



CONVENTION HANDBOOK



NATIONAL ASSOCIATION

OF

S GAUGERS, Inc.

National Association of S Gaugers, Inc.

Convention Handbook

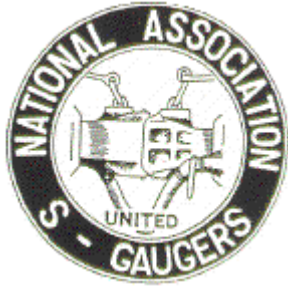
Table of Contents

1	INTRODUCTION.....	1
2	OVERVIEW.....	1
2.1	LETTER OF INTENT.....	4
2.2	RESPONSIBILITIES.....	5
2.2.1	NASG.....	5
2.2.2	Sponsor.....	5
2.3	HOW TO ORGANIZE.....	5
2.3.1	Time Management.....	5
2.3.2	Convention Committee.....	5
2.3.3	Planning.....	5
2.3.4	Dry Runs.....	6
2.3.5	Convenience.....	7
3	WHAT NEEDS TO BE DONE.....	7
3.1	CONVENTION COMMITTEE-MEMBER SELECTION & ASSIGNMENTS.....	8
3.1.1	Chair.....	8
3.1.2	Subcommittees.....	9
3.2	PROGRAM AND EVENT PLAN.....	9
3.3	FACILITIES.....	11
3.3.1	Lodging.....	12
3.3.2	Exhibition Space.....	15
3.3.3	Other Requirements.....	16
3.3.4	Security.....	16
3.4	FOOD SERVICE.....	17
3.4.1	Hospitality Rooms.....	17
3.4.2	Banquet.....	18
3.4.3	Annual Membership Meeting.....	18
3.5	LIAISON (WITH JOINT/RELATED ORGANIZATION).....	18
3.5.1	Joint.....	19
3.5.2	Separate-but-Related (SBR).....	19
3.6	REGISTRATION.....	19
3.6.1	Advance Registration.....	19
3.6.2	Registration Plans.....	21
3.6.3	Attendance Forecasting.....	21
3.6.4	Registration Desk.....	23
3.6.5	First-Timer Considerations.....	23
3.7	TRANSPORTATION.....	24
3.8	FINANCE.....	25
3.8.1	Advance Funding.....	25
3.8.2	Losses.....	26
3.8.3	Tax Implications.....	26
3.9	PUBLICITY/PUBLIC SHOW.....	26
3.9.1	Promotion.....	26
3.9.2	Graphics and Printing.....	28
3.10	CLINICS.....	28
3.11	BANQUET.....	29
3.11.1	Format Alternatives.....	29
3.11.2	Meal-Service Alternatives.....	29
3.11.3	Guest-Speaker Solicitation.....	30
3.11.4	Agenda.....	30
3.12	SPOUSES' PROGRAM.....	31
3.13	DOOR PRIZES.....	31

3.14	INFORMATION SYSTEMS.....	31
3.14.1	<i>Logo</i>	32
3.14.2	<i>Web Site</i>	32
3.14.3	<i>Registration Support</i>	32
3.14.4	<i>Door-Prize Support</i>	33
3.15	CONVENTION CARS.....	33
3.16	BOARD OF TRUSTEES (BOT) MEETING.....	33
3.17	ANNUAL BUSINESS MEETING.....	34
3.18	EXHIBITION.....	34
3.18.1	<i>Dealers/Manufacturers Exhibit</i>	34
3.18.2	<i>Layouts</i>	35
3.19	OFF-SITE ACTIVITIES.....	35
3.19.1	<i>Prototype Tours</i>	35
3.19.2	<i>Layout Tours</i>	35
3.19.3	<i>Other Rail-Oriented Field Trips</i>	38
3.20	CONTEST.....	38
3.21	AUCTION.....	39
3.22	MISCELLANEOUS.....	40
3.22.1	<i>Liability Insurance</i>	40
3.22.2	<i>Medical Problems</i>	41
3.22.3	<i>Union Relations</i>	41
3.23	POST-CONVENTION REPORTING.....	41
4	PROPOSAL.....	41
4.1	PREPARING YOUR PROPOSAL – STAND-ALONE FORMAT.....	41
4.1.1	<i>Cover Sheet</i>	41
4.1.2	<i>Location</i>	42
4.1.3	<i>Sponsor Organization</i>	42
4.1.4	<i>Convention Dates</i>	42
4.1.5	<i>Convention Site</i>	42
4.1.6	<i>On-Site Events</i>	43
4.1.7	<i>Off-Site Events</i>	43
4.1.8	<i>Preferred Lodging Facility (if different from Convention Facility)</i>	43
4.1.9	<i>Registration</i>	43
4.1.10	<i>Financial Breakdown</i>	43
4.1.11	<i>Convention Car</i>	44
4.1.12	<i>Promotional Plan for Convention</i>	44
4.1.13	<i>Sponsor’s Convention Committee</i>	44
4.2	ADDITIONAL PROPOSAL CONSIDERATIONS – JOINT WITH OTHER ORGANIZATION (E.G., NMRA) 44	
4.3	ADDITIONAL PROPOSAL CONSIDERATIONS – SEPARATE BUT RELATED ORGANIZATION.....	44
4.4	SUBMISSION AND APPROVAL.....	44
5	APPENDICES.....	46
A.	“DO”S AND “DON’T”S.....	47
B.	CHECKLISTS.....	49
C.	FINANCIAL REPORTS.....	52
D.	SAMPLE FORMS.....	67
E.	CONTEST ADMINISTRATION.....	77
F.	PAST CONVENTION CITIES.....	96
G.	RESOURCES (NAMES, ADDRESSES).....	97
H.	ACKNOWLEDGEMENTS.....	98

REVISION RECORD

Rev.	Date	Reason	Pages
01A	24-Aug-01	<p>Insert section on “first-timer” registration. Replace old pp. 23 and 24 with new pp. 23, 24, and 24A.</p> <p>Insert language on committee recognition at banquet. Replace old p. 30 with new p. 30</p> <p>Add to “Do”s and “Don’t”s, consistent with other changes in this revision. Replace p. 48 with new p. 48.</p> <p>Replace Table of Contents (pp. ii and iii) with new Table of Contents and Revision Record (pp. ii-iv).</p>	<p>23, 24</p> <p>30</p> <p>48</p> <p>ii-iv</p>
03A	16-July-03	<p>Add paragraphs in Sections 2 and 4.1.4 to include Convention date requirements. Replace old pages 1, 2, and 3 with new pages 1, 2, and 3. Replace old page 42 with two new pages 42 and 42A.</p> <p>Replace second paragraph in Section 3.11 regarding requirements for banquet seating. Replace old page 29 with two new pages 29 and 29A.</p> <p>Insert new paragraph in Section 3.9.1 regarding Convention promotion. Replace old pages 26 and 27 with new pages 26 and 27.</p> <p>Replace Section 11 in the NASG/Sponsor Agreement (contract) regarding <i>NASG Dispatch</i> advertising. Replace page 75.</p> <p>Replace Table of Contents and Revision Record (pp. ii-iv) with new Table of Contents and Revision Record).</p> <p>Add 2003 Convention to list of cities on p. 96</p> <p>Update e-mail addresses on p. 97</p>	<p>1,2,3, 42</p> <p>29</p> <p>26,27</p> <p>75</p> <p>ii-iv</p> <p>96</p> <p>97</p>
03B	1-Sept-03	<p>Require NASG to provide liability insurance</p> <p>Add words on “letter of intent” to provide a proposal.</p> <p>Add words on guaranteed tour reservations.</p> <p>Require the Sponsor’s contest chair to validate understanding of contest rules.</p>	<p>12, 40</p> <p>4</p> <p>21</p> <p>39</p>
05A	1-July-05	<p>Fix misprint in Section 3.9.2.2 (S Gauge Railroading website)</p> <p>Require a 6-hour period for contest judging (Section 3.20)</p> <p>NASG exhibit must be within the secured exhibition space (Section 3.18.1)</p> <p>Added 2004 and 2005 Convention cities (Appendix F)</p>	<p>28</p> <p>38</p> <p>34</p> <p>96</p>
05B	18-May-08	<p>Replace logo with higher quality logo on title page</p> <p>Update revision history page</p> <p>Update NASG webmaster contact information</p> <p>Change font size (to keep past convention list on a single page) & add recent convention sites to past conventions information</p>	<p>i</p> <p>iv</p> <p>97</p> <p>96</p>



CONVENTION HANDBOOK

1 INTRODUCTION

This handbook is designed for use by any group that wishes to host an annual National Convention of the National Association of S Gaugers, Inc. (NASG).

The size of this handbook may be daunting to most readers. So please be aware that the handbook is designed to make it easy to tear out specific portions and give them to the individuals responsible for particular Convention functions. (Section 3 and Appendix D are organized this way.) Most topics are covered in more than one place: in the overview (Section 2), in the details (Section 3), and in the proposal requirements (Section 4). In addition, highly-recommended “Do”s and “Don’t”s from throughout the Handbook are summarized in Appendix A.

Section 2, “Overview,” describes the responsibilities of the sponsoring group (the “Sponsor”) and the NASG, and how a prospective Sponsor needs to organize itself. Section 3, “What Needs to be Done,” details the various aspects of preparation, execution, and follow-up for the things required in Section 2. Each portion of Section 3 is organized according to what is absolutely required (**bold type**), additional things that are important (no highlight), and what’s recommended but not required (*italics*). You may not deviate from the required matter. Section 4, “Proposal,” gives a step-by-step description of what should be in the Sponsor’s proposal. *Recommendation: Don’t even look at Section 4 until a few weeks before you’re scheduled to write your proposal. The work you will have performed to satisfy Section 3 will make proposal-writing a cinch.*

Capitalized nouns throughout this handbook denote specific functions and responsibilities as opposed to broader meanings that might otherwise apply. Example: “Convention” denotes the specific NASG National Convention for which the sponsoring organization is planning. Other instances of the word “convention” (lower case) do not possess such specificity.

The Appendix contains “Do”s and “Don’t”s, sample forms and financial records, and NASG resources to help you with your proposal. The content of the “Do”s and “Don’t”s section has been gleaned from past convention hosts. You are strongly encouraged to review these before firming up your plans.

Revisions and amendments to this document must be approved by the NASG Board of Trustees (BOT).

2 OVERVIEW

Please note that the NASG By-Laws require that the annual Convention be held between May 20th and September 15th, and may not conflict with either the NMRA’s or the TCA’s national conventions. (See Section 4.1.4 for more detail.)

An NASG convention is about, and for, model railroaders. Reasonable total cost is extremely important to assure accessibility for all who want to attend. Because a substantial number of attendees view the Convention as a family vacation opportunity, organized non-rail functions for spouses and children need to be offered.

The group that intends to sponsor an NASG Convention must possess four characteristics:

- Organizational skills & experience
- Sufficient size to furnish the necessary people resources
- Enthusiasm for the event
- Access to adequate facilities

Several characteristics of the local area will have a bearing on the success of your convention:

- Local cost of goods and services
- Ease of transportation access
- Proximity of reasonably-complete layouts (and/or train collections) to visit
- Tourist attractions
- Prototype activity
- Proximity to possible fan trips

Non-railroading spouses are influenced to come as a family according to overall cost and features like tours of the host city's attractions. Female spouses tend also to be drawn by interesting shopping opportunities and homemaking-oriented demonstrations and clinics. Be aware, however, that increasing numbers of spouses attend layout tours with their railroading partners.

In no case should the Sponsor attempt to plan a national convention in less than two years. The Sponsor must also be willing to follow through if its proposal is accepted. Therefore, the Sponsor should designate a convention committee that will develop the proposal and organize the convention after proposal acceptance by the NASG.

Most NASG Conventions have begun on a Wednesday evening with layout tours or an icebreaker party, and ended on the following Sunday morning with the Annual Business Meeting, after which there may be self-guided layout tours and/or a picnic. However, there have been exceptions:

- Vancouver, WA, 1994: Sunday evening through Wednesday morning
- St. Paul, 1999, Thursday midday through Sunday afternoon
- Pittsburgh, 1990; Valley Forge, PA, 1993; and San Jose, 2000; each a full Sunday-to-Sunday week

There are three kinds of NASG convention formats.

- The most common is the "stand-alone" format, in which the convention facilities and events are independent of any other organization's convention.
- Another format that has been used several times is the joint format, in which the facilities and some of the events are shared with National Model Railroad Association (NMRA). The 1990 Pittsburgh Convention, the 1993 Valley Forge Convention, and the 2000 San Jose Convention, all held jointly with the NMRA, are examples.

Vendors/exhibitors prefer the joint format because they get exposure to a much larger customer community. However, hirail and American Flyer fans tend to dislike the joint format because of the overwhelming presence of scale and non-S vendors/exhibitors.

These days, NMRA Conventions usually run for a whole week. This fact, plus the fact that these are very large conventions, means that there are a multitude of clinics and rail and non-rail tours available. It also means that S-oriented activities are likely to be spread throughout the week instead of being confined to the usual four-day time NASG Convention span.

At joint conventions, the NMRA presence is so much larger than the NASG presence that the NMRA generally takes care of all arrangements for hotel and exhibition space. Therefore, the joint format can be the easiest to plan. Sharing of both the costs and profits is negotiated with the local NMRA Convention sponsors.

- The third format, used only twice so far, is the “separate-but-related” (“SBR”) convention. The primary advantage of the SBR format is the ability of NASG conventioners to attend functions in the adjacent (“related”) convention while preserving the ambience of an “NASG-only” convention.

The 1994 convention in Vancouver, Washington was held Sunday through Wednesday, while – just across the Columbia River in Portland, Oregon – the NMRA National Convention was held in the prior week, ending on the same weekend on which the NASG convention began. NASG-sponsored bus service was provided for NASG conventioners to visit the NMRA train show on Sunday.

