

NAWCC CRAFTS COMMITTEE CHECK LIST

RESPONSIBILITIES OF NATIONAL COMMITTEE AND HOST COMMITTEE

(Revised 10/18/03)

	National	Host
1. Maintain close liaison between committees.	X	X
2. Establish rules for competition.	X	
3. Establish schedule of events at competition.		
a. Deadline for mailing forms.	X	
b. Identify exhibit room.		X
c. Time period during which entries will be received.	X	X
d. Time judging will take place.	X	
e. Times exhibit open to the public.	X	X
f. Time for awards presentation.	X	X
g. Time for removal of entries.		X
4. Advance Publicity:		
a. Mart:		
(1) Include in Host Ads.		X
(2) Entry Form in Mart (Dec/Apr).	X	
(3) Rules for Competition (Dec/Apr).	X	
b. Bulletin:		
(1) Article with photos (Dec)	X	
c. Letters:		
(1) Letter to Chapter Presidents, refer to Bulletin and Mart Announce to chapter membership.	X	
d. NAWCC web.		
(1) Short article with photos from Convention.	X	
5. Provide Forms:		
a. Entry Form.	X	
b. Entry log acknowledgement	X	
c. Log of entry forms received.	X	
d. Log of Entries Received at Exhibit room.	X	
e. Acknowledge receipt of entry at competition.	X	
6. Record information:		
a. Log of entries received at competition.	X	X
b. Log and number entry forms.	X	

	c. Provide receipt for entries received.	X	
	d. Record of removal of entries received.	X	
7.	Exhibit Room: provide equipment and set up:		
	a. Table, wall and floor display materials.		X
	b. Pre-plan exhibit layout, based on entry form data.		X
	c. Display entries as directed by chairman.		X
	d. Provide signs identifying each entry.	X	
	e. Tables with covers.		X
	f. Stanchions with ropes.		X
	g. Security, 24-hour during convention.		X
	h. Provide help during check-in of entries and exhibit hours.		X
	i. Periodic public announcements in MART room.		X
8.	Judging:		
	a. Selection of judges.	X	
	b. Instructions to judges.	X	
	c. Conduct of judging.	X	
	d. Score tabulation.	X	
	e. Assist in tabulation if needed.		X
	f. Determination of awards.	X	
	g. Assist in getting judges in case of problems.		X
9.	Photographs:		
	a. Individual entries.		X
	b. Each class of entries.		X
	c. Entire exhibit.		X
	d. Awards ceremony. (See 11c)		X
	e. People's Choice presentation at banquet.		X
10.	Preparations of awards and notices:		
	a. Supply certificates, ribbons, and medals.	X	
	b. Lettering of certificates.	X	
	c. Post list of award winners.		X
	d. Identify and attach Award Ribbons to entries.	X	X
11.	Awards Presentation Ceremony:		
	a. List in Convention program		X
	b. PA announcements before ceremony.		X
	c. Crafts Chmn presiding, National officer presenting.	X	
	d. Photographs of ceremony.		X
	e. First place winners announced at banquet.	X	
12.	Post Convention:		
	a. Report for Bulletin.	X	
	b. Committee Critique, National and Host Chapter	X	X

12. (continued)

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| (1) | Discuss any problem areas at current show. | X | X |
| (2) | Discuss any remedies for problems. | X | X |