

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 ♦ (717) 684-8261

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