The primary advantage of this “tandem” SBR format is the ability of NASG conventioners to attend functions in the adjacent (“tandem”) convention while preserving the ambience of an “NASG-only” convention.

The 1999 Saint Paul convention was also an SBR convention, but with a special twist: It was held simultaneous with the last four days of the NMRA National Convention. Attendees of either convention were able to split their time between the display halls at both for no extra charge.

Vendors (manufacturers and dealers), as well as S gaugers who are members of the NMRA, can benefit greatly from the tandem SBR format. They are able to take in both conventions with a single round trip from home. However, S gauge NMRA members have to choose between potentially conflicting activities. And the simultaneous SBR format forces vendors to choose one venue in which to display. The dilemma is whether to maximize income potential at the NASG venue, or maximize promotional potential at the NMRA venue.

The SBR format is the most complex to plan. You have all of the usual planning to do, AND you have to dovetail your plans with the evolving NMRA convention plans as they unfold.

If you are contemplating an SBR convention, you may want your registrants to be able to participate in NMRA clinics or tours prior to the start of the NASG Convention. If so, you need to mail badges to preregistrants ahead of time.

The following sections will take you through the preparation for your Convention. You should, as a matter of course during your planning, prepare a proposal and submit it to the NASG Convention Committee no later than March 31 of the year prior to your prospective Convention.

You should treat your proposal as a logical by-product of your planning. Treating preparation of your proposal as your primary activity prior to its acceptance will result in commitments that probably cannot be met.

Regardless of which convention format you choose, you should follow the instructions in Section 4.1, “Preparing Your Proposal – Stand-Alone Format.” Your proposal should

start with a cover sheet. Following the cover sheet should be sections describing the location and its advantages; the host organization; convention date, site, and events; financial projection; hotel/motel information; and (optional) convention car.

If you wish to propose a joint or an SBR format, you must also follow the instructions in Section 4.2 or Section 4.3. These are additive to the instructions for the stand-alone format.

2.1 LETTER OF INTENT

If you want to host a Convention, you are urged to furnish a letter to the NASG Board of Trustees stating your intention to submit a proposal for a specific city and year. Such a letter of intent gives you the right, in poker terms, to “stay” or “fold” if another group submits a competing proposal first. A letter of intent is not required, but if one is not furnished your competitor may get the Convention despite your hard work, simply because the Board did not know.

2.2 RESPONSIBILITIES

Both the NASG and the Sponsor have specific responsibilities regarding NASG conventions. The following sections list these responsibilities.

2.2.1 NASG

- Approve and support the Sponsor's Convention
- Provide free Convention publicity in the *NASG Dispatch*
- Recognize contest winners
- Provide a source of working capital
- Underwrite a portion of Convention financial losses (if any)
- Provide records and reports from previous conventions for planning purposes
- Provide (and fund) award certificates and trophies for Bernie Thomas Memorial Award, Manufacturer of the Year Award, and Perles Publication Award
- Provide an insurance policy covering the Sponsor and the NASG

2.2.2 Sponsor

- Ensure that there are facilities and scheduled time for the three compulsory activities:
 - Board of Trustees (BOT) Meeting
 - Model/Photo Contest
 - Annual Business Meeting
- Schedule time and facilities for both a BOT meeting (in consultation with the NASG President) and an Annual Business Meeting that do not conflict with other convention activities
- Arrange an awards presentation
- Provide facilities for all Convention activities
- Solicit and arrange participation in the manufacturer/dealer display
- Provide judges, clerks, and backup for contests
- Provide (and fund) award certificates and trophies (except Bernie Thomas Memorial Award, Manufacturer of the Year Award, and Perles Publication Award)
- Observe and enforce NASG contest rules
- Provide spouse/family activities
- Set up financial records and accounts solely for the Convention
- Provide to the NASG, no later than three months following the close of the Convention, a Convention report per the instructions in Section 3.23 of this Handbook
- Per the "NASG Agreement for the Conduct of the NASG Annual Convention" (herein called the "Convention Contract" for the sake of brevity) (Appendix D), pay the NASG a fee per non-member registrant plus a share of any net profit realized from the Convention, due with submission of the Convention report

- Share any Convention dollar losses with the NASG as specified in the Convention Contract.

Additionally, the Sponsor may wish to provide and stock a hospitality facility.

2.3 HOW TO ORGANIZE

2.3.1 Time Management

Time management is a unifying thread throughout the planning and execution of an NASG Convention. The preparation for each discrete event must be completed prior to the event itself. Each event must occur during a prescribed time frame. The timing of each event must be coordinated with all the other events.

During the Convention, you must start every activity on time. Waiting for stragglers reduces the amount of time available for the activity, makes prompt people angry, and jeopardizes the effectiveness of transportation plans. And it gives stragglers the message that they needn't be on time for the next activity either.

2.3.2 Convention Committee

The Sponsor must appoint a Convention Committee, and the committee must select a Chairperson. The Chairperson (hereafter called the "Chair," and referenced with male pronouns) is responsible for the overall success of the convention. He calls committee meetings, makes assignments to committee members, and periodically assesses progress on the various assignments.

The Chair coordinates the Convention schedule and the various program-development activities. He sets policy for the functioning of the committee, and he is the liaison between the committee and the NASG. He signs Convention-related contracts on behalf of the Sponsor, thus binding the Sponsor to the provisions therein. He resolves problems that occur between committee members and between the committee and outside suppliers on which the Convention will rely.

The committee must also select a back-up person who will take over the functions of the Chair should the Chair somehow become incapacitated or otherwise unavailable.

The Chair must develop the convention planning using a combination of committee meetings and individual committee-member and subcommittee assignments.

2.3.3 Planning

Drafting and maintaining an Event Plan (Section 3.2) is essential for planning and managing your Convention. Use a horizontal bar-chart format ("Gantt chart"). This will help you organize and integrate your individual activities. A sample is shown on the next page. You can use some sort of project-management software, or you can create an Event Plan chart by hand. If you do the latter, maintain it on a whiteboard so you can easily make changes. You will have lots of changes.

Arrange the Convention schedule so as to minimize "dead" time. But make sure that there is enough schedule flexibility and redundancy. The average conventioneer likes to just wander and socialize for at least 25 percent of his time without fear of missing an activity in which he really wants to participate.

Assign responsibility for each of the Convention activities to your various committee members. Have them work their logistics planning in parallel, coordinating alternative times and days with transportation vendors, layout owners, commercial and volunteer rail-oriented attractions, etc. Have full committee meetings regularly in order to

rearrange the Event Plan to best accommodate the various activities. Firm up arrangements with the outside parties as early as possible. If deposits are required in order to retain particular reservations, petition the NASG BOT for advance funding. (Use the form in Section D.)

2.3.4 Dry Runs

Dry-run everything!! Have each committee member run through his activities, with other committee members playing the parts of conventioners and presenters. Obtain an accurate convention facility floor plan. (*Caution: The facility management's floor plan might not accurately reflect door and wall changes implemented since the building was designed. Verify the features in the plan for yourself and mark any changes that you identify.*) This way you'll discover whether you've got room conflicts, visual-aid omissions, presenters actually booked, etc. You'll find out whether you can handle registrations adequately, whether the set of materials given to each registrant is complete, and whether distribution of the door-prize numbers has been accounted for. Don't forget the banquet. Dry-run it too, so you can estimate the time required and the

SAMPLE EVENT PLAN GANTT CHART

	Wednesday											Thursday					
	7:00	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00	4:00	5:00	6:00	7:00	8:00	9:00	10:00	11:00
Registration																	
Set-up																	
Computer check																	
Open for Business																	
Close down																	
Pack up																	
Chaco Park tour																	
Buses Arrive																	
Assemble Participants																	
Load Buses																	
Travel to Park																	
Tour Park																	
Assemble Participants																	
Load Buses																	
Travel to Hotel																	
Unload buses																	
Buses depart																	
Nat'l. RR Museum tour																	
Buses Arrive																	
Assemble Participants																	
Load Buses																	
Travel to Park																	
Tour Park																	
Assemble Participants																	
Load Buses																	
Travel to Hotel																	
Unload buses																	
Buses depart																	
Exhibit Hall																	
Set-up																	
Exhibitors arrive																	
Exhibition open																	

- etc. -

possibility of boredom setting in. Get candid opinions of fellow committee members regarding speeches, entertainment, and any other tentative banquet activities.

Work with the convention-facility staff. Include them in your on-site dry runs. They will think of non-discretionary things that you may not, like maximum allowable room capacity, fire regulations, air-conditioning load, security against theft and unauthorized entry, kitchen lead time, and set-up/break-down time between the NASG functions and other unrelated functions at the same facility. But keep in mind that you are the customer. Your requirements must prevail over management's discretionary preferences.

Dry-run the off-site tours too. It's best to actually drive the intended routes. If one of the committee members has access to a large RV, so much the better. You need to be sure that there is a way to get a bus into the layout-visit neighborhoods, for example. Make sure the bus drivers know whether to pick up people just leaving the site and go on, drop people off and go to another location to pick up different people, or whether they are to stay with the group they started with.

2.3.5 Convenience

Don't have a hall staffed with exhibitors while most people are away at off-site events. Don't close up the exhibit hall when most people are expected to be on-site. Try to coordinate the times that the model-contest room is open with the times people are most likely to be on-site.

A balance has to be struck between sufficient time for attendees to roam the exhibit hall and time when the room is closed so that the vendors may attend other (especially offsite) convention activities. This means that the room is a discrete entity that may be separately closed and locked.

Plan for plenty of comfortable seating near the centers of activity so that people can rest their legs and still be part of the action instead of going back to their rooms to rest.

Prepare packages for each type of Convention participant that answer all the questions that might be asked. For example, the package that solicits vendor displays in the exhibit hall should include:

- Fee per display table
- Conditions of participation
- Information about proximity of snack service and restrooms
- The extent to which they are entitled to participate in other on-site and/or off-site activities
- Recommended lodging and rates
- A floor plan showing the layout of the exhibit hall, table numbers and locations, and location of the loading dock
- Form to fill out and send in to reserve exhibit tables (Appendix D).

3 WHAT NEEDS TO BE DONE

Any organization seeking to sponsor and organize an NASG Convention must give careful attention to three areas:

- **Definition of the tasks**

The planning function is the least manpower-intensive activity. However, many activities have overlapping and/or related requirements. These need to be identified early on.

- **Sufficient size to furnish the necessary people resources**

If your group cannot commit sufficient manpower resources and rely on selected personnel, your effort will fail.

- **A management structure that facilitates progress and removes roadblocks**

Beware: There is no correlation between modeling skills and management skills. The best of modelers may turn out to be the worst of managers. *Avoid appointing subcommittee chairpersons who lack objectivity, flexibility, and people skills. DO NOT give a person a position simply because he/she may want it, or is a trusted friend.*

3.1 CONVENTION COMMITTEE-MEMBER SELECTION & ASSIGNMENTS

Several functions must be staffed by people with special skills. These are the Finance, Facilities, and Publicity Chairpersons. *It is also a good idea to appoint an "Onsite Activities" chairperson to coordinate the various activities that coexist within the facility (i.e., public show, clinics, dealers/manufacturers, contests, banquet, and auction)*

3.1.1 Chair

The Chair is responsible for the following:

- **The overall success of the convention**
- **Calling committee meetings**
- **Making assignments to committee members**
- **Altering subcommittee assignments and/or personnel as necessary**
- **Periodically assessing progress on the various assignments**
- **Coordinating the Convention schedule and the various program-development activities**
- **Setting policy for the functioning of the committee**
- **Coordinating between the committee and the NASG**
- **Resolving problems that occur between committee members and between the committee and outside suppliers on which the Convention will rely**
- **Reviewing and approving the final facilities arrangements**

In order to succeed, the Chair cannot rule autocratically. After all, NASG convention planning and staffing is purely volunteer work, and any committee member can "walk" if the atmosphere gets onerous. *The Chair must instead honor his committee members' talents and intellect. Whenever possible, assignments should be made on the joint bases of ability and willingness. The Chair must be willing to help each and every committee member overcome obstacles. For planning that may impact more than one committee member, subcommittees composed of the mutually-impacted members should be formed.*

It is essential for the Chair to convene full-committee meetings on a regular basis for several reasons.

- **All committee members must have an overall understanding of how the convention planning is coming together.**
- **These meetings provide a forum to identify problems and assistance in solving them. They maintain the sense of urgency that is necessary to complete all of the arrangements on time. And they provide the worriers comfort that progress is being made.**

- *The Chair should avoid using full meetings for detailed problem-solving. Doing so will slow overall progress. It will also waste the time of committee members who are not involved in the problem. Instead, the Chair should assign volunteers to ad hoc subcommittees to do detailed problem-solving and ask them to report back at subsequent full-committee meetings.*

The Chair must follow several principles in order to ensure continued progress:

- **Have an agenda and an objective for each meeting, and stick to it. Before adjourning each meeting, entertain topics for the next meeting's agenda.**
- **Make sure that assignees know what their assignment is.** Are they to produce a recommendation, a solution, or an answer to a question?
- **Make it clear that status needs to be reported on time even if the assignment is not yet complete.**
- **Designate a leader for each subcommittee in order to have a single individual who knows he is responsible for coordinating and presenting the committee's results.**
- **Appoint one of the committee members as the Convention's official time manager.** His job is to assure that, during the Convention, things happen when they are supposed to.

3.1.2 Subcommittees

Subcommittee chairs must be selected from among the committee members for the topics recommended below. Generally, each subcommittee chair can expect to be responsible for more than one of these topics, and each committee member can expect to be a member of more than one subcommittee. Depending on circumstances (e.g., member skills), subcommittees can be combined.

The Chair should distribute a copy of each of the following sections to the relevant subcommittee chair.

