid for a Midwest Region

(host organizations)

spring convention/fall meet, to be held on _____ at

_____ (dates)

(convention – meet headquarters and address)

in the city of _____.

The individual(s) listed below have been appointed as our convention – meet chairperson(s):

Name: _____ Name: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

It is fully understood that if this official bid is accepted, we will need to comply with all of the Midwest Region convention – meet policies and procedures.

Signature: _____

Title: _____

Address: _____

Telephone: _____

** ALL PERTINENT SUPPORTING INFORMATION MUST BE ATTACHED **

___ Accepted ___ Rejected

Date:

Signature: _____

Title: _____

Comments:

COMPANY STORE INVENTORY SHEET

(FORM B)

QUANTITY In Check	Description of Merchandise	Retail Price	Total Sales	10% to Conv - Meet	90% to Seller	QUANTITY Out Check
		Totals				

This is to acknowledge that I have received the above listed inventory: from the
 – meet:

 (Chairperson, Company Store)

This is to acknowledge that I have seller’s 90% and all unsold merchandise
 Company Store Chairperson for the convention

 (Seller or Seller’s Representative)

This is to acknowledge that I have receive the convention's – meet's 10% for the merchandise listed above for the seller indicated on this form:

(Convention – Meet Treasurer)

ACCOUNTING PROCEDURES

(Form D)

To provide the convention – meet treasurer with assistance in keeping the financial records, it is suggested that the following major account headings be implemented. When making the final financial report, the treasurer should use the major headings listed for each specific account. Remember: INCOME AND EXPENDITURES MUST BALANCE!

<u>INCOME</u>		<u>EXPENDITURES</u>	
I.	PROMOTION	IV.	PROGRAM
1.	Contributions	1.	Contests
2.	Patches	2.	Clinics
3.	T-Shirts	3.	Layout Tours
4.	_____	4.	Non-Rail
5.	_____	5.	Banquet
II.	ADMINISTRATION	6.	Outside Activities
1.	_____	7.	Company Store
2.	_____	8.	Auction
III.	REGISTRATION	9.	Hospitality
1.	Advance – Full	10.	Display Area
2.	Advance – Convention- Meet Only	11.	Awards
3.	Advance – Banquet Only	12.	Transportation
4.	Door – Full	13.	Lodging
5.	Door – Convention-Meet Only	14.	_____
6.	Door – Banquet Only	V.	MISCELLANEOUS
7.	_____	1.	Raffles
8.	_____	2.	Refreshments
9.	_____	3.	Refunds from Outside Sources
I.	PROMOTION	4.	Refunds
1.	Printing	5.	_____
2.	T-Shirts		
3.	Patches		
4.	Tape/Slide Program		
5.	Movies		
6.	TV and Radio		
7.	_____		
II.	ADMINISTRATION		
1.	Postage		
2.	Telephone		
3.	Mileage		
4.	Loans		
5.	_____		
III.	REGISTRATION		
1.	Printing		
2.	Postage		
3.	Tickets		

- IV. PROGRAM
 - 1. Contests
 - 2. Clinics
 - 3. Layout Tours
 - 4. Non-Rail
 - 5. Banquet
 - 6. Outside Activities
 - 7. Company Store
 - 8. Auction
 - 9. Hospitality
 - 10. Display Area
 - 11. Awards
 - 12. Transportation
 - 13. Lodging
- V. MISCELLANEOUS
 - 1. Raffles
 - 2. Refreshments
 - 3. Baby Sitting
 - 4. Insurance
 - 5. Rentals
 - 6. _____
- VI. PROFIT
 - 1. Region and Host Organization

REIMBURSEMENT FORM

(Form D-1)

Date: _____

To: Convention – Meet Treasurer

Attached are the receipts in the amount of \$_____. Please charge these receipts to the following account. (CHECK ONLY ONE! If you have receipts for more than one account, make out a separate form for each account.)

ACCOUNTS

_____ PROMOTION	_____ PROGRAM (check subaccount also)
_____ ADMINISTRATION	_____ Contests
_____ REGISTRATION	_____ Clinics
_____ MISCELLANEOUS	_____ Layout Tours
List: _____	_____ Non-Rail
_____ OTHER	_____ Banquet
	_____ Outside Activities
	_____ Company Store
	_____ Auction
	_____ Hospitality
	_____ Display Area
	_____ Awards
	_____ Transportation
	_____ Lodging

* * For Convention – Meet Treasurer's Use Only! * *

The above listed receipt(s) was (were) paid:

To: _____ Title: _____

Date: _____ Amount: _____ Check No. _____

Signature: _____

ORGANIZATIONAL CHART

(Form E)

