

Section VIII – RMR Region Seminar - Other Chairmen

A. Secretary – Job Description

1. Serves as a member of the seminar committee.
2. Has read through and is familiar with the region seminar policies and procedures.
3. Attends all seminar committee meetings.
4. Records the minutes of all seminar meetings. These minutes are the permanent, official record of the seminar business.
5. Sends copies of the minutes to the seminar committee, the region director and assistant region director within two weeks of the meetings.
6. Keeps attendance records of the meetings.
7. Maintains an archival file of all minutes.
8. Sends copies of significant correspondence to the seminar chairman, region director and assistant region director.
9. Maintains a contact list of all seminar committee members and sends updates to the region director and assistant region director, as needed.
10. Submits final job report (Section IX-A) to be sent to seminar chairman within 60 days of close of seminar.

B. Seminar Food Function Chairman - Job Description

1. Works within the budget provided by the seminar committee, making timely reports to seminar chairman and seminar treasurer.
2. Works closely with seminar chairman and site food service manager to plan all food functions.
3. Reviews and selects menus within price range estimated by the seminar budget.
4. Presents recommended menus to seminar committee for final selection.
5. Determines the number of attendees (participants, faculty, and guests) at all food functions and keeps a list of those with special dietary needs.
6. Ensures that the facility can accommodate those with special dietary needs.
7. Ensures that tickets are printed for each food function. Note: Check with site contact on this. Site may wish you to use their tickets.
8. If a head table is deemed necessary, receives the seating requirements for the head table from the seminar chairman.
9. Works with the seminar chairman and site staff to determine table set-up.
10. Consults with the seminar chairman to ensure the following arrangements have been made:
 - a. Program/Speaker
 - b. Invocation
 - c. Handwritten invitation sent to guests at head table
11. Determines special seating arrangements for honorees, i.e. past region directors, Clare award winners, and current board of directors.
12. Makes necessary seating assignments, designating assignments on individual tickets. All tickets are then given to the registrar to be included in registration packets.
13. Arranges for table signs as needed.
14. Arranges for tickets to be collected at each food function.
15. Plans for any pre-function reception, including cash bar.
16. Plans decorations for each function, coordinating plans with favors chairman and with the approval of the seminar committee.
17. Submits final job report (Section IX-A) to be sent to seminar chairman within 60 days of close of seminar.

C. Food Functions

1. Menus

- a. Select menus that have an appeal to a broad variety of people. (Consult with the food service manager of the site for suggestions.)
- b. Select several menus to present to the seminar committee. Food items such as fish/shellfish or pork products are usually not included in a banquet as they appeal to fewer people. Alternative selections should be offered if ethnic or specialty-of-the-area foods are planned. Plan to have alternate menus for those who have food allergies – onion allergy including garlic and leeks; shellfish; nuts etc.

2. Meal Tickets

- a. Meal tickets are provided in the registration packet.
- b. Sometimes the site will pick up tickets, other times the committee does it at the door or later in exchange for the favor. Verify the procedure with the site staff.
- c. Have a way of identifying individuals with special food needs to the wait staff – a brightly colored “table tent” to be placed in front of the individual can be easily seen by the wait staff.

3. Programs

The seminar committee decides the type of program or entertainment for the food functions. The best programs are short and of wide interest.

4. Decorations

- a. Plan decorations around the seminar theme, coordinating with favors chairman.
- b. Meet with site staff to determine how much can be placed on each table and when the committee will be allowed in the room to decorate.
- c. Try to have as many decorations completed well ahead of seminar as possible in order to reduce final decorating time.

D. Seminar Volunteer Chairman – Job Description

1. Works within budget, making timely reports to seminar chairman and seminar treasurer.
2. Consults with all chairmen to determine needed volunteers.
3. Maintains a master listing of volunteers listing their assignments.
4. Generates a chart showing the location and times each volunteer will be in attendance
5. Plans for “roving” volunteers to cover in case there are no-shows. Be sure to consider all areas that need coverage:

Registration

Lobby

Classroom areas (at beginning of class sessions)