Subcommittee chairs are responsible for budgets, program, and staffing for their activities. Each subcommittee chair must develop and maintain an accurate estimate of the number of people required to support each activity at the Convention. Those activities that are labor-intensive must be properly staffed or dropped from the program.

Recommended subcommittees are as follows:

<i>Program and Event Plan</i>	<i>Banquet Program</i>
<i>Facilities and In-House Logistics</i>	<i>Spouses' Program</i>
<i>Food Service</i>	<i>Information Systems</i>
<i>Liaison (only if SBR or joint)</i>	<i>Convention Cars</i>
<i>Registration</i>	<i>Dealers/Manufacturers Exhibits</i>
<i>Transportation</i>	<i>Off-Site Activities</i>
<i>Finance</i>	<i>Contests</i>
<i>Publicity/Public Show</i>	<i>Auction</i>
<i>Clinics</i>	

The following sections describe what needs to be done by each committee.

3.2 PROGRAM AND EVENT PLAN

You will need to strike a compromise between all the things you may want in your Convention and the constraint of 24-hour days. The following guidelines may help:

- *All who staff the Convention should be able to participate in most of the activities.*

- *Wherever possible, offer repeat sessions at differing days/times.*
- *Don't plan all of the attendee's time; give him some latitude to select what he wants when he wants it.*
- *Don't schedule conflicting one-time-only events.*
- *Don't schedule simultaneous labor-intensive events.*
- *The last day (usually Sunday) is a travel day. Move as much as you can into preceding days.*
- *Lots of people will show up the day before the start of the Convention. Use the first evening for low-key activities to warm people up for the next day.*
- *Don't schedule lengthy tours for the afternoon preceding the banquet. You can't afford to run late or risk a bus breakdown or lost driver.*

There are some simple things you can do to make things easier for all. Schedule layout tours for the evenings, giving the layout owners the preceding day to make sure everything is working properly. Repeat clinics at a different time on a different day. Use the last day for the Annual Business Meeting, informal layout tours, and tear-down only.

*Begin each day's activities at the same time. **With the NASG president, coordinate the scheduling of the Board of Trustees Meeting** in a manner that is not likely to interfere with other desirable activities.*

Create a draft "Printed Program" booklet as early as possible. Keep it up to date as planning matures. Give each revision a new edition number so everyone will know he is using the latest one.

The Program is the foundation for the Event Plan.

The Event Plan is a planning document that is used by all parties in setting up the Convention. It lists the activities, schedule, personnel, and physical requirements for the Convention. It specifies usage, timing, equipment inventories, and arrangements for all rooms and halls. The more detailed the document, the smoother the actual event. The Event Plan is the only document that the facility's support personnel use to spot room arrangements, so if something doesn't appear where it's supposed to, you have only yourself to blame. The Event Plan is crucial to reducing last-minute hassles.

The Event Plan should be laid out on a daily activity basis, starting with the hour the facility opens, a listing of the activities by room, and the equipment needed in each room. It also lists other special instructions such as blocking off certain areas at certain times and special events such as the loading or unloading of buses. If outside resources are to be provided, then these are spelled out along with the responsibility for provision. Food service, concessions, and anything you can think of should be included.

*The Event Plan cannot be too detailed. It should be drafted as early as possible and updated via a formal procedure agreed to by both the Sponsor and the facility. A thorough Event Plan will win you the lasting gratitude of both the facility and the conventioners. **The Chair is responsible for the Event Plan.** We recommend that the Chair lead a standing subcommittee composed of the Finance, Information Systems, and Transportation subcommittee chairs. Additional subcommittee chairs should be included from time to time as their planning progresses.*

Use of project-planning software (i.e., Microsoft's PROJECT) for developing the Event Plan is strongly encouraged. Such software creates schedule charts from your activities, and contains cross-checks that help you avoid inconsistencies (like starting event "B" in the same room in which event "A" has not yet concluded).

An equipment inventory is created from the Event Plan. Generally, tables and chairs are the responsibility of the facility. If they do not have enough in their inventory, it is their responsibility to arrange to meet your needs without additional expense to you. However, items like table coverings, bulletin boards, screens, projectors, stands, and extension cords are the Sponsor's cost responsibility. The facility can of course provide these, but will generally bill the Sponsor for them.

The coverage period for the NASG's liability insurance policy, to be deduced from the Event Plan, must be forwarded to the BOT early enough to enable securing the policy.

3.3 FACILITIES

You must contract with the facility prior to, and contingent on, proposal acceptance. Any facility that you would use for a convention is familiar with this type of booking procedure. **And be sure to get their commitment in writing.**

Virtually every expense that can be incurred should be identified prior to the event. Regardless of the type of facility, the facility's management is obligated to open its books for your audit, so do not hesitate to question any aspects of your bill.

A facility's staff will not tell you how to run your convention or set it up. However, they will advise you on what is possible both physically and administratively. *Be sure to verify what is "free" (i.e., bundled into the basic rate) and what is an extra charge. You should advise the center's director as to your financial limitations, and in turn he should advise you as to how best to achieve your goals without significant cost impact.*

When you are negotiating for facilities prices, you may find it helpful to have the facility's catering manager with you, in the same room. At the mention of *food*, the catering manager will become your advocate in driving the facility price down. But be sure he knows that you expect him to provide sufficient staff to handle the extra business!

The basic rate provides base-line services such as limited security, housekeeping, and setting up each room to specifications once each day. **These services and their limits should be spelled out in the contract** (see next paragraph). Things generally not covered in the basic rate are extended security, porter services, and union tradesman support.

You will need to execute a contract with the facility. It should include:

- **Date of the Convention**
- **Specified time frames to allow for moving in and moving out**
- **The unit costs and cost basis on which the bill will be calculated**
- **The amount required for a deposit**
- **How costs of utilities, housekeeping, and other resources are to be borne or shared**
- **Compliance with fire and safety laws**
- **List of services provided by the facility that are bundled into the basic rate**
- **Whether or not the facility is to be used exclusively by your Convention, and if not, what limits of exclusion between the other tenant(s) and you will be guaranteed by the facility's management**
- **Anything else deemed important to the Sponsor.**

The secure thing to do is to have an attorney draw up the contract. In order to have a valid contract, three things must be present: Dates defining the start and end of the contract, signatures by all parties (there must be at least two), and value (money) exchanged. You should secure the contract with a \$100 deposit, refundable at the close of the convention.

Both parties must sign the contract. The Convention Chair must sign both his name and his Convention-related title on the contract as an agent of the sponsoring group to prevent personal commitment of financial responsibility.

There are two types of facilities: Self-contained hotel/convention complexes, and convention center with separate lodging.

- Hotel/Motel Complex

If held in a hotel/motel complex, the rental charges for the meeting rooms and display halls are often waived if a guaranteed minimum number of lodging units in the facility are booked, and if you commit to using the facility's resources for your banquet. A hospitality suite is also generally included without charge (but see Section 3.4.1).

- Convention Center

If held in a convention center, you will be charged according to the square footage that you use. Remember that you will be charging each manufacturer/dealer for his display space, so it is quite possible that, if you plan well, your vendor revenues will be enough to offset the center's fee.

If you use a convention center, you will need to execute two contracts: one with the lodging facility and one with the convention center.

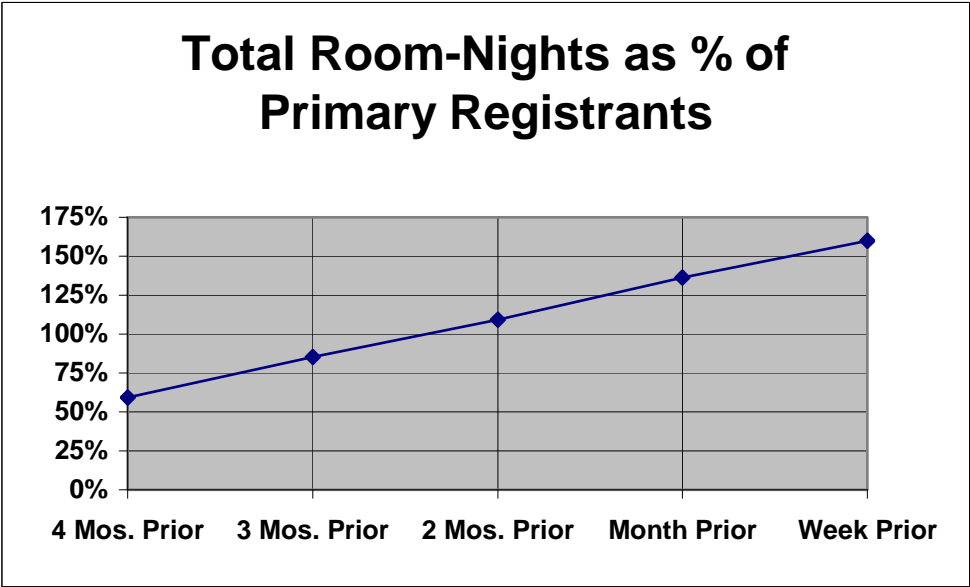
Lodging, exhibition space, and security are discussed in the following sections.

3.3.1 Lodging

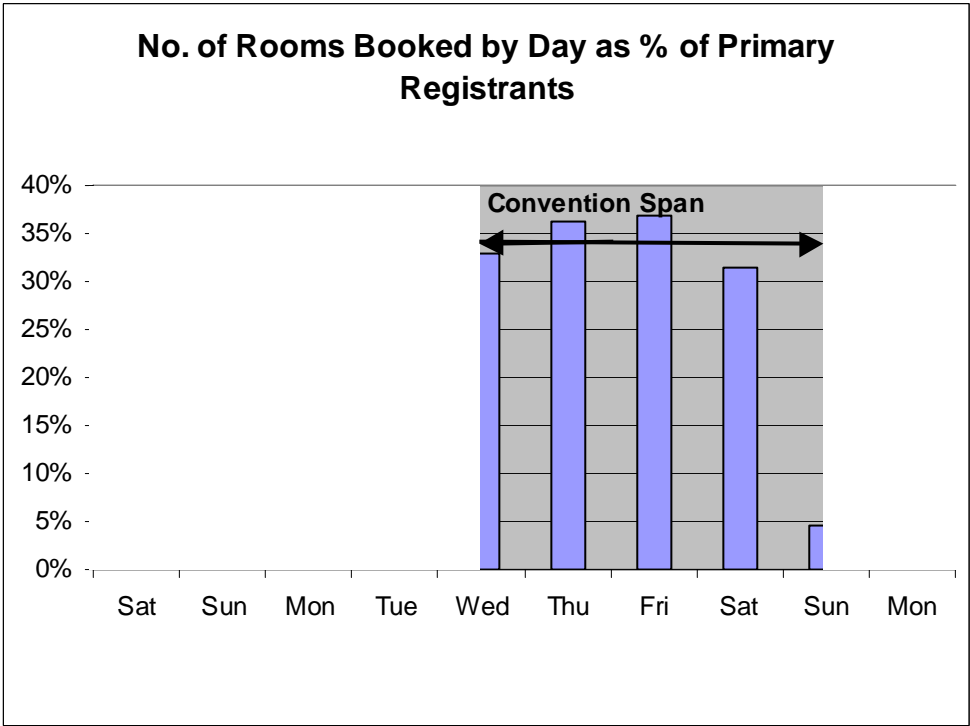
The "Facilities & In-House Logistics" subcommittee chair should appoint a Lodging Manager to manage the lodging situation.

Watching the lodging reservations come in can be a white-knuckle experience if you don't know what to expect. The following chart shows the total room-nights that are traditionally booked over time (as a percentage of primary registrants) for a typical convention that runs from Wednesday evening through Sunday morning.

Notes: *Each registration form counts as a "primary registrant." In other words, the model railroader is presumed to be the primary registrant, whether or not his/her spouse and children also appear on the form. A "room-night" is one night per room. For example, if a room is booked for four nights, that counts as four room nights – irrespective of the number of people in the room.*



The vast majority of rooms will be booked for the days that are actually scheduled for the convention. The next chart shows the number of rooms booked by day as a percentage of primary registrants.



Keep in mind that some attendees will want to book luxury rooms for themselves while others will select the cheapest motels. Still others will live in their RVs for the duration. Also be sure to size up the parking situation. **You must be able to accommodate parking for those who drive to the Convention. And you will have to get the hotel's OK for RVs – with people living in them – to stay in the parking facility.** *If your convention will be held in a hotel/motel complex, strive for a hotel that offers “middle-of-the-road” accommodations. DO NOT publicize nearby alternative hotels.*

Doing so jeopardizes your likelihood of meeting your guaranteed minimum room booking.

If you do NOT need to book a guaranteed minimum (e.g., your convention will be held in a convention center), get an upscale hotel and DO publicize nearby cheaper alternatives.

You don't have to make a decision based on the only room the hotel manager will let you see. *As an aid to deciding between alternate lodging facilities, consult the AAA or CAA ratings to assure acceptability.* Strive for a three-diamond-rated hotel, and don't settle for less than two diamonds. Consider having one of your committee members spend a night in each of the remaining candidate facilities. *Then* make your decision.

Historically, the number of rooms used in the preferred lodging facility is 30 percent of the total registration. You can always release your blocked rooms up to 30 days before your Convention if preregistrations fall short of expectations.

There are several generic problems in dealing with hotels:

- Overbooking (the most common problem)
- Raising room rates after rates are published
- Ownership changes, with no desire to honor prior commitments
- Permanent closure prior to Convention
- Unilateral reduction of number of blocked rooms
- Reluctance to process reservations more than 90 days in advance

Most hotels are very reluctant to quote prices more than a year in advance, but you must prevail. Hotels generally experience about ten percent no-shows, and they will expect that from the NASG. So you might have to fudge your numbers to compensate.

Some attendees will make their reservations directly with the hotel, even though you would prefer that they use your hotel registration form and send it back to you. You need to maintain communication with the hotel so you can account for this, as all reservations count against your block of rooms even if not made through you.