Midwest Region Members

President

Board of Directors

Executive Council

Permanent Convention Chairperson

Regional Contest Chairperson

Regional Non-Rail Chairperson

Convention – Meet Chairperson

Treasurer

Committees

Promotion

Clinics

Layout Tours

Transportation (optional)

Non-Rail (optional)

Banquet

Outside Activities (optional)

Company Store

Auction (optional)

Hospitality (optional)

Display Area (optional)

Awards

Lodging (optional)

Registration

Other (optional)

Model Contest

Photo Contest (optional)

Non-Rail Contest (optional)

Other Contest (optional)

- ___ 8. The Region Convention – Meet POLICIES and PROCEDURES have been reviewed with all the committee chairpersons.
- ___ 9. The Region Secretary has secured the proper insurance for the convention – meet.
- ___ 10. Time lines have been set up for the committees to complete their various responsibilities.
- ___ 11. The Region President has indicated the time and place for conducting the annual membership business meeting (for spring conventions only!).
- ___ 12. An area for the BOD meeting has been selected.
- ___ 13. All committee chairpersons have been informed that all outstanding statements must be submitted on the proper form (D-1) to the treasurer for payment by no later than twenty (20) days after the completion of the convention – meet.
- ___ 14. All outstanding statements have been forwarded to the treasurer on the proper form (D-1) for payment.
- ___ 15. A written report summarizing the convention – meet has been forwarded to the Region BOD.
- ___ 16. A final financial statement has been prepared by the treasurer and forwarded to the Region BOD.

II. CONVENTION – MEET PROGRAM COMMITTEE CHECKLIST

A. REGISTRATION

- ___ 1. The convention – meet registration fare has been determined.
- ___ 2. The official convention – meet badge has been approved and ordered.
- ___ 3. All of the handout materials have been assembled.
- ___ 4. The pre-registration form has been prepared.
- ___ 5. An adequate area for registration has been selected.
- ___ 6. All essential information pertaining to registration has been forwarded to the Promotion Chairperson.
- ___ 7. An adequate supply of cash is available for registration.

- ___ 8. An accurate breakdown of the registration, along with the correct amount of money, has been forwarded to the treasurer for banking and recording.
- ___ 9. All outstanding statements have been presented to the treasurer on the proper form (D-1) for payment.

B. PROMOTION

- ___ 1. A tape/slide program or a movie is prepared and scheduled for showing to the various groups throughout the region.
- ___ 2. A tape/slide program or a movie is prepared for showing at the preceding spring convention and fall meet.
- ___ 3. The convention – meet patch (if you decide to have one) has been designed and ordered.
- ___ 4. The deadline for the committee chairpersons to provide all essential information for the various publications has been set.
- ___ 5. All essential information for publication has been received from the committee chairpersons.
- ___ 6. All promotion information has been forwarded to the official MWR publication.
- ___ 7. Other forms of promotion have been developed and distributed.
- ___ 8. All outstanding statements have been presented to the treasurer on the proper form (D-1) for payment.

C. CONTESTS

- ___ 1. The contest area at the convention – meet site has been selected.
- ___ 2. Qualified contest judges have been appointed.
- ___ 3. All necessary equipment (projectors, screens, *etc.*), contest entry forms, *etc.* are available.
- ___ 4. The Certificates of Award are available.
- ___ 5. Coordination with the Awards Chairperson has been completed.
- ___ 6. The letter to the Region Treasurer instructing him/her to purchase the “Best of Show” award has been forwarded.
- ___ 7. All essential information pertaining to the contests has been forwarded to the Promotion Chairperson.

- ___ 8. All outstanding statements have been presented to the treasurer on the proper form (D-1) for payment.

D. CLINICS

- ___ 1. There is a proper balance of clinics on the convention – meet program: “participation”, “how-to-do-it”, and “tape/slide-movie”.
- ___ 2. Adequate facilities have been selected for holding the various clinics.
- ___ 3. The clinic schedule is complete.
- ___ 4. All the necessary equipment needed for the various clinics is available and in good working order.
- ___ 5. All essential information pertaining to clinics has been forwarded to the Promotion Chairperson.
- ___ 6. All outstanding statements have been presented to the treasurer on the proper form (D-1) for payment.

E. LAYOUT TOURS

- ___ 1. The layout tour list has been finalized.
- ___ 2. All layouts have been checked to ensure that they meet the minimum MWR standards.
- ___ 3. The layout tour schedule is finalized.
- ___ 4. An adequate, legible map showing all layout locations has been prepared.
- ___ 5. Transportation has been coordinated with the Transportation Chairperson.
- ___ 6. The signs designating the layout locations have been prepared and distributed to all individuals and clubs having their layouts open.
- ___ 7. All essential information pertaining to the layout tours has been forwarded to the Promotion Chairperson.
- ___ 8. All outstanding statements have been presented to the treasurer on the proper form (D-1) for payment.

