

## **BANQUET COMMITTEE**

The Event General Chair will coordinate with the National Representative as applicable to determine how award presentations (e.g., Certificates of Appreciation, Fellows, etc.) will be made at the Banquet. The most exclusive awards should be presented first.

Many Events prefer that a podium (on a riser if necessary) be used for the presenters. This eliminates the need for a head table. If a head table is used, the National Representative and spouse and Host Chapter officers and spouses may be seated at the head table. All persons seated at the head table or at reserved tables should be advised of their seating assignments before the Banquet. For a National Convention, the head table may include the Board of Directors Chair and his spouse, and the Executive Director and his spouse.

A Regional Banquet may be a formal dinner or a less formal breakfast or luncheon. A National Convention generally includes a dinner banquet. Both plated meals and buffets are appropriate.

Requests for special dietary needs should be noted on the Registration form. The information should be relayed to the Banquet Chair, who in turn will relay the information to the catering provider.

Round tables are preferred for general Banquet seating; however, this depends on the room capacity and facility availability.

Make sure there is a podium and microphone.

### **MENU:**

Consult the facility's catering office for menus and prices. Their policy on catering deadlines and guarantees should be clearly understood and observed. In computing anticipated banquet attendance, use previous attendance as a guide.

### **TABLE DECORATIONS:**

Many Chapters take pride in making handmade decorations with a horological or local theme. Devise a system for distribution of table decorations (different colored napkin, special marking on chair or plate, lowest registration number at table, etc.) and announce it at the Banquet.

### **BANQUET TICKETS:**

You may make an arrangement with the headwaiter for waiters to pick up Banquet tickets. This permits more orderly entry into the room than collecting tickets at the door. The tickets collected can be used to determine the number of meals served.

If door prizes are distributed at the Banquet, you may have each attendee write his or her name and city/state on the reverse side of the ticket and collect these prior to the drawing. A numbered two-part ticket may also be used. Waiters or volunteers collect half of the numbered tickets, put them in a hopper, while the other half (also numbered) is retained by the attendee for the drawing. Rolls of suitable tickets are usually available at office supply stores.

**PROGRAM:**

The General Chair usually serves as master of ceremonies. All speakers, including the General Chair, should be advised to practice their speeches and be given time limitations. Having and promoting a short speech by a well-known speaker during the Banquet, perhaps during the meal to conserve time, may entice more members to attend the Banquet. At a National Convention, if in attendance, the Executive Director will generally speak. The Board of Directors Chair may speak in lieu of the Executive Director.

**AGENDA:**

The agenda may include:

1. Welcome speech
2. Optional Entertainment
3. Recognition of National Officers, Directors, NAWCC Past Presidents/Chairs, Old Timers, Fellows and Star Fellows, Lifetime Members, Committee Chairs, Host Chapter Officers, and Special Guests
4. Any other business necessary to be brought before the assembly
5. Acknowledgments of the co-host chapters
6. Acknowledgment of door prize donors
7. Presentation by the National Representative, Speaker
8. Presentation of NAWCC Star Fellow and Fellow Awards (in that order)
9. Presentation of Certificates of Appreciation for Event Organizers (following Fellows)
10. Awarding of door prizes

Tips: If an invocation prayer is offered, it should be non-denominational and welcoming, and need not be given by an ordained clergy person.

## **HOSPITALITY COMMITTEE**

The Hospitality Committee manages the Hospitality area and arranges for refreshments. Good food and drink add to the convenience and enjoyment of attendees. Providing complimentary food and drink to attendees via a Hospitality area generates goodwill; it does not require attendees, especially table holders, to leave the Mart Room (or facility) in order to get a meal.

A Hospitality area may be provided at Regional Meetings and National Conventions. However, meeting organizers may choose to not provide a Hospitality area given the expense of Hospitality items and the amount of work involved.

Before a decision is made as to whether or not to offer Hospitality, check with the meeting facility to learn their requirements. Some do not permit any food or drink. While many Mart Rooms have concession facilities, food and drink may be required to be purchased from the facility. Additionally, a guarantee on sales and a minimum amount of the proceeds may be required. Access to the Mart Room should be restricted and/or controlled if facility or concessions staff provides the food and drink. Some facilities may require a separate room be used while others may permit a Hospitality area to be in the Mart Room.