Be aware that about 15 percent of a hotel's room rate is allocated for processing reservations, so the astute Sponsor can obtain lower room rates. The lower rate can either be passed on to the Convention attendees or kept by the Committee as a hedge against possible losses.

Hotels are reluctant to add extra personnel during conventions. Therefore, you may have the usual complaints about service, dirty rooms, poor food service, poor security, etc. If complaints are excessive, a call from your registration desk to the local Chamber of Commerce may get results.

A complimentary room is usually given for every 50 rooms booked. You will find it convenient for key Convention staff to use these rooms so they have a "home base" at the hotel for the duration.

Although the hotel will ask you to cosign a letter of agreement, such a letter is not legally binding unless it has the word "contract" printed on it.

The lodging manager should:

- **Make himself known early to the hotel manager, briefing him on who, what, and why the NASG is, and what is expected from him.**
- **Secure fixed-price rates in writing as soon as possible**

- **Watch out for overbooking!**
- **Let the hotel manager know if there are complaints about service.**
- **Provide some sort of convenient shuttle service between the hotel and the Convention site, if they are not co-located.**
- **Obtain parking arrangements for cars, RVs, and trailers**

Remember: A hotel manager has other problems besides your Convention. Be firm, but be fair and flexible.

3.3.2 Exhibition Space

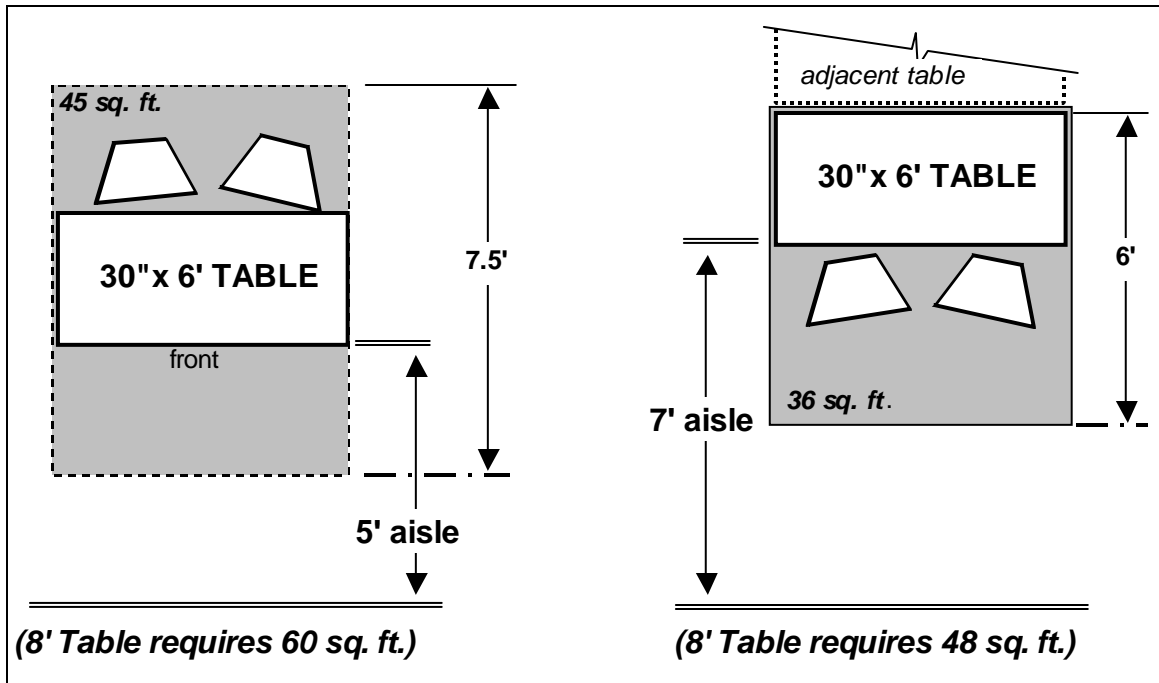
Typical exhibition space at prior conventions has ranged between 100 and 150 tables plus layout space. Conventions held in the Northeast and Midwest tend to draw the largest number of attendees and exhibitors. Those in the mountain states and the Pacific coast states draw fewer.

*Once your Convention proposal is accepted, you will need to solicit displays for the dealer/manufacturer exhibit hall. These should also include the NASG, clubs with portable/modular layouts, and the Sponsor of the following year's NASG Convention. You need to survey these people early in order to determine their probable presence and booth requirements. Make sure you give each solicited person, club, and firm a copy of the Exhibition Space Reservation Form (Appendix D). Appoint someone to coordinate space requirements for modular and portable layouts. Your Facilities Subcommittee Chair must work closely with this person in order to be able to accommodate everyone equitably. **He must also obtain firm commitments from exhibitors in order to plan and optimize the use of the exhibition space.***

Some exhibitors will require support above and beyond the standard booth accoutrements: more tables, chairs, phones, etc. These should be listed on the Exhibition Space Reservation Form (Appendix D). These are extra-cost items; state so on the form. Payment should be requested at time of order. State that you will not accept post-dated checks, and stick to this policy

When all exhibition requirements are defined, a scale drawing of the exhibition area can be made which details placements, dimensions, electrical drops, etc. A copy of this diagram should be mailed to each registered exhibitor.

The figure below shows how much space each exhibit table requires. Use it to lay out your exhibition floor plan.



The Facilities Subcommittee Chair should make himself available during set-up to resolve problems and unforeseen requests.

3.3.3 Other Requirements

You will also need facilities for the following:

- **Hospitality Suite (optional)**
- **Clinics**
Try to obtain two adjacent rooms that are separated by a removable divider. Each room should have two tables up front, a public-address (PA) system, and seating for about 50 people. You can use these as two separate rooms, as well as a single large room for clinics that require more space or capacity.
- **Auction Hall**
Remove the divider between the two clinic rooms and use the total space for the auction.
- **Contest Room (including space for non-contest display models)**
The Contest Room must be staffed when open and locked when not staffed.
- **BOT Meeting**
- **Business Meeting**
The auction room will suffice for this purpose.
- **Banquet Hall**
Use the charts on Page 21 to guesstimate your banquet hall requirements.

If you are using a convention center instead of a hotel for your dealer/manufacturer exhibit, you will need to decide which of these seven requirements will be met in the convention center and which in the lodging hotel. **Make sure you cover these in your contracts with them.**

3.3.4 Security

Security can be a significant problem, particularly if a public show is part of the Convention. **Develop a Security Plan along the same lines as your Event Plan.**

Judicious planning can result in minimized security requirements. Caution: The fire marshal may not like your security plan, so be flexible. Don't block off fire exits, stairwells, or other avenues of emergency evacuation.

The facility will usually include one or two security people in the basic fee. However, you have no control over the disposition of these people. They are present to handle emergencies and the general security of the facility 24 hours a day. **Your specific requirements must be addressed individually.**

Your security plan will be highly dependent on your use of the facility and the events you have planned. However, here are some general guidelines:

- *Extra security is needed in areas where cash or items of value change hands. These would be the manufacturer/dealer display hall, the contest room, and wherever the general public is invited.*
- *The best security personnel are off-duty police officers. They are trained for just about any crime or emergency. (If you host your Convention in a convention center run under a city administration, there may well be an agreement between the city and the police to provide that function.)*
- *Pay special attention to set-up and tear-down. Some exhibitors will do their own, and others will contract for union drayage. Some facilities require that only security personnel can open and close major doors.*
- *Be sure to require that each exhibitor register and display on his person the proper badge before gaining access to the display area.*
- *Make sure that all security personnel AND all exhibitors cooperate in ensuring that individuals without the proper credentials are asked to leave the area immediately.*
- *Security personnel can generally be in plain clothes. However, if hassles with guards become a problem, suggest that they be in uniform.*
- **Security personnel must be given images of the valid badges that segregate the public from registrants, and they should be instructed that only people with the proper badges can have access.**
- *Finally, provisions should be made to handle exceptions. Example: Key convention officials may require unforeseen after-hours access to some portion of the facility. Color-coding of badges easily connotes differing access privileges.*

3.4 FOOD SERVICE

Managers of restaurants within your convention site need to know of your group size and planned activities. **Give them a copy of your Event Plan.** If you have laid out your registration form correctly, you should have no trouble estimating the number of people who will be arriving each day. *Ask the restaurant managers to put on extra personnel during peak hours.*

For your programmed food events, a mandatory gratuity, usually 15 to 20 percent, is added to the total food and liquor service bill.

3.4.1 Hospitality Rooms

The facility will require that you purchase coffee, tea, soft drinks, snacks, and cookies at their going rate. Do not smuggle food or drink in; this is a violation of health codes. If you are found out, the facility's management will demand that they be removed. Failure to comply could result in legal action.

3.4.2 Banquet

The caterer will need to know at least 48 hours in advance how many meals he is to serve. However, he will generally be able to accommodate minor changes up to 24 hours in advance if you keep him posted. You can help him out by not selling any more banquet tickets within 24 hours of the banquet. The caterer will typically allow a variance ranging from 4 percent upward to ten percent downward in the actual number of meals served. Be sure to verify with the caterer what his percentages are. If the actual number of meals served underruns by more than the allowed variance, you will be billed for unserved meals beneath that allowed variance.

Your caterer must be prepared, beginning with the no-host cocktail party preceding the banquet. There must be an adequate number of bars to serve the people, and their location is important. *Don't put a bar directly in front of an entrance to the dining hall.* Keep the bars spread out from each other. Worry about the number of bartenders. You should be able to get one free for every \$150-200 that comes across the bar. The caterer will try to get by with as little staff as he thinks you'll tolerate.

Your caterer should be able to serve everyone in about 20 minutes. If he can't do this, he is understaffed. Alternatively, you may choose a buffet-style banquet (see Section 3.11.2, Meal Service Alternatives). In this case, the caterer needs to have sufficient staff to cycle fresh trays in for those about to be emptied. The caterer also needs to have sufficient reserve food in order to avoid embarrassing outages before the last people are able to serve themselves.

Have the caterer service the banquet area from at least two different points to reduce walking and bottlenecks. Centerpieces with paddle boards displaying the table number will help the wait staff locate their table assignments quickly. For buffet-style banquets, these boards will help your conventioners find their way back to their tables.

Issue tickets for the banquet, and have the caterer collect them. The caterer's bill should be paid only according to the number of tickets collected. Make it clear to attendees that if they don't present a ticket they will not be served.

3.4.3 Annual Membership Meeting

Generally, about 50-60 people attend the Annual Membership Meeting, usually held on Sunday morning. Again, if your registration form is properly designed, you should have a good idea of how many people will be present for this meeting.

Sometimes a continental buffet breakfast is served at this meeting. If so, make sure that the caterer will supply refills of coffee, hot water, juice, and pastries through the first half hour of the meeting.

3.5 LIAISON (WITH JOINT/RELATED ORGANIZATION)

A joint-format convention with a large organization such as the NMRA is the easiest to plan, whereas the SBR format is the most difficult. Thus far we have no experience with joint and SBR conventions with organizations other than the NMRA. However, it is not inconceivable that we would consider doing a convention with another organization such as the National Railway Historical Society, a Railway and Locomotive Historical Society chapter, or the Sn3 Symposium. Some of these organizations are as small as the NASG, in which case a joint convention is likely to involve as much work as an SBR convention.

You will need to designate a Committee member to coordinate with the joint or related organization.

3.5.1 Joint

If your convention will be joint with the NMRA, your task will be much easier. The NMRA presence is so much larger than the NASG presence that the NMRA will handle most of the facilities (hotel, exhibition space) and all of the tour arrangements. You will simply share in the expenses and revenue according to your agreement with the NMRA host group. Your facilities, registration, and finance obligations are much simpler. And your transportation requirements disappear.

You will still have to make separate facilities arrangements for NASG-specific functions such as the following:

- **Display booth and layouts in the exhibition hall (same fee as any other exhibitor)**
- **BOT meeting room**
- **NASG awards presentations (if separate from the other host's awards function)**
- Breakfast (optional)
- **General Business Meeting**
- Hospitality room/suite (optional)
- **S Model contest**

These arrangements can usually be made through the NMRA sponsor group.

3.5.2 Separate-but-Related (SBR)

The primary coordination requirements are:

- **Convention scheduling, and changes thereto over time**
- **Transportation (shuttles) between the two facilities**
- **Which events in your convention are open to members of the other organization, and vice versa**
- **Any additional charges associated with cross-participation**
- **Early badge issuance so your attendees can participate in the other organization's activities that might occur before the start of your Convention**

The SBR format is the most complex to plan. You have all of the usual planning to do, AND you have to dovetail your plans with the evolving plans of the other convention as they unfold. Because of this, *your designated liaison Committee member should have no other responsibilities, and he should report directly to the Chair.* His hands will be full with just this task.

3.6 REGISTRATION

One person with a personal computer can easily handle the registration task up until the time of the Convention. *During the first day and a half of the Convention you will need two people at the registration desk. Thereafter you can get by with one.* **The desk should be staffed throughout the entire day's Convention schedule – even if almost everyone is on off-site tours.** After all, emergencies (like bus breakdowns) do occur, and these need to be handled promptly.

Having registrants sign in is a good idea. This avoids any mix-ups that could otherwise occur.

