NAWCC REGIONAL MEETING
GENERAL CHAIR REPORT
To be completed by the General Chair and submitted to the NAWCC Member Services within 30 days after the Regional

GENERAL CHAIR
Name: ____________________ Address: ________________________________
Phone: ____________________ Email: ________________________________

NAME, TYPE, LOCATION
Regional name: ____________________ Host Chapter(s): ____________________
Dates: ____________________ Days of week scheduled: ____________________
City: ____________________ State: ____________________

DID ANY EXTERNAL INFLUENCES AFFECT ATTENDANCE? (WEATHER, HURRICANE, FLOOD, PANDEMIC, ETC)

REGISTRATION STATISTICS
Pre-registration: _________ Cost: $________ Previous year Pre-registration: _________
Onsite registration: _________ Cost: $________ Previous year Onsite registration: _________
Tables Sold: 6 ft: _________ Cost: _________ 8 ft: _________ Cost: _________ Previous Year Sold: 6 ft: _________ 8 ft: _________
Renewed NAWCC members: _________ New full NAWCC members: _________
Introductory members: _________ Escorted visitors: _________
Banquet number: _________ Cost: $________ Buffet or plate: _________
Breakfast, lunch or dinner: _________
What registration program was utilized? (RP, IMIS, Excel, Access, etc.) ____________________________________________
Problems Encountered?

Were attendees required to sign a liability waiver? Yes ☐ No ☐ If yes, attach (if not from the Regional Meeting Guide):

MEETING FACILITY
Type of convention facility: Hotel: ☐ Convention center: ☐
Name of convention facility: ________________________________
Host hotel name: ________________________________
Room cost: $__________ Rooms in block: _________ Rooms sold: _________
Mart square footage: _________ Convention facility parking cost: $__________ Hotel parking cost: $__________

PUBLIC DAYS
Open to public?: Yes ☐ No ☐ If yes, when?: ________________________________
Number of public participants: _________ Entry cost: $__________ Name, address, email collected?: Yes ☐ No ☐
NAWCC membership info and benefit package provided?: Yes ☐ No ☐
What advertising was used? ____________________________________________
What worked, and what did not: ______________________________________
Advertising cost: $__________
Were services of the Convention and Visitors Bureau used? Describe: ________________________________
Number of new NAWCC members resulting from public days: _________

MART
Organized tailgate event?: Yes ☐ No ☐ Cost: $__________ Unloading hrs.: _________
Scheduled date/time mart opened: ____________________ Date/time mart closed & security ended: _________
“Early Bird” or other early access for non-table holders available?: Yes ☐ No ☐ Cost: $__________
Method(s) used to keep tables set up on last day: ________________________________

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Was notification of requirement to collect applicable sales tax provided to table holders?

Were Silent Auctions offered? ______ Entry cost per item: $___________

**LIVE AUCTION**
Number of items: ____________ Entry cost per item: $ ______ Time of auction: _______________

**EXHIBIT**
Theme: _____________________________________________________________
Accessible to public?: Yes ☐ No ☐
Advertised to public?: Yes ☐ No ☐

**LECTURES**
Total number: ______ Clocks: ___ Watches: ___ Tools: ___ Other: _____________
Explain: ____________________________________________________________
Accessible to public?: Yes ☐ No ☐ Advertised to public?: Yes ☐ No ☐
Estimate of non-members: __________________
Lecture(s) tied to exhibit?: Yes ☐ No ☐ Walking lecture of exhibit?: Yes ☐ No ☐
Approximate number of attendees at lectures: _______________
Were lectures recorded for later use by National? Yes ☐ No ☐

**WORKSHOPS**
Total number: ______ Clocks: ___ Watches: ___ Tools: ___ Other: _____________ None Offered____
Explain: ____________________________________________________________
Open to public?: Yes ☐ No ☐ Advertised to public?: Yes ☐ No ☐ Number of non-members: _______
Comments on Workshop Attendance: _______________________________________

**SECURITY**
Uniformed off duty police: _____________ Convention center guards or contracted guards: ___________ Both: ☐
Any security incidents?: Yes ☐ No ☐ Describe: ________________________________

**DOOR PRIZES**
Distributed randomly with all attendees eligible?: Yes ☐ No ☐ N/A ☐ Public eligible? Yes ☐ No ☐ N/A ☐
Distributed only to those attending a function?: Yes ☐ No ☐ N/A ☐
If only by function, list function(s) which had door prizes: _____________________________

**HOSPITALITY**
What was done to reward volunteers and provide a welcoming atmosphere for guests? For instance, was a hospitality room offered?
______________________________________________________________________________
______________________________________________________________________________

**FINANCES**
Do you expect to: Profit: ☐ Break-even: ☐ Sustain Loss: ☐
If the Regional had or may have a financial loss, major contributing factor: ____________________________
______________________________________________________________________________

Within **30 days** of Regional, please send **this form** with copies of the **Registration form** and **published program** to:
Member Services ♦ membership@nawcc.org ♦ (717) 684-8261
National Association of Watch and Clock Collectors ♦ 514 Poplar Street ♦ Columbia, PA 17512-2130

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