

# 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: \_\_\_\_\_

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 average 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](mailto:membership@nawcc.org) ♦ (717) 684-8261

National Association of Watch and Clock Collectors ♦ 514 Poplar Street ♦ Columbia, PA 17512-2130