3.6.1 Advance Registration

To facilitate advance registration:

- **Have all mail sent to a P.O. box expressly set up for the Convention.**
- **Verify that the remittance covers what the registrant has signed up for.**
- **Clearly state on the registration forms (and website if registration can be done on the Web) that remittance is to be in US dollars, and reject any that are not.**
- **Adopt a policy regarding acceptability and handling of post-dated checks, and print this policy on your registration forms.**
- *Make the registration form and lodging form separate to allow separate processing of each.*
- *Include all extra-fare tours on the earliest registration forms, even if you have to indicate “subject to change.” Definitive tours will encourage earlier registration. State on the form that registration by a certain date, or up to a predetermined capacity, guarantees a place on the tour. (Beyond that date or capacity, extra accommodation may be made if sufficiently more people request, and if the visited facility is not group-size limited.) While not required, this practice can avoid much ill will. If the Sponsor has a better method (subject to review by the NASG Convention Committee Chair), use it*

- **Log each registrant into a master log, assign him a number, and record other pertinent data such as amount paid, check number, selected “free” events, extra-fare events, and arrival and departure dates.** *Use a personal computer to record all this information so you can automatically create appropriate badges and tickets specifically for each registrant.*
- *Print confirmation forms. Format them so you can use window envelopes to avoid the addressing chore. Send one to each registrant within two weeks of registration receipt. In this mailing, urge conventioners to bring models to display, run on exhibition layouts, and/or enter in the model contest.*
- **Keep a running total of the number of people in each registration class as time progresses.**
- *For each registrant, print his selected Convention itinerary, attach it to a 9x12 envelope, and stuff the envelope with his badge, tickets, and other registration materials, goodies, and brochures. File these alphabetically in portable boxes to bring to the Convention’s registration desk.*

3.6.2 Registration Plans

Following is a short list of possible registration plans. Hint: The fewer your registration plans, the easier your work, and the less confused your potential attendees will be.

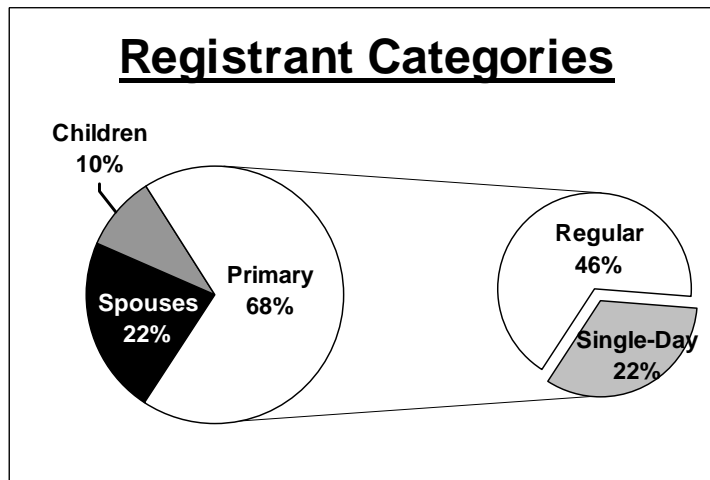
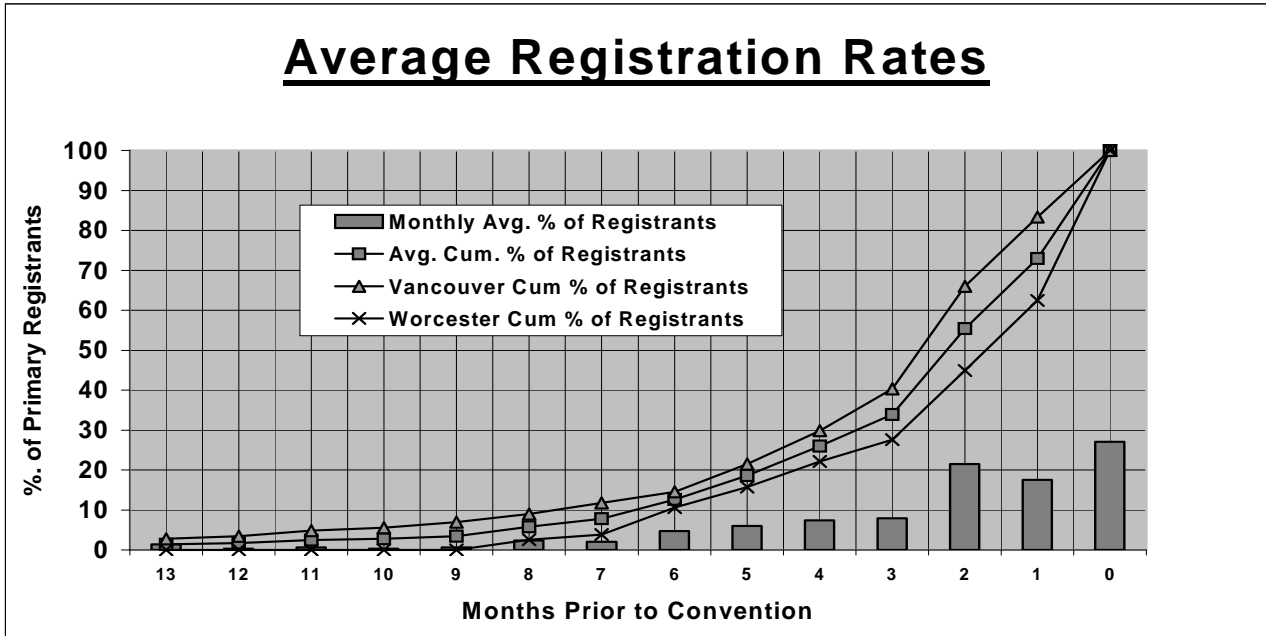
- Full fare for members and “significant others”
- Children’s fare, if there are activities and/or meals tailored for them
- Non-member fare surcharge per NASG Convention Agreement
- Manufacturers/dealers fare, if different from regular member fare (as in joint conventions with NMRA)
- Banquet-only fare (mainly for exhibitors)
- Late-registrant fare, at some fixed or time-escalating Sponsor-established premium (like \$5 and later [perhaps] \$10) over regular fares, invoked within one month of the start of the Convention
- Complementary registration
- Walk-in registration/day registration options, with posted price lists for individual tours, clinics, etc.

Some experiential data:

- Non-rail women will total about 25-30 percent of your total registrants.
- Children’s registrations (if offered) will be about 5-10 percent of total.
- Walk-ins will be about 25 percent of your total. These will start at the beginning of your Convention, and will continue up until whatever time you cut them off.
- Less than 40 percent of your total registrations will be received prior to three months before the Convention. And only about 80 percent will be received prior

to one month before. So if your cash-flow planning is based on different assumptions, you might want to revise your budgets and delay expenditures as long as possible.

The following two charts, based on the 1994 Vancouver Convention and the 1998 Worcester Convention, show what to expect.

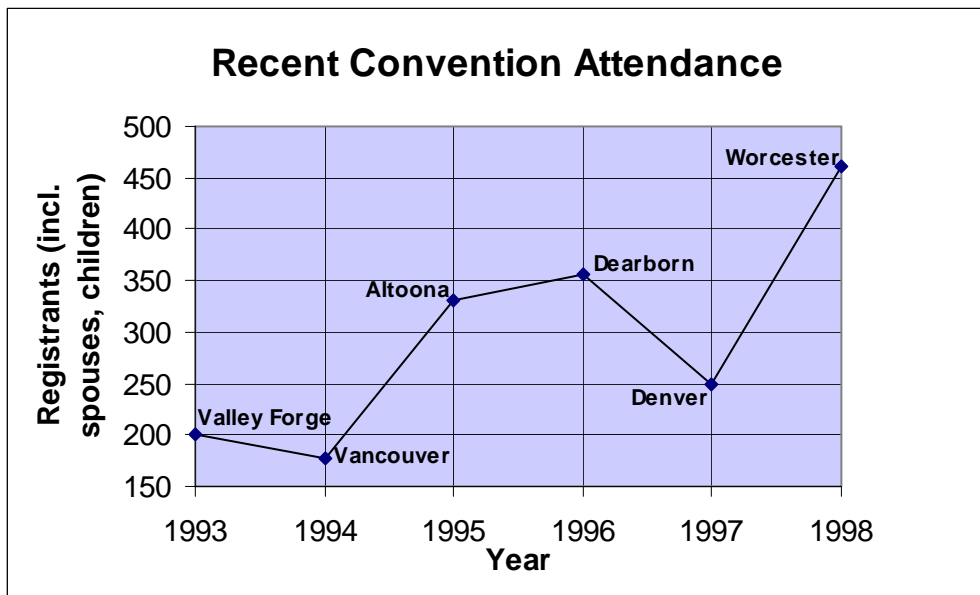


3.6.3 Attendance Forecasting

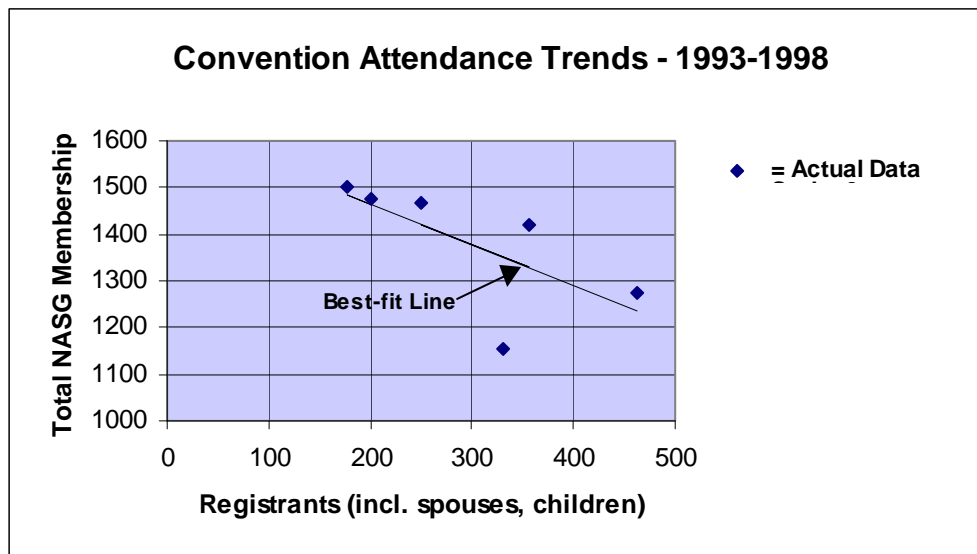
The following charts are based on several years' worth of data. Feel free to estimate your attendance based on these charts, but be warned that your Convention may buck the trends.

The first chart shows the attendance figures for six consecutive conventions in the 1990 decade. Note that the trend is toward increased attendance. However, note also that Western Region conventions draw fewer people than conventions in the Central and Eastern regions. In particular, the Vancouver convention drew only 57 participants from outside the Western Region.

It's likely that attendance can be correlated to the number of NASG members residing within a day's drive of the proposed Convention city. The NASG Membership Committee Chair may be able to derive a report showing the number of members within a 400-mile radius of any number of alternate cities. (He should certainly enjoy the challenge!)



The second chart (below) is quite interesting. The straight line in the chart predicts the



relationship of convention attendance to total NASG June membership. The diamonds represent actual attendance figures. Even though NASG membership has declined during the 1990-1999 decade, convention attendance has been increasing. Perhaps this means that those who remain with the NASG are the more avid convention-goers whose disposable income has increased over time. Draw your own conclusions.

3.6.4 Registration Desk

Set up your advance-registration personal computer at the registration desk. Use it to log walk-ins and print their itineraries, tickets, and badges. It will also help you with your post-convention reporting obligations (see Section 3.23).

Your registration desk should also serve as the Convention's information center. Post a schedule of all events and their room assignments. Also post a diagram of the convention facilities so people can easily locate events. Keep it up to date as last-minute changes or additions occur. Erect a bulletin board for attendees to post messages. Install a phone and publish its number to provide outside access to the convention. (A spouse in a distant city may need emergency access to her/his model-railroad partner.)

If possible, there should be a paging microphone at the registration desk. Use it to page attendees and to announce departures and emergencies. If practical, restrict microphone announcements to the main halls so as not to disrupt clinics, presentations, etc.

Consider borrowing or renting professional walkie-talkies. One can be left at the registration desk and another with the Transportation Chair. The others should be with key Committee members who can get things done.

Consider using one of the complimentary rooms (that comes with every 50 rooms reserved) as a convenient "office" for the registration desk staffers. This office can be used for the safe deposit of moneys received, convention cars not yet distributed, door prizes, etc. It can also be used as an uninterrupted place to get some staff work done and to take a rest.

3.6.5 First-Timer Considerations

Note: The following procedures are strongly recommended.

Place a standard question on the registration form:

"Is this your first time at an NASG Convention? circle YES or NO"

For those registrants who circled YES, there should be a few extra things specifically for first-timers:

- *Every first-timer's badge should have some special sticker – bright and colorful so it easily stands out on the badge, so everyone can recognize and greet first-timers.*
- *Hold a first-timers orientation meeting about 45 minutes prior to opening-night activities – nothing fancy, but well-advertised. Put a special invite in every first-timer's registration packet. This gives all first-timers a chance to get to know each other, since they have something in common, and a chance for the old-timers to walk them through the highlights of the Convention and provide some tips and tricks for getting the most out of the Convention.*

- *Every morning of the Convention, invite the first-timers to drop by a special first-timer's gathering point for about 15 minutes. Have a Convention staff member there, with coffee and juice for all first-timers, to help with any problems, questions, just to talk, etc.*
- *Some manufacturers may want to do a bit of targeted marketing for first-timers, and provide something for their registration packets as well.*

Establish a small subcommittee to handle first-timer orientation activities. Staff this subcommittee with old-timers. (You'd be surprised how enjoyable it is to talk with new attendees, and how few problems and gripes the new folks have.)

3.7 TRANSPORTATION

Transportation is generally the biggest dollar item in your budget, and the most likely to get messed up.

