

## Convention Organization – Idea Generation

### **Please Consider Serving In One of the Open Positions:**

- Volunteer Coordinator
- Program (Publication) Chair
- Sponsorship, Raffle, and Door Prize Chair

Information about these positions is in the text below.

This document is an attempt to draw together all the activities and responsibilities needed to arrange a successful convention. It is only intended as a thought starter, not anything final. It needs input from those who have done the chores and learned from the experience. It is entirely probable that some committee members may have to take on more than one of these duties.

#### Convention Chairperson

- Arrange and chair planning meetings
- Check and encourage progress by all chairs
- Chair total-committee activities, which include:
  - Date
  - Final selection of venue
  - Development and approval of budget and pricing
  - Selection of Convention Name, Theme, and Logo
  - Final determination of overall program, schedule
  - Whether to hire or support “name draw” clinicians

#### Facilities Chair

- Lead venue selection committee
- Negotiate with selected venue
- Assign space utilization
- Oversee on-site services

#### Event Chair

- Responsible for overall schedule
- Seek and schedule workshops or clinics
- Organize plenary sessions/meals if any

#### Prototype Tours Chair

- Seek and arrange prototype tours
- Provide information for promotion
- Provide directions for travel

#### Layout Tour Chair

- Seek and arrange layout tours
- Verify layouts are worthy featuring on tour
- Assure layout owners are NMRA members, or sign insurance waiver
- Assure layout owners have tour signs for front yards
- Provide/arrange descriptions and photographs for promotion and program
- Group tour layouts to make geographic driving sense
- Provide driving directions

## Web Master

- Create convention web presence
- Update web info as prepared by other chairs, or enable them to do so
- Set up on-line registration capability

## Registration Chair (or Registrar)

- Prepare registration form for required information
- Work with web master to set up on-line registration
- Collect and account all pre-registration data
- Arrange and deliver tickets for any ticketed events/activities
- Oversee on-site registration activities and staff

## Treasurer

- Handle all funds and accounting
- Participate and advise on budget, price setting, etc.
- Pay bills
- Do a final accounting and report; settle with Div and Region

## Publicity Chair

- Prepare and distribute flyers
- Arrange listing in NMRA Magazine and other publications
- Work with Web Master on web publicity
- Arrange and staff on-site tables at prior conventions, train shows
- Visit regular meetings of other Divisions

## Program (Publication) Chair

- Prepare program for handout to attendees
- Prepare maps to layouts, tours, op sessions
- Provide info to web master as appropriate
- Arrange printing

## Operating Session Chair

- Align layout op session hosts
- Arrange op session schedule
- Provide promotional description and photos if layout tour hasn't covered
- Include op session preference in pre-registration package
- Assign operators to layouts keeping preferences in mind
- Cancel sessions and reassign operators if too few sign up

## Volunteer Coordinator

- Recruit and keep contact with volunteers, gauge interests
- Assign volunteers, staffing the following:
  - o Registration
  - o Security for contest & store rooms
  - o Clinic and A/V assistance
  - o Pre-convention publicity activities
  - o Etc.....

### Non-rail Activities Chair

- Arrange clinics and tours of non-rail interest
- Arrange non-rail gathering place, refreshments, activities
- Coordinate with Event Chair, Web master, Registrar, etc. as appropriate

### Contest/Display Chair

- Promote participation
- Determine types and categories of contests and/or displays
- Determine space needs
- Arrange judges for contests and/or for AP judging
- Prepare and assure distribution of ballots if a “peoples choice” contest
- Set schedule of judging, end of “peoples choice” awards, display pick-up
- Arrange awards
- Present awards

### Silent Auction/Company Store/Exchange

- Recommend types of sales to host, decide with Conv. Committee
- Set up store procedures for type(s) of sales to be conducted
- Set schedule for store
- Arrange for shirts, convention cars or any other merch for company store
- Arrange with Registrar for pre-order of merch

### Sponsorship, Raffle, and Door Prize Chair

- Seek door prize donations and other sponsorships
- Arrange tickets for door prizes
- If raffle, arrange for tickets and ticket sellers
- Arrange drawings and posting of winners
- Award prizes

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Summer 2017