NAWCC CRAFTS COMMITTEE CHECK LIST

RESPONSIBILITIES OF NATIONAL COMMITTEE AND HOST COMMITTEE

(Revised 10/18/03)

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1. Maintain close liaison between committees.

2. Establish rules for competition.

3. Establish schedule of events at competition.
   a. Deadline for mailing forms.
   b. Identify exhibit room.
   c. Time period during which entries will be received.
   d. Time judging will take place.
   e. Times exhibit open to the public.
   f. Time for awards presentation.
   g. Time for removal of entries.

4. Advance Publicity:
   a. Mart:
      (1) Include in Host Ads.
      (2) Entry Form in Mart (Dec/Apr).
      (3) Rules for Competition (Dec/Apr).
   b. Bulletin:
      (1) Article with photos (Dec)
   c. Letters:
      (1) Letter to Chapter Presidents, refer to Bulletin and Mart
           Announce to chapter membership.
   d. NAWCC web.
      (1) Short article with photos from Convention.

5. Provide Forms:
   a. Entry Form.
   b. Entry log acknowledgement
   c. Log of entry forms received.
   d. Log of Entries Received at Exhibit room.
   e. Acknowledge receipt of entry at competition.

6. Record information:
   a. Log of entries received at competition.
   b. Log and number entry forms.
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.  
   b. Pre-plan exhibit layout, based on entry form data.  
   c. Display entries as directed by chairman.  
   d. Provide signs identifying each entry.  
   e. Tables with covers.  
   f. Stanchions with ropes.  
   g. Security, 24-hour during convention.  
   h. Provide help during check-in of entries and exhibit hours.  
   i. Periodic public announcements in MART room.

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:
X
    b. Committee Critique, National and Host Chapter  
X
X
12. (continued)

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