Layout tours, spouses' tours, and programmed and extra-fare tours all require their own unique transportation. *Once the local transportation requirements are known and the schedule is blocked out, a table can be drawn up to help determine the total transportation requirements. The table should contain dates, times, hours, type and number of passengers, rates, identity of the using subcommittee, and to-and-from destination data. From this table you can determine your total requirements, costs, and loading.*

Many types of buses may be available: school buses, vans, mini buses, city buses, and regional Greyhound-style buses. Who you deal with can be unique to each situation. For example, a tax-supported transit system may be able to handle charters for you, but perhaps only within its charter territory. Private charter companies may have agreements with tax-supported systems to stay out of the tax-supported territory. Some school and church groups may take on charters while others will avoid them because of insurance problems.

Consider relative creature-comforts. For example, school buses can be very uncomfortable for rides longer than a half hour. And vehicles with onboard lavatories are essential for non-stop trips of an hour or more.

Whomever you deal with, get quotations in writing, and make sure all costs associated with buses are defined in those quotations. Drivers usually get paid overtime for shifts over eight hours, and time-and-a-half or more for working on weekends or holidays.

Make sure your contract contains a clause that states the charter company's responsibilities in case of a breakdown. The contract should also hold the Sponsor and the NASG harmless in case of accident.

You can usually coordinate changes with the bus company's dispatcher if your requirements expand or contract up to 24 hours prior to bus utilization. *Verify the extent of such flexibility before you sign your contract.*

All types of tours require guides. Do not depend on the bus driver's knowledge to know where you are going or how best to get there. You must assign a tour guide for each individual bus, and each of your guides will have to have been through a dry run that matches his bus's pick-up and drop-off sequence. *Each guide should carry a detailed map of his bus's itinerary, as well as a cell phone to communicate with each other and with the registration desk.*

If you have multiple buses visiting multiple sites on a tour, follow the instructions in Section 3.19.2 for layout tours.

Use the following checklist to do your transportation planning:

- **Contact city and state officials to learn of, and be prepared for, road construction or closures that could affect your transportation routes.**
- **Do dry runs. These will minimize disasters.**
- **Give routings and schedule times to all drivers and all guides.**
- **Eliminate contention by issuing and collecting registration tickets.**
- *Give boarding passengers brief instructions regarding the tour, including estimated travel time and likely return time.*
- *Post departure signs that are color-coded to attendees' tickets.*
- **Provide a schedule to owners of layouts on the tour.**
- **Allow adequate time for loading and unloading.**
- **Set aside time for lunch and relief for the drivers.**
- **Make sure the posted schedule is consistent with the schedule given to the bus company.**
- **Number the tickets; otherwise you will not know the number of tickets purchased.**
- *Avoid schedule changes. But if you must change a departure, delay it. Never start earlier than publicized!*
- **Have a plan for handling emergencies, and a communications procedure that enables you to invoke your emergency plan.**

3.8 FINANCE

It would be a great help for the Finance Chair to have professional financial experience. In addition to performing the routine financial functions, such an individual is usually able

to generate extra funds for the Convention via prudent short-term investment of funds that come in before they are scheduled to be spent.

You need to keep your Convention's finances separate from any individual's personal accounts. And you need to keep records and receipts for every transaction in which you tender money for goods or services. This is important! If your Convention loses money, you need to have these in order to obtain financial assistance from the NASG.

Appendix C contains a recommended format for tracking expenses. The NASG Treasurer will furnish you with a similarly-formatted Microsoft EXCEL spreadsheet. Use it to help you develop your budget and track your income and expenses. If you have line items that do not appear on the standard spreadsheet, feel free to add them. You will also have to file a final financial report in this format within 120 days of the end of your Convention.

Require detailed financial build-ups from the other Subcommittee Chairs. *Warn them if their activities are financially unsound. Urge them to investigate alternative fares or services that would bring their costs in line with expected revenues. And if this is not possible, drop such activities from your program.*

Some advice:

- **Budget for everything**
- **Don't guess at prices – get quotes**
- **Set your breakeven point realistically. Don't expect 400 attendees if previous conventions drew only 200**
- **Include a modest profit in your projections (but not so large as to discourage attendance). Requests for exceptions to this policy must be forwarded to the NASG Convention Committee Chair for resolution**
- **Determine your estimated break-even point *without* considering contingency fund and convention cars. This will help assure that the Convention itself will be financially successful, even if the convention cars do not sell out**
- **Allocate a contingency fund of about 10 percent to take care of oversights and inflation**
- **Know where hidden costs and charges may occur, and devise controls to keep these in check**
- **Sign contracts where possible. Get all agreements in writing. Don't rely on verbal agreements**
- **Invest as-yet unused cash in a savings account or certificates of deposit.**
- **Use trade credit where possible. Do not pay a bill until it is due, unless trade discounts are offered for prompt payment**
- **Haggle over a funny-looking bill. Overcharges are more common than you might think**
- **Specify that all foreign remittances must be in the currency of the country in which your Convention will be held**
- **Set up a separate checking account expressly for your Convention. Close this account upon final financial reconciliation (not later than 120 days following the Convention)**

3.8.1 Advance Funding

If requested and justified by the host organization, the BOT may authorize advance funding of \$1000 or more as justified. Such funds are to be used only to cover up-front convention-related expenses which would otherwise have to be paid by individuals in the host organization.

Appendix D contains a sample of the form on which such requests are to be made. The completed form must be forwarded to the NASG Treasurer.

3.8.2 Losses

If the Convention experiences a net loss of money, the loss shall be split between the NASG and the Sponsor up to twice the amount of the advanced funds. (Example: A \$1500 advance will cover the Sponsor's half of a loss up to \$3000.) That portion of a loss exceeding the advanced funds may – or may not – be partially shared by the NASG at the discretion of the BOT.

3.8.3 Tax Implications

The NASG is incorporated as a non-profit organization. Therefore, the NASG's portion of your Convention's net income (if any) will not be taxed. The Sponsor may or may not be bothered by the taxman. You are safe if your club or association is registered as non-profit. **However, if your organization is strictly informal, you may want to incorporate as a non-profit per your state/province/department laws. Be sure you do this before accepting any Convention-related monies.**

There is a caveat, primarily for the NASG, not the Sponsor. In order for the NASG to retain its non-profit status, the Internal Revenue Service (IRS) requires that less than half of the NASG's income be derived from non-member sources. Many hotels and convention centers will use the same criterion when quoting rates to you. So be aware of this if you decide to have a public show.

Different states have differing rules over what constitutes a taxable sale, and what types of enterprises are required to collect sales tax. **Check with your state department of revenue, and make sure that you communicate the rules to your exhibiting vendors and manufacturers.**

3.9 PUBLICITY/PUBLIC SHOW

Publicity consists of two components: Promotion and Graphics/Printing. No function is more important than publicity, which requires talents in creative writing, photography, sign-making, printing, and a combination of personal charm, self-deprecation, gregariousness, and stage presence. The purpose of publicity is to entice people to come to your Convention. **You must provide as much advance detail as possible.** If you do not, people will stay away in droves because they are not convinced that your Convention will interest them.

3.9.1 Promotion

People want to know what's going on before they commit their time and money. *Decide what you are offering in detail, and have an 85-percent-accurate Printed Program, including a schedule of events, in a form that can be given to potential attendees a year ahead of time.*

Plan an information booth at the NASG Convention, Fall S Fest, Spring S Spree, etc., in the year preceding your Convention. Be ready to distribute flyers that show the tentative schedule of events, convention registration forms, fan trip brochures, and hotel information. And be prepared to accept registration money. Take names and addresses of those who

want additional information. And be ready to follow up with mailings as the information becomes available. Also be sure to distribute flyers to local model railroad clubs.

Consider direct mailing of convention information (using the NASG Directory, other S show lists, and club lists) around the December to March time frame prior to the Convention. If not included above, a direct mailing of Convention information needs to be made to manufacturers and dealers. Include the Exhibit Space Form (Appendix D, Sample Forms, in this handbook), modified as necessary, with the manufacturers' and dealers' mailings.

Place blurbs in the "coming events" sections of the major magazines like *Model Railroader*, *Railroad Model Craftsman*, and *Classic Toy Trains* as well as the S gauge publications (NASG *Dispatch*, *S Gaugian*). These magazines furnish this service free of charge. **Use it!!** See a copy of each publication to find its rules for submissions, and submit announcements to **all** publications. If significant railfan events (like tours to the Conrail Altoona shop and the UP Cheyenne loco servicing facility) are planned, submit announcements emphasizing such tours to the railfanning magazines too. The result of these efforts will be your announcement in every magazine in every railroad hobby shop in the country.

Send Convention-related layout photos to the model magazines for their photo sections. If the photos are good enough, they will print them – and pay you too.

Develop an Internet web site that showcases the upcoming Convention, and keep it up to date. (Details are in Section 3.14.2.)

Your convention committee will decide whether to have a public show or swap meet/flea market during the Convention. You will also need to decide whether to include the public show in the conventioners' agenda, or have an all-attendee off-site activity simultaneous with the public show. Historically, these have been held at varying times during the Convention:

- Sunday following the close of the official Convention activities
- Saturday morning as part of the Convention schedule
- While most of the conventioners are offsite on a tour
- Not at all

The advantages of a public show are as follows:

- Additional source of income for the Sponsor
- More sales for vendors. (Be sure not to charge your regular Convention exhibitors extra for participating in the public show.)
- Increased public awareness of Sponsor organization

There are disadvantages too:

- Public-show staff and vendors will miss any simultaneous off-site Convention activity
- Security needs to be beefed up
- Other areas (e.g., the contest room) must be kept off-limits (or locked) during the show
- Commitments must be obtained from a mostly-different set of vendors than would otherwise be present at the Convention
- The Logistics of merging the swap-meet vendors with the Convention exhibitors will be a problem

If you do have a public show, local newspaper and TV community-bulletin-board ads are effective. So are announcements in the model railroad press.

Local dealers who stock S items may view your flea market as unfair competition. Invite them to participate and compete.

3.9.2 Graphics and Printing

Knowledge of or access to graphics and printing services is a must. Generally printing is the second-largest cost item (transportation is first).

3.9.2.1 Printed Program

A convenient way to offset printing costs is to solicit advertising from the manufacturers and dealers that depend on S gauge for some or all of their sales. The split between ads and text in the Printed Program should be no more than 25/75 percent, with covers (inside and rear), full, half, and quarter-pages being sold. The total advertising revenue can be budgeted to cover Program printing costs, assuming sale of all available space.

The Printed Program itself should be designed to fit neatly in a shirt pocket or purse. It should typically contain the following information:

- *Welcome*
- *List of Sponsor's Convention Committee members*
- **Acknowledgement of individual vendors who supply prizes**
- **Schedule of events**
- **Short blurb describing each clinic**
- **Short blurb describing each layout on tour**
- *Commercial advertisements*
- *Layout tour etiquette*

3.9.2.2 Miscellaneous

The printing function should also cover things like forms for the auction, model contest, registration materials, signs, etc. And in this age of automation, it's not a bad idea to put copies of these materials out on the Convention's Internet website for access by members with personal computers. Craig O'Connell (see Appendix G), who maintains the [S Gauge Railroading](#) website, offers this service without fee.

You should also be prepared to use the registration desk's PC to create signs because you will not be able to foresee all signage requirements ahead of time.

3.10 CLINICS

There are two kinds of clinics: Those that impart skills, and those that provide knowledge. *Be careful to select a room size and schedule that suits each topic.* A popular how-to-do-it clinic should be held in a small room and repeated often enough to accommodate all who are interested. Alternatively, it could be held in a large room equipped with a videocamera and several monitors located throughout the room. On the other hand, a large screen in a fairly large room, and only one or two showings, are fine for "knowledge" clinics (like the state-of-the-art of DCC or the evolution of the American boxcar).

Avoid topics of a fundamental nature. Instead, concentrate on topics that improve skills, expand knowledge, and demonstrate shortcuts. And make sure that your clinics are balanced between AF/hirail and scale interests.

Make sure the speakers are present, set up, and ready to start on time. *Repeat clinics at a different time on a different day to maximize attendees' ability to attend.*

You should begin to solicit clinic presentations early. You will want to list several committed clinics in your first information sheet (one year ahead of the Convention).

Develop your clinic commitments by phone, letter, and e-mail. Get commitments in writing or via e-mail, using a simple form (see Appendix D) that has blanks for the presenter's name, topic, and whatever aids (e.g., projector, screen, extra outlet) might be needed at the site. And follow up – Six weeks or so before the Convention with a firm schedule for each presenter, one week prior to reconfirm all details, and one day before each separate presentation.

3.11 BANQUET

(See also discussions in Sections 3.4.2, Food Service – Banquet and 3.3.3, Other Requirements.)

If you advertise that the banquet will start at a particular time, make it happen.

Remember to account for the time required for 300-400 people to seat themselves. This can take up to ten minutes if access is through a single door.

Specific table or seating assignment, if any, must be limited to a head table consisting only of those who are speaking at the banquet and their spouses. If there are to be any special seating arrangements of this sort, those involved need to be notified well in advance of the banquet.

Special seating for host club officers, Convention Committee members, NASG officers, and spouses are unnecessary and undesirable. The Sponsor must ensure that these people are placed at regular tables, comingled with the rest of the conventioners. Special assignments usually result in arguments and hard feelings, whereas distributed seating provides excellent opportunities for communicating ideas to, and gathering feedback from, the membership.

You may want to put centerpieces on each table – a nice touch. If you do, consider giving them away by placing a label under the plate of one lucky seat location.

Be sure you have a public address (PA) system in the banquet hall. There will be plenty of speakers who need to be heard! Test the system the day before. If you will need a VCR and monitors, install and test these ahead of time too.

3.11.1 Format Alternatives

So far, all NASG banquets have been held in a typical banquet setting. However, there have been some notable exceptions done by the NMRA. One was an outdoor buffet-style picnic wherein the conventioners filed past typical picnic items including a stop at the grill for hamburgers or hot dogs or chicken. (If you do this, your climate must be certifiably dry!) Another, also buffet-style, was held in a vintage railroad museum. There were only a few tables to accommodate people with ambulatory problems. The majority of the people strolled the exhibition aisles with plates in hand, occasionally settling into plush parlor-car seats. Holding the banquet on a local “dinner train,” fairly common these days, might be considered.

