Crafts Committee as a guide, based on the experience of previous competitions and is designed to provide a clear understanding of its’ responsibilities. The ultimate goal of both the National and Host Committees is to conduct a smooth and efficient Competition that will be rewarding to both contestants and observers.

Functions of the National Committee:

1. Committee Chairman:
   a. Oversee all functions of the competition.
   b. Establish and maintain liaison with host chapter committee chmn.
   c. Assign members of committee to Task Force committees.
   d. Provide support and oversee activities of Task Force.
   e. Prepare and supply necessary forms:
      (1) Entry form.
      (2) Log of entry forms received.
      (3) Acknowledgement of entry forms receipt letter.
      (4) Log of entries received at exhibit room.
      (5) Receipt for entries received.
      (6) Judges evaluation form.
      (7) Entry score tabulation form.
   f. Write letter to Chapter Presidents.
   g. Prepare and submit pre-convention articles.
   h. Submit rules to the Bulletin for publication.
   i. Submit entry form to the Mart for publication.
   j. Receive, Log, and acknowledge entry forms submitted.
   k. Forward copies of entry forms received to Host Committee chmn.
   l. Arrange for appointment and briefing of Judges.
   m. Arrange for lettering of certificates.
   n. Determine ribbons needed and order.
   o. Oversee judging.
   p. Inspect exhibit room prior to opening.
   q. Check for compliance with rules at all stages.
   r. Arrange for Awards Presentation Ceremony.
   s. Acknowledge First Place Winners at banquet.
   t. Have final decision on anything regarding the competition.

2. Task Force on Exhibit Setup and receiving Entries:
   a. Be on hand to assist Host Committee receiving of entries.
   b. Handle any problems which might arise with respect to entries.
   c. Oversee proper Identification and Labeling of entries and affixing of identification numbers on entries prior to judging.
   d. Following judging, oversee attachment of labels identifying class winners.
3. Task Force on Awards:
   a. Make certain of the availability of certificates, ribbons, and medals prior to Convention.
   b. Affix awards to successful entries after judging.
4. Task Force on Photography:
   a. Assist photographer provided by the Host Committee in getting photos.
   b. Work with photographer to obtain the kinds of photos needed for the Bulletin.
5. Task Force on Publicity:
   a. Prepare article to accompany photos to be published in the Bulletin.
   b. Find ways to encourage craftsman to enter future competitions.
6. Task Force on Rules:
   a. Observe how current rules work during competition.
   b. Suggest changes of current rules based on new requirements.
   c. Make written recommendations to Committee Chairman for needed changes for consideration by Chairman.