Boutique/Bookstore

Exhibits

6. Prepares final job report (Section IX-A) to be sent to seminar chairman within 60 days of close of seminar.

E. Seminar Favors Chairman – Job Description

1. Works within budget, making timely reports to seminar chairman and seminar treasurer.
2. Is responsible for tote bags, pins and banquet table favors, subject to approval of the seminar committee.
3. Places orders for tote bags and seminar pins when determined by seminar committee.
 - a. Tote bags may be baskets, tote bags or similar items. Remember that some may have traveled by airplane. Check all possible sources, including previous seminar sources. Order ahead but purchase them as close to seminar as possible. Notices of places of local interest may be accepted for inclusion in the tote bags. Arrange to distribute at registration using a check list. Plan for a secure storage space close to the distribution area.
 - b. Seminar pins usually feature the seminar logo. Research possible sources to obtain the best price and delivery time. Plan quantities close to the anticipated registration.
 - c. Table favors may be purchased or handmade. Considers the number, type needed, the time to make, and cost of materials. Involves chapter members in making the items by providing materials and clear instructions. Sets a deadline well in advance and does a quality check when items are turned in.
4. Solicits door prizes, if desired by seminar committee, or accepts unsolicited door prizes and donations, arranging their equitable distribution.
5. Prepares final job report (Section IX-A) to be sent to seminar chairman within 60 days of close of seminar.

F. Seminar Exhibit Chairman – Job Description

1. Works within the budget provided by the seminar committee, making timely reports to seminar chairman and seminar treasurer.
2. Works with seminar chairman, arranging for space, necessary flats and tables.
3. Arranges for receiving, registering, hanging, dismantling, viewing hours, security, return shipping, and any awards.
4. Files exhibit insurance forms with EGA headquarters. (Go to national website for current insurance form). NOTE: Check submittal time constraints.
5. Prepares necessary layout diagrams prior to hanging the exhibit.
6. Supervises exhibit committee during the preparation, hanging, and return of pieces. Views the contents of each exhibit box for damage.
7. Sees that identification cards are properly prepared for each exhibit item. Identification cards for Prospectors may be prepared by the respective chairmen. Verify who is doing them.
8. Submits final job report (Section IX-A) including copies of all releases to be sent to seminar chairman within 60 days of close of seminar.

G. Exhibits

At each seminar there is a Prospectors Exhibit. An exhibit of the work by members of the host unit, an exhibit by region members, or a specialty exhibit may also be scheduled.

H. Planning and Hanging an Exhibit

1. Prior to Seminar

- a. Decide along with the seminar committee what will be included in the exhibit. Will it include the chapter members only or include region members as well? What will be the focus – programs, petit projects, ICCs and GCCs, or outstanding members' work? Will there be a historical aspect?
- b. Prepare an entry form with necessary exhibitor information.
- c. Plan dates for the submission of entry forms and the cutoff date.
- d. Publicize the exhibit in the appropriate publications such as the chapter newsletter, Border to Border, and the chapter and/or region website. Begin publicizing the exhibit at least six months in advance.
- e. Send out a call for entries at least three months before the seminar with a firm stated cutoff date.
- f. Send out Insurance forms and Waiver of Insurance forms to each entrant. (See the national website, Forms & Guides, for the latest forms.)
- g. Prepare a spreadsheet with each entry given a number. Include the exhibitor, title of the piece, designer, how and when the piece will arrive at the exhibit, and if the proper insurance forms have been received.
- h. Contact the Prospectors chairman to find out how much space and how many tables they will need.
- i. Plan the exhibit layout based on the entry forms received. Be sure to include the layout needed for the Prospector's exhibit.
- j. Make sure that the host site has a copy of the table layout for the exhibit room.
- k. Make up exhibit labels on cardstock for each entry to include Title, Designer, Exhibitor, Technique, etc.
- l. Secure adequate easels or display materials beyond the tables provided by the host site. Small items should be secured if possible on display cards or racks.
- m. Notify the volunteer chairman of the number of exhibit volunteers that will be needed and the hours that they need to be in attendance.

2. Setting up the Exhibit

- a. Check in each piece for the exhibit as it arrives.
- b. Store packing materials for each piece under the tables with identification so that the piece can be wrapped properly after the exhibit.
- c. Make sure that each piece has an identification label to go with it and that the information is correct.
- d. There should be white gloves available for the set up and during the exhibit for the volunteers to use to handle the exhibit items.
- e. Set up the exhibit according to the planned layout making adjustments as necessary.
- f. Assist the Prospectors chairman as necessary.

3. During the Exhibit

- a. Check to make sure that the necessary volunteers are in place during each scheduled time slot.
- b. Each morning or evening, make sure that the exhibit items have not been moved and that nothing is missing.

4. Taking Down the Exhibit

- a. Carefully rewrap each exhibit item in the original wrapping materials if possible. Have extra package tape on hand for securing the packing material.
- b. Check off each item on the spreadsheet as it is picked up by the exhibitor.
- c. Arrange to return any other exhibit pieces to the exhibitor either by hand delivery or shipping.