3.11.2 Meal-Service Alternatives

Sit-down service and buffet-style service have both been used successfully. It is up to you to choose which. Following are some pros and cons to help you decide.

3.11.2.1 General

If a slight increase in price will get substantially better food, go for it. If a slight increase gets only fancier-sounding food names, pass. People will remember the quality of the food for a long time, but will quickly forget how much it cost them.

3.11.2.2 Buffet

- Extra space is required for the food tables.
- It can take longer for everyone to get his/her meal.
- Food can be gone before the last person passes through. (This has actually happened!)
- Seconds of some items are generally available.
- Some people hate buffets; they expect to be waited on.

- Some people love buffets because they can take what they like and ignore what they don't like.

3.11.2.3 Table Service

- It can take longer for everyone to get his/her meal if limited by the kitchen's ability to cook the food and fill the plates.
- It can take less time everyone to get his/her meal if food can be delivered to tables as soon as each table is filled.
- People have no choice other than their pre-selected entrée.
- There will always be enough food for every ticket-holder.
- There are usually no seconds.

3.11.3 Guest-Speaker Solicitation

Guest speakers get mixed reviews, depending on the appeal of both the subject and the speaker. *If you want to have a guest speaker, try to attend one of his (or her) talks ahead of time to check him out.* Favorite topics:

- Model or prototype slide show
- S gauge history
- Local prototype railroading
- No speaker at all

Don't overlook the fourth alternative! Personal tales are "iffy." Some speakers are Garrison Keillor-like (good); others deliver humorless monotonies.

If you opt for a guest speaker, be sure to solicit his services early enough, and be sure to offer him a modest honorarium (the NMRA recommends \$300). *Put him on the agenda immediately following dinner so he can choose to leave early.*

3.11.4 Agenda

The recommended agenda sequence is as follows. Elaboration on some of these topics follows afterward.

- *Welcome by Convention Committee Chair. Thanks to everyone for making the Convention a success. Announcement of total attendance.*
- *Blessing. Make this strictly non-denominational. Invoking a particular deity is unfair and will insult those with differing beliefs.*
- *Meal.*
- *Guest Speaker (if any), introduced by Chair or his designee.*
- *Brief recognition by Chair of Convention Committee members. Your committee members should be congratulated and thanked publicly for a well-run Convention. Solicit a well-earned round of applause from the banquet attendees. However, consider saving individual kudos for a private decompression party that's more conducive to individual recognitions, jokes, and general camaraderie. Your banquet attendees will appreciate the shorter program!*
- *Awards:*
 - *Contest winners, by the contest chairman. But only the first-place and best-in-show winners should be invited to stand.*
 - *Special awards (like the John Sudimak Award for the most popular contest model), by the sponsoring club.*
 - *NASG awards, by the NASG Executive Vice President or his designee. These include the Perles Publication Award, the Manufacturer of the Year Award, and the Bernie Thomas Memorial Award for the S Gauger of the Year.*
- *Next year's Convention.*

- A well-rehearsed, meaty 10-to-15-minute pitch describing next year's NASG Convention, complete with slides or videotape, will be appreciated by all. Contact next year's Chair if he hasn't yet contacted you.

Note that there is no mention of door prizes. **NEVER read these off at the banquet.** See Section 3.13 for the proper way to handle door prizes.

3.12 SPOUSES' PROGRAM

The non-rail attendees (mostly ladies and children, but some men as well) are not, and should not be treated as, second-class citizens. **The Spouses' Program subcommittee chair must be selected when you form your committee, and she/he must be given equal billing with the rest of the committee members.** *Most of her/his activities must be integrated with the Program schedule and with the transportation arrangements.*

The NASG has a spotty history regarding spouses' programs. There are no set requirements, so creativity is in order.

Nearby swimming pools, game rooms, fast-food restaurants, and movie theaters are assets for children and teenagers. Adults tend to enjoy local sight-seeing tours, unique shopping opportunities, and visits to historical landmarks and museums. The local convention bureau can be a big help here. Clinics on non-rail subjects like gourmet cooking and jewelry-making can be hits as well. *Put descriptions and locations of these attractions in the Printed Program.*

3.13 DOOR PRIZES

Door-prize winners must *not* be read off during the banquet. Simply read off the list of donors in order to give them the recognition they deserve. *Post the winning registration numbers at the registration desk. The numbers should be generated on the PC from the attendees' registration numbers using a random-number generator (as in Microsoft EXCEL; see Section 3.14).* Of course, for this to work, each attendee's registration number needs to appear on his badge.

Post a time limit (e.g., 24 hours) for door-prize pick-up. Then post new numbers for unclaimed prizes. Make sure that conventioners know this by printing the time limit in the printed program, and posting a similar notice next to the list of numbers.

If you still have unclaimed door prizes that must be distributed at some end-of-convention activity, use the numbered tickets that you have collected for that activity. This assures that the holders of all numbers you draw are actually present.

3.14 INFORMATION SYSTEMS

A single individual can staff the Information Systems (I/S) subcommittee. **The committee's responsibility is simply stated: Provide a personal computer, appropriate software, and subcommittee training or at-large staffing so that the following can be produced:**

- Publicity (including Web page)
- Printed Program
- Event Plan
- Registration forms and records
- Door-prize winning numbers (use a spread-sheet's random-number function)
- Financial records
- Special logos

- Convention Car orders
- E-mail registration
- Web page
- Signage
- Badges
- Itineraries

Some of these must be tightly linked to avoid unnecessary data transcription; i.e., registration forms and records contain enough information to automatically produce attendee badges and itineraries. The Convention's Printed Program can be created from the Event Plan. The spreadsheets containing financial records can automatically feed the forms that constitute the Post-Convention financial report to the NASG.

The I/S subcommittee is also responsible for the registration desk's PC set-up, proper functioning, and tear-down.

3.14.1 Logo

An NASG logo can be obtained from the NASG web page (URL: <http://trainweb.com/nasg/nasg.GIF>). Hardware requirements: IBM-compatible PC, ability to read GIF files (requires decompression software like WebZIP), a modem, and an Internet service provider (e.g., AOL, Earthlink, AT&T).

Use your system software to convert the image to a bitmap and store it on your hard disk (usually your C drive).

At the URL:

Select All
Copy
Save As...

File will be saved as "nasg.GIF" in the directory you specify.
 Open the file.

Select All
Copy

In your MS-WORD document:

Paste Special

This is how the logo was obtained for this document. You can embed the logo anywhere, multiple times. However, in order to conserve memory, use MS-WORD "links." With links, all of your instances of the logo are just pointers to one logo bitmap.

3.14.2 Web Site

You are strongly encouraged to set up an Internet web site for your convention. This should be done as early as possible – but certainly no later than the preceding year's NASG Convention. The site should contain up-to-date information about your convention – dates, costs, activities, tours, forms, registration forms, etc. for both conventioners and exhibitors.

Contact the NASG Webmaster (see Appendix G); he will provide you with the expertise to set up your website and link it to the NASG website.

3.14.3 Registration Support

All of your registrants' data should be entered into a personal computer database for easy extraction and reformatting into badges, tickets, etc. You should have this same personal computer at your Convention registration desk for processing and printing materials for walk-in registrants. The PC will also help you verify what a registrant has signed up for in case of any questions. The NASG Treasurer (see Appendix G for contact information) has a compact disk (CD) of Microsoft's ACCESS 97 database program available for loan* for this purpose.

3.14.4 Door-Prize Support

Use the PC to generate your lists of winning door-prize numbers. Microsoft's EXCEL 97 spreadsheet program has an excellent random-number generator that will select a given quantity of numbers within a specific range. In other words, if you have 25 door prizes to allocate among 250 registrants, you can ask EXCEL to give you 25 random numbers between 1 and 250. If any door prizes are left after 24 hours, generate a new set of numbers to distribute them.

3.15 CONVENTION CARS

If there is to be a convention car offered for sale in connection with the Convention, the Chair must appoint a responsible Committee member. This person is responsible for:

- **Researching possible cars, based on availability of various car types, or willingness and ability of a vendor to produce a new car type in a timely manner.**
- **Researching appropriate painting and lettering schemes, with emphasis on schemes representative of the Convention locale.**
- **Obtaining written proposal(s) from the interested vendor(s).**
- **Presenting the proposed car to the Convention Committee for discussion and approval.**
- **Obtaining or developing the colors, logos, and lettering for the car.**
- **Negotiating cost and schedule with an appropriate vendor and writing a suitable contract. The Convention Committee Chair and the vendor shall sign the contract.**
- **Coordinating with the Promotion Subcommittee regarding advertising the Convention car.**

More than one car may be offered, at the discretion of the host Convention Committee.

Most vendors will not redeem any unsold cars. However, if the vendor does agree to a refund for unsold cars, this agreement must be in writing.

A method mutually agreed by the host Convention Committee and the NASG Convention Committee will account for any convention cars unsold and unredeemed beyond 90 days after the close of the Convention. *One acceptable method is to complete the financial statement as though all the cars had been sold, and complete the profit (loss) settlement with NASG. Subsequently, any money the host group receives for the cars belongs entirely to the host group.*

3.16 BOARD OF TRUSTEES (BOT) MEETING

The BOT meeting is held on a date and time coordinated with the NASG president.

* Note that copyright law prohibits installing multiple copies of software from a single CD. Thus, the software must first be uninstalled after the Convention and then the CD must be returned to the NASG Treasurer.

Historically this has usually been on Friday. **Attendance is limited to the NASG Board of Trustees and specific individuals whom the BOT might invite.** One of the clinic rooms will serve the purpose if otherwise vacant. Seating for seven to ten people and one or two tables are needed. The meeting should be scheduled in advance but **not** listed in the Convention program. **The Convention Chair must inform the NASG President of the arrangements, and he in turn will notify the remaining BOT members.**

3.17 ANNUAL BUSINESS MEETING

The annual business meeting is usually held on the morning following of the last day of the Convention. **Attendance is limited to NASG members in good standing.** A room with seating for about a hundred people should be planned. If the clinic rooms are adjacent, and separated by a removable divider, two of them should serve the purpose. *An in-room PA system will be needed along with a podium and one or two tables for the officers. Scheduling should be done as far in advance as possible.*

3.18 EXHIBITION

3.18.1 Dealers/Manufacturers Exhibit

Conventioneers come to see new products that have recently been, or are about to be, introduced. They want to purchase a lot of things they've been hearing about but for some reason haven't ordered. They also want to just talk to the vendors (manufacturers and dealers). *It's very important that you emphasize efforts to convince manufacturers to attend.*

The vendors also depend on this activity as their largest single marketing opportunity of the year. Besides the items that people are waiting to buy, there are a considerable number of impulse sales. Not only that, but vendors get to talk directly to their customer base and find out what's wanted in the future, what can be improved, etc.

The NASG Clearing House and display layout must be sited within the secured exhibition area. This is non-negotiable.

3.18.1.1 Vendor Solicitation

You need to survey the vendor community early in order to determine their probable presence and booth requirements. *Prior year NASG Conventions are good places to do this.* There, you can talk with the various manufacturers and dealers and urge them to attend with displays and stock of their products.

A certain amount of coordination is required to help the dealers plan which products to bring and which to leave "at home." The object is to have the dealers' stocks complement the manufacturers' for-sale product lines instead of duplicating them.

The package that solicits vendor displays in the exhibit hall should include:

- **Fee per display table**
- **Exhibition hours**
- **Set-up and break-down times**
- **Information about proximity of snack service and restrooms**
- **The extent to which they are entitled to participate in other on-site and/or off-site activities**
- **Recommended lodging and rates**
- **A floor plan showing the layout of the exhibit hall, table numbers and locations, and location of the loading dock**

- **Form to fill out and send in to reserve exhibit tables**
- **Shipping address for vendors who will ship their goods to your Convention**

A sample form appears in Appendix D.

3.18.1.2 Prize Solicitation

Many vendors faithfully contribute merchandise for use as door prizes and tangible awards for first-place winners in the model contest. The “PR” value of such largess goes a long way, and the vendor’s cost is often substantially less than ads in the model magazines. *So when you solicit and coordinate vendor exhibits, you should also take that opportunity to request prize merchandise from them.*

3.18.2 Layouts

Conventioneers also come to see trains running. Some will want to show off and run their own equipment, or test-run a new or used item that they are interested in purchasing at the Convention. *So it’s important that you contact portable-layout and module owners who live within a day’s drive of your Convention. **Get module and layout commitments in the same time frame that you are obtaining commitments from vendors.** This will enable your Facilities Chair to plan for effective utilization of your exhibition space.*

A sample form for soliciting modules and layouts appears in Appendix D.

3.19 OFF-SITE ACTIVITIES

3.19.1 Prototype Tours

A railfan tour is usually a primary feature of the convention. As such, it often takes precedence over other tours. **If possible, schedule it for Friday or Saturday late morning or early afternoon.** *Friday allows more time because there is no deadline (i.e., the Banquet) for the return.* Also, an operating business is more likely to be running and a larger museum will be less crowded. However, Saturday allows weekend-only attendees to make it. Additionally, smaller museums may be open only on the weekend. Caution: Saturday-afternoon tours leave no margin for the unexpected, e.g., bus breakdowns.

Although railfan tours are popular, their fixed expenses can be dramatic. *Therefore, consider offering most fan trips as extra-fare activities, with an incentive for signing up (and paying up) early.* If you don’t get enough sign-ups before your cancellation grace period expires, you can always cancel and refund the money.