F. TRANSPORTATION

- ___ 1. All contracts with carriers have been finalized.

- ___ 2. All schedules have been finalized.
- ___ 3. All outstanding statements have been presented to the treasurer on the proper form (D-1) for payment.

G. NON-RAIL

- ___ 1. All schedules have been finalized.
- ___ 2. Coordination with the various chairpersons – Promotion, Transportation, Contests, *etc.* – has been completed.
- ___ 3. All essential information pertaining to the official non-rail program has been forwarded to the Promotion Chairperson.
- ___ 4. All outstanding statements have been presented to the treasurer on the proper form (D-1) for payment.

H. BANQUET

- ___ 1. Adequate facilities for the banquet have been selected.
- ___ 2. The menu is complete.
- ___ 3. The correct number of meals has been ordered.
- ___ 4. Coordination with other chairpersons – Awards, *etc.* – has been completed.
- ___ 5. All essential information pertaining to the banquet has been forwarded to the Promotion Chairperson.
- ___ 6. The exact number of meals served has been reported to the convention – meet chairperson(s).
- ___ 7. All outstanding statements have been presented to the treasurer on the proper form (D-1) for payment.

I. OUTSIDE ACTIVITIES

- ___ 1. All outside activities have been approved and scheduled.
- ___ 2. Coordination with the Transportation Chairperson, if necessary, has been completed.
- ___ 3. All essential information pertaining to outside activities has been forwarded to the Promotion Chairperson.
- ___ 4. All outstanding statements have been presented to the treasurer on the proper form (D-1) for payment.

J. COMPANY STORE

- ___ 1. An adequate area has been selected for the company store.
- ___ 2. The schedule of hours that the company store will be in operation has been finalized.
- ___ 3. The blank company store inventory forms have been forwarded to all the division superintendents.
- ___ 4. An adequate supply of inventory forms are on hand.
- ___ 5. There is an adequate cash supply on hand for operating the company store.
- ___ 6. All merchandise to be sold has been checked in on the proper form (B).
- ___ 7. All unsold merchandise has been checked out on the proper form (B).
- ___ 8. All sellers have received their correct payment (90%).
- ___ 9. The 10% profit to the convention – meet has been turned over to the treasurer for banking and recording.
- ___ 10. All essential information pertaining to the company store has been forwarded to the Promotion Chairperson.
- ___ 11. All outstanding statements have been presented to the treasurer on the proper form (D-1) for payment.

K. AUCTION

- ___ 1. A decision as to the type of auction that will be held has been made.
- ___ 2. If the auction procedure will not be in compliance with the NMRA standard auction procedures, the promotion chairperson has been notified as to exactly what procedures will be implemented. These procedures are to be published in the official MWR publication.
- ___ 3. An adequate supply of auction receipts are on hand.
- ___ 4. An auctioneer has been appointed.
- ___ 5. A cashier has been appointed.

- ___ 6. Adequate help has been appointed to assist the auctioneer and the cashier during the auction.
- ___ 7. There is an adequate cash supply on hand for conducting an auction.
- ___ 8. All profits from the auction have been turned over to the treasurer for banking and recording.
- ___ 9. All outstanding statements have been presented to the treasurer on the proper form (D-1) for payment.

L. HOSPITALITY

- ___ 1. A comfortable area has been set aside for the hospitality room.
- ___ 2. The activities and refreshments that will be available have been determined.
- ___ 3. All outstanding statements have been presented to the treasurer on the proper form (D-1) for payment.
- ___ 4. Adequate help will be available to man the hospitality room.

M. DISPLAY AREA

- ___ 1. An area suitable for displaying railroad related items has been selected.
- ___ 2. Proper security has been provided for the display area.
- ___ 3. All outstanding statements have been presented to the treasurer on the proper form (D-1) for payment.

N. AWARDS

- ___ 1. The time and place for the awards ceremony has been determined.
- ___ 2. All necessary certificates, trophies, *etc.* are on hand.
- ___ 3. Coordination with committee chairpersons involved with the awards program has been completed.
- ___ 4. All essential information pertaining to the awards ceremony has been forwarded to the Promotion Chairperson.
- ___ 5. All outstanding statements have been presented to the treasurer on the proper form (D-1) for payment.

O. LODGING

- ___ 1. All lodging arrangements have been completed.
- ___ 2. A list of places to stay, a map indicating their location, and the available rates has been published.
- ___ 3. All essential information pertaining to lodging has been forwarded to the Promotion Chairperson.
- ___ 4. All outstanding statements have been presented to the treasurer on the proper form (D-1) for payment.