I. Seminar Merchandise Night Chairman – Job Description

1. Works within budget provided by the seminar committee, making timely reports to seminar chairman and seminar treasurer.
2. Check hotel contract regarding insurance needs for this event. EGA's insurance only covers items in exhibits.
3. Determines, with the seminar treasurer, the requirements of state and/or locale regarding collection and reporting of sales tax. Informs each participant as soon as possible.
4. Writes vendors:
 - a. Advises all sale items must be needlework related.
 - b. Requests list of items to be sold.
 - c. Informs of state/local tax requirements.
5. Prepares alphabetical list of vendors for participants' notebook and gives it to the chairman of that committee.
6. Assigns tables, attempting to separate participants selling the same or similar items.
7. Prepares room layout and submits to facilities chairman to give to hotel.
8. Coordinates with publicity chairman for appropriate signs, table number cards. Coordinates with registrar to have notice placed in registration packet of table assignment.
9. Oversees table setup. Places table numbers and name cards on tables.
10. Oversees the vendors' setup, assisting as needed.
11. Arranges with seminar treasurer for collection of appropriate sales tax. Receipt totals and payment from each vendor is collected, if required, from each vendor before vendor leaves the room at the close of the evening.
12. Submits final job report (Section IX-A) including copies of all releases to be sent to seminar chairman within 60 days of close of seminar.

J. Boutique/Bookstore Operations

Seminars may have a boutique and/or a bookstore at the discretion of the seminar committee.

The attached contracts are recommended to be used.

Rocky Mountain Region Seminar 20xx Boutique Contract

This agreement is made and entered into between **Rocky Mountain Region** of the Embroiderers’ Guild of America, Inc. Seminar 20xx (hereinafter referred to as RMR Seminar 20xx) and __(Name of owner and Name of Business)__ (hereinafter referred to as The Shop).

In consideration of the mutual agreements set forth, the parties hereto agree as follows:

The Shop agrees to:

1. Provide merchandise to set up and stock a needlework boutique in __(Site, City, State)___.
2. Pay all expenses incurred when carrying out item #1. Provide everything necessary to conduct business, including cash on hand, and credit card services if available. Be responsible for business risks, “bad” checks with insufficient funds, or declined credit card purchases, and collection of same.
3. The dates and hours that The Shop occupies the provided space are as follows:

Setup	_____
Open for Business	_____

Breakdown	_____
4. Be responsible for all expenses incurred in operating The Shop including but not limited to: the cost of merchandise, salaries, bank charges, freight, and, where applicable, sales tax, business licensing and registration fees, re-stocking fees, equipment rental, insurance, telephone connection, and personal expenses for food and lodging.
5. To pay to RMR Seminar 20xx or their agent, within seven (7) days from the close of RMR Seminar 20xx, ten (10) percent of the net gross. Net gross is defined as the total of all retail sales of merchandise after deducting applicable sales tax.
6. Make their own arrangements for lodging.
7. Pay for all transportation, lodging, and meals for paid (non-volunteer) personnel staffing The Shop.
8. Indemnify, protect, hold harmless, and reimburse RMR Seminar 20xx in connection with all liability, loss, cost, damage, or expense that may be incurred by RMR Seminar 20xx for any of the following reasons:
 - a. The failure to provide merchandise for which payment is received or The Shop has in anyway obligated itself to provide

- b. Failure to pay debts incurred in connection with the purchase of materials and/or the hiring of any person to carry out the responsibilities as outlined in items #2 through #4.
 - c. Injury or alleged injury of any kind to any person resulting in any way from the execution of items #1 through #4.
 - d. Loss of any materials brought into __ (Site) __ due to fire, theft, or damage of any kind.
9. Provide camera-ready advertising materials if RMR Seminar 20xx makes advertising space available in Seminar materials.

RMR Seminar 20xx agrees to:

- 1. Provide a suitable room for The Shop in __ (Site, City, State) __. The room will have, at minimum, properly secured doors which can be locked when The Shop is closed, adequate tables to display merchandise, tables to conduct business, and chairs.
- 2. Provide volunteers to staff a bag checking service at the entrance to The Shop if requested by The Shop.
- 3. Provide, as soon as available, a list of faculty, with mailing addresses and/or e-mail addresses, class supply lists, participants in Merchandise Night, special requests for The Shop inventory and any other pertinent information.
- 4. Arrange seminar rate for lodging in the seminar facility, if needed.
- 5. Provide all published seminar materials, before and during the Seminar.
- 6. Provide free advertising in Seminar materials including publicity of boutique location and hours of operation during the Seminar.
- 7. Acknowledge The Shop at the closing function, if there is one.

This instrument contains the entire agreement of the parties.

IN WITNESS THEREOF, the parties hereto have executed this agreement:
 THE EMBROIDERERS' GUILD OF AMERICA, INC., ROCKY MOUNTAIN REGION
 SEMINAR 20xx.