Clearly, the type and quantity of refreshments served in the Hospitality area and the number of hours the Hospitality area is available is dependent upon its cost. Refreshments may be served at a nominal charge or at no charge. Consider a Tip Jar to defray food and drink expenses. It is often possible to offer a range of menu items. Also, members of the Host Chapter often pride themselves in supplying cookies, cakes, and donuts. Oftentimes, coffee and tea may have to be purchased from the facility. Consult the facility to see if this can be provided at no cost.

The location of a Hospitality area can provide advantages. Table holders can keep an eye on their tables if Hospitality is in the Mart Room. A Hospitality area next to or near the Exhibit may encourage greater attendance at the Exhibit.

Someone knowledgeable about area attractions, restaurants, shopping, etc., could be stationed at the Hospitality area to answer questions (this could also occur at Mart Central or Registration). This could be a member of the Host Chapter or a representative of the local Chamber of Commerce or the local Convention and Visitors Bureau. Local Convention and Visitors Bureaus may also be able to provide brochures, discount tickets, and booking services for tours, which can be an added incentive for attendees to bring their families to the event. If such incentives are available, be sure to publicize them in the regional brochure and other advertising.

## **DONATIONS / DOOR PRIZES / SPONSORSHIPS COMMITTEE**

### **ACQUIRING DOOR PRIZES:**

Solicitations for door prizes may be made by contacting the Co-Host Chapters, local horological businesses, suppliers/vendors, and individuals. Door Prizes may also be obtained from NAWCC Headquarters. On-site solicitations are not recommended.

In addition to door prizes that are donated, the Door Prize Committee may wish to purchase a number of door prizes with money budgeted for that purpose, if necessary. Door prizes may also be purchased from the NAWCC Museum Gift Shop, which offers discount prices to NAWCC member Event organizers.

Another source of door prizes is gift certificates purchased from merchant table holders who have registered for your Event. These make excellent door prizes because winners can redeem these certificates from table holders during the Mart. This is a “win/win” because door prize winners can pick out what they want. Also, it supports dealers and thanks them for attending your Event.

### **DISTRIBUTING DOOR PRIZES:**

Details about the distribution of door prizes can be presented on a signboard on an easel, printed in the packet, or announced by Mart Central. Door prize winning numbers can be posted near the Registration desk, Mart room entrance, Mart Central, or the Hospitality area.

Here are suggestions for distributing door prizes:

1. Award door prizes to every “nth” registrant. The value of “n” depends on the number of prizes and the number of pre-registrations. For example, a door prize might be awarded to every 20th registrant.
2. Place a notification saying “Door Prize Winner” into the Registration Packet and instructing the attendee how and where to pick up the prize.
3. Place a numbered stub corresponding to each registrant’s badge registration number into a hopper and draw out a group of stubs at various times throughout the meeting.
4. Distribute tickets to attendees at the beginning of each program and draw winners at the end. This encourages attendance and remaining for the entire presentation.

**ACKNOWLEDGING DOOR PRIZES:**

A list acknowledging door prize donors and sponsorships should be printed in the program. It can also be considered as an insert in the pre-registration package and mentioned at the banquet event.

A card providing the donor's name and an acknowledgment card also can be attached to each door prize. The acknowledgment card may be a pre-addressed post card with a "Thank You" message printed on it and a place for the recipient's signature and address. The Door Prize Committee may retain the acknowledgment cards and mail them after the meeting or pre-stamp the cards and let the door prize winners mail them.

**BANQUET DOOR PRIZES:**

A number of door prizes and/or one grand door prize should be reserved for drawing at the Banquet. It is common to award a "substantial" door prize at the Banquet. A numbered two-part Banquet ticket system may be used to give out door prizes. Rolls of suitable tickets are usually available at office supply stores. Another way to award door prizes can be to have each attendee write his or her name and city/state on the reverse of the Banquet ticket and collect these prior to the drawing. The Banquet tickets can be placed in a hopper for the drawing.

Advertising Banquet door prizes, especially a substantial door prize, may increase banquet attendance.