By: _____ By: _____
Owner Seminar Chairman
 _____ By: _____
Shop Name RMR Region Director

Date: _____ Date: _____

NOTE: when typing contracts, make certain that the last page contains more than just the signatures.

Rocky Mountain Region Seminar 20xx Bookstore Contract

This agreement is made and entered into between **Rocky Mountain Region** of the Embroiderers' Guild of America, Inc. Seminar 20xx (hereinafter referred to as RMR Seminar 20xx) and _____ (**Name of Owner and Name of Business**) _____ (hereinafter referred to as The Bookstore).

In consideration of the mutual agreements set forth, the parties hereto agree as follows:

The Bookstore agrees to:

1. Provide a well stocked needlework bookstore in ___(Site, City, State)___, open each day of the Seminar, hours to be determined and agreed upon by both parties. Stock will be limited to printed materials concerning all aspects of needlework and can include self-published or "small press" charts or books containing charted projects. Books shall be new (in print or out-of-print) or used, in good condition. Prices for new books shall be publisher's retail price or less. Prices for out-of-print and used books shall be reasonable, taking into account condition and rarity of book.

2. Pay all expenses incurred when carrying out item #1. Provide everything necessary to conduct business, including cash on hand, and credit card services, if available. Be responsible for business risks, "bad" checks with insufficient funds, or declined credit card purchases, and collection of same.

3. The dates and hours that The Bookstore occupies the provided space as follows:
 Setup _____
 Open for Business _____

 Breakdown _____

4. Be responsible for all expenses incurred in operating The Bookstore including but not limited to: the cost of merchandise, salaries, bank charges, freight, and, where applicable, sales tax, business licensing and registration fees, re-stocking fees, equipment rental, insurance, telephone connection, and personal expenses for food and lodging.

5. To pay to RMR Seminar 20xx or their agent, within seven (7) days from the close of RMR seminar 20xx ten (10) percent of the net gross. Net gross is defined as the total of all retail sales of merchandise after deducting the appropriate sales tax.

6. Make their own arrangements for lodging.

7. Take special orders and rain checks for future delivery to customers who shop during Seminar.

8. Pay for all transportation, lodging, and meals for paid (non-volunteer) personnel staffing the bookstore.
9. Indemnify, protect, hold harmless, and reimburse RMR Seminar 20xx in connection with all liability, loss, cost, damage, or expense that may be incurred by RMR Seminar 20xx for any of the following reasons:
 - A. The failure to provide merchandise for which payment is received or The Bookstore has in anyway obligated itself to provide.
 - B. Failure to pay debts incurred in connection with the purchase of materials and/or the hiring of any person to carry out the responsibilities as outlined in items #2 through #4.
 - C. Injury or alleged injury of any kind to any person resulting in any way from the execution of items #1 through #4.
 - D. Loss of any materials brought into __ (Site) ___ due to fire, theft, or damage of any kind.
10. Provide camera-ready advertising materials if RMR Seminar 20xx makes advertising space available in Seminar materials.
11. Provide to the bookstore coordinator, at least two weeks prior to Seminar, a list of books which are planned to be sold in The Bookstore. This list is for informational purposes only and will in no way limit the ability of The Bookstore to add or delete stock as required for the actual Seminar bookstore.

RMR Seminar 20xx agrees to:

1. Provide a suitable room for the bookstore in _____ (Site, City, State) _____.

The room will have, at minimum, properly secured doors which can be locked when the bookstore is closed, adequate tables to display merchandise, tables to conduct business, and chairs.
2. Provide volunteers to staff a bag checking service at the entrance of The Bookstore if requested by The Bookstore.
3. Provide, as soon as available, a list of faculty, with mailing addresses and/or e-mail addresses, class supply lists, participants in Merchandise Night, special requests for the bookstore inventory and any other pertinent information.
4. Arrange seminar rate for lodging in the seminar facility, if needed.
5. Provide all published seminar materials, before and during the Seminar.
6. Provide free advertising in Seminar materials including publicity of The Bookstore location and hours of operation during the Seminar.
7. Acknowledge The Bookstore at the closing function, if there is one.

This instrument contains the entire agreement of the parties.

IN WITNESS THEREOF, the parties hereto have executed this agreement:
THE EMBROIDERERS' GUILD OF AMERICA, INC., ROCKY MOUNTAIN REGION
SEMINAR 20xx.

By: _____
Owner

Bookstore Name

By: _____
Seminar Chairman

By: _____
RMR Region Director

Date: _____

Date: _____

NOTE: when typing contracts, make certain that the last page contains more than just the signatures.