Tours of railroad facilities get mixed reviews. If you have a knowledgeable, gregarious tour guide, such a tour will be a smashing success. Otherwise your entourage will spend their time wandering and wondering. Inquiries as to such tours may be accepted or rejected out of hand. **If accepted, questions of maximum group size, safety, and insurance need to be addressed.** Usually these types of tours require no funds beyond transportation costs.

If you are going to have a prototype tour or fan trip, you need to get a commitment early enough in your planning to allow proper publicity well in advance. *If this is not possible, it is best to cancel.*

3.19.2 Layout Tours

[Please note: The term “layout” is generic. “Layouts” can include not only operating model railroads, but also collections of railroadiana, Lionel and/or American Flyer trains, brass

locomotives, etc. If other than an operating model railroad, some of the following material is obviously irrelevant.]

Layout tours take by far the most manpower and planning, so be prepared. **You need to start with layout selection in order to decide whose will be on guided tours and whose will be available for casual visits.**

After preliminary layout selection, the layout owners need to be briefed on at least the following:

- **How the tour will be conducted**
- **What is expected of them (e.g., tour days and hours)**
- **Work that needs to be done ahead of time to meet basic criteria**
- **Safety-related requirements**

Layouts that do not meet the criteria and safety requirements should be put on the casual-visiting list. Be prepared for layouts to move in either direction between the scheduled-visit list and the casual-visit list. And be sure to print maps showing directions to the casual-visit layouts and times of operation.

3.19.2.1 Selection

Choosing which layouts to visit is a delicate process because of the feelings involved. Therefore, it is best to develop some criteria by which to make your selection. The following list is a minimum:

- *Trains must be able to run over the majority of the trackage.*
- *Enough of the layout must be complete so that the concept is readily apparent. However, incomplete areas are instructive to those visitors who are curious about alternative construction methods.*
- *Based on the capacity of your transportation vehicles, determine the size of each layout-tour group. The physical attributes of the layout must be capable of handling groups of this size.*
- *For relatively confined layout areas, visitors must be kept moving so all can get at least their allotted time (at least 15 minutes each). Not all visitors will want to use their allotted time, e.g., many women and children. So there must be some weather-sheltered place for a fair number of visitors to loiter (e.g., covered patio or carport).*
- *Ease of access is important.*
- *Sufficient numbers of operators, and training for them, needs to be available and committed.*

The criteria you develop should be made available early to provide enough time for potential visitation sites to be upgraded and improved as necessary. A two-year lead-time is not too much, and you can put together local work groups to help potential hosts get ready.

3.19.2.2 Safety

You should designate a small safety team to inspect for hazards and to advise homeowners where to make corrections. Items generally overlooked are lighting, walks, stairways, low pipes and beams, and fire extinguishers. And the phone numbers for fire, police, and emergency medical services should be prominently

posted. As your team members inspect each layout site, they need to note any special characteristics that would aid or hinder handicapped people. Impediments to handicapped access need to be made known to potential visitors.

Lastly, make sure that all layout-tour visitors know that there is to be no smoking in the layout owners' residences. Even if a host himself smokes, others contributing to the atmosphere can be noxious as well as obnoxious.

3.19.2.3 Guest Etiquette

Post the following list prominently in your Program booklet and on the buses:

- *Model railroading is fun; have fun.*
- *If it is not yours, don't touch it.*
- *Sign the guest book, and feel free to say "thanks!"*
- *The host has been under a great deal of stress getting ready for your visit. He may still be under stress. Don't add to it!*
- *Respect your host, your host's property, and the rest of the people on tour with you.*
- *Respect each other while taking photographs and videos.*
- *No smoking in the layout room, or anywhere else in the host's house.*

(List courtesy of Pines & Prairies S Scale Workshop)

3.19.2.4 Transportation Logistics

Layout-tour transportation is the single thing that can get the most messed up during a convention. *There are some simple criteria that seem nevertheless to be very difficult to meet:*

- *Rides between tour stops should be short. About a half hour is as much as you can ask of people.*
- *Buses (or other designated vehicles) need to be on time for both delivery and pick-up of visitors.*
- *Morning, afternoon, or evening layout tours should take no more than 3-1/2 hours including transportation. This would normally limit a tour to three layouts. Alternatively, if an all-day layout tour is planned, be sure to reserve meal time and place in the schedule.*

Three types of mess-up occur most commonly: Drivers who don't know what to do, drivers who get lost, and vehicle breakdowns.

If each driver is supposed to drop people off at Layout "A" and then leave to pick people up at Layout "B," but instead stays with the group at Layout "A," then all of your transportation for the tour will have been sabotaged. Ditto if a bus breaks down. Therefore, while it is more cost-effective for the buses to stay on the move, you are much safer if each driver stays with one group throughout the tour.

Whichever way you decide to run your vehicles for drop-off and pick-up, **you must have a guide stay with each bus to make sure each is where it is supposed to be at the right time. The guides need to dry-run the visitation schedule in their own vehicles beforehand so they can discover timing and travel problems and fix them before the Convention.** *It's also a good idea to take the largest RV owned by a Sponsor member to each layout site to verify that a bus can negotiate whatever dirt roads, curves, tight clearances, and grades might be encountered.*

There are always a small number of conventioners who prefer to travel to the tour layouts in their own vehicles. There is nothing wrong with this. Just make sure that these people visit the layouts during the scheduled hours for layout tours. Have maps and printed directions available at the Registration Desk for those who wish them. (If the planned bus tour is an extra-fare event, you might consider charging a nominal fee for these to offset lower tour revenue.)

3.19.2.5 Tour Assignment

Normally there will be as many separate buses as there are layouts on the tour so that each bused group will see all of the layouts without conflicting with the other groups. *Your tickets should be color-coded to designate to which tour group each ticket-holder is assigned. Corresponding color-coded signs designating where and when each bus is to be loaded should be posted prominently. Each home to be visited should also have a recognizable sign that's visible after sunset.*

You should create a stand-by list for people who don't have advance tickets. Usually the no-shows will more than equal the stand-bys.

3.19.3 Other Rail-Oriented Field Trips

Often there are unique sites that merit a visit. These may be club layouts in other scales, a transportation-related museum, a charter trolley ride, a model railroad manufacturer or publishing house, or a rail-dependent industry like a brewery or a lumber mill. Depending on the nature of the agreement that you negotiate with these sites, you may schedule a multi-stop tour or one or more single-stop tours. Follow the guidance in Sections 3.19.1 and 3.19.2 as appropriate.

3.20 CONTEST

[Note: The contest room will have a table set aside for models brought for display only.]

Participation in the contest is limited to NASG members in good standing. The sponsor is required to secure the services of the following personnel:

- **One person to plan and supervise**
- **People to man the room and check in models**
- **At least three qualified judges**
- **People to determine the awards.**

*A well-lighted room of approximately 500 square feet containing about ten to twelve tables is needed. The room's location should be prominently posted. **It should have only one (lockable) entrance. It will have to be manned at all times that it is open, and locked whenever it is closed.** Open times for model registration, viewing, and pick-up should be posted at the registration desk and in the pre-registration and registration materials.*

Typically the contest room is open whenever the exhibit hall display is, with the exception of the judging period. *Judging should be done in the morning of the day of the banquet if at all possible, so the winning models and photos can be viewed in the afternoon before the Banquet. Consider programming model/photo pick-up to occur a couple of hours before the start of the banquet. This lets you relinquish the contest room, thus eliminating a major post-banquet bottleneck.*

Regardless of when judging is scheduled, a six-hour block of time should be reserved for judging.

Otherwise, people will not have an opportunity to see which models and photos won which awards until after the banquet, at which time many owners will have already

packed up their entries. However, major awards such as Best-In-Class and Best-In-Show should be held back until the Banquet.

For additional information and a closer determination of the room size, the number of tables and personnel requirements, see the chapter entitled "The Sponsors Guide to Planning For and Holding An NASG Contest" in the separate Contest Manual. Questions should be directed to the NASG Contest Committee Chairman.

Some common errors to avoid:

- Subdividing the Master Craftsman class into "scratchbuilt" and "kit and converted" categories. **All Master Craftsman entries must compete with each other regardless of whether they are kits, converted, or scratchbuilt.**
- **Failing to award a first prize in each of the categories in Amateur Class for which there is at least one entry.**

Contest entry forms Part A and Part B appear in Appendix D. *Copies of these should be sent to registrants who request them. You should place an image of the forms on the Convention website for downloading, and in the NASG Dispatch as an insert two to four months prior to your Convention. A supply should be available in the contest room during the Convention.*

Complete rules and procedures for contests appear in Appendix E, "Contest Administration." **Prior to the Convention, the Sponsor's contest chair shall furnish written assurance to the NASG Contest Committee Chair that he/she has read and understands these rules.**

3.21 AUCTION

Almost every conventioneer looks forward to the auction. Some will bid, and others will be there just for the entertainment value. It's a chance for people to get some money for stuff they no longer need or don't want to lug home. And ten percent of each successful bid is taken off the top as Convention income.

Auctions are always a lot of fun – until they are over, and the buyers and sellers must stand in line for an hour or so to settle up. Here are some hints that will help your auction be enjoyable for all.

Secure the services of a gregarious auctioneer with a good sense of humor and some knowledge of the materials being auctioned. The NASG has no dearth of such people. Often in the past, a last-minute appeal has brought forth qualified volunteers. The auction will go on, no matter what.

Be sure to announce the check-in time period for items to be submitted for the auction. Ideally, this should be listed in the printed program. Submission time should also be posted on the bulletin board at the registration desk. If the auction is to follow the banquet, an announcement should be made before the banquet conclusion.

Allow about a half hour before the bidding starts for conventionees to "finger the merchandise."

Unfortunately, the selection of the record-keeper is also usually a last-minute decision. The result is *ad hoc* record-keeping that can take a long time to resolve. *You should set up a standard three-part form prior to the auction. Each three-part form should have a different sequential number in an upper corner. The form (see sample in Appendix D) should contain space for the seller's name, a brief description of the article or lot being offered for sale, the minimum price ("reserve") if any, and blank fields for the successful bid price and the successful bidder's name. Different colors could be used for each of the three parts.*

When a seller presents his lots for auction, have him fill out a form for each lot offered. Give him one of the copies. File the remaining two form parts together in numerical order according to the number at the top corner. At the conclusion of the bidding on each lot, record on the form the selling price and the name of the successful bidder, and give that bidder one copy of the form along with his merchandise. (If the reserve is not met, write “no sale” on the form and do not separate it.) You will have one copy of each form remaining in your file if the item has sold, and two if not.

At the conclusion of the auction, ask all of the buyers and sellers to line up at the recorder’s table. As each person comes up, ask him for the number on his form, and dig out the corresponding form from your file. If you have two forms for that number, ask him to retrieve his merchandise, initial his copy of the form, and hand in his form on his way out.

If you have only one form, the lot has sold. If the buyer is in front of you, ask him to initial his form and collect both the money and the form from him. If the seller is in front of you, ask him to initial his form and give it to you, and give him 90 percent of the selling price.

*And if a person has no form but nevertheless says he has a claim on some lot, tell him **NO FORM, NO MERCHANDISE** until everyone with a form has been served.*

If you are in danger of running out of cash, you can always ask some sellers to make room at the head of the line for more buyers.

Don’t forget to announce ahead of time that ten percent of each successful bid goes to the Sponsor.

3.22 MISCELLANEOUS

The things in this section don’t fit handily under the other headings, but they are just as important.

3.22.1 Liability Insurance

The NASG will obtain a liability insurance policy for the duration of the Convention (see last paragraph of Section 3.2 for definition of duration). This policy shall cover all aspects of the Convention not verifiably covered by others’ insurance (e.g., bus companies, hotel, visited facilities). Do not make assumptions regarding others’ coverages – ASK. Some typical hazards that must be covered by the NASG policy: tripping over vendors’ crates; falling down stairs in layout-visit homes.

The Sponsor is at risk if any Convention attendee is on any Convention premises outside the defined time period of coverage. Examples: people visiting a layout after the Convention, people helping vendors pack after the show. Your Event Plan, and therefore your insurance coverage period, should include such eventualities.

3.22.2 Medical Problems

It is impossible to plan for medical emergencies. Nevertheless, you must be prepared. With attendance of 200 to 400 people, you can expect an occasional medical crisis. **Nearby medical facilities and pharmacies must be identified.** If your extra security people are off-duty police personnel, they will know what to do. The facility's administrative staff will also have some procedures to cope with an emergency. **You just need to be informed as to what these procedures are.**

Remember that medical problems can extend to outside activities as well, and you need to be able to cope with them. For example, a guest at a layout tour might fall down the basement stairs. How will he be treated, and where?

3.22.3 Union Relations

The unions may have a "closed shop" in certain areas such as the exhibition hall, banquet area, and auditoriums. Services under union stewardship typically include lighting, projectionists, electricians, sound technicians, material-handling, and porter service. For example, some exhibitors may use a drayage firm to handle their displays. Such firms deliver the goods at some specific time prior to the Convention. Unloading and spotting the shipping crates will require material-handling service and possibly the use of a forklift. In some complexes, the display's owner may not even be allowed to set up his display without union labor present.

All of the larger rooms, and usually the smaller meeting rooms, are under the province of the union. So your presentations will most likely require three union personnel: an electrician to plug in your projector, a projectionist who is responsible for the proper functioning of your projector, and a lighting technician run the lights up and down.

You will hire a tradesman for eight hours a day even though you might use his services for only three hours. Overtime is calculated at 1½ time, even though a different tradesman may be on call when the 9th hour comes. Union rates may be quoted to you on a variety of bases.

Any facility will have a union steward who is authorized to quote rates and show you the agreement the union has with the facility. A flat hourly rate should include all FICA charges, retirement contributions, and service fees. Some quotations might omit these items, and thus the bill would be some 30 percent higher than you thought it would be. **Be sure to ask!**

The Event Plan is a valuable tool. The union will use it as a guide to what is planned, and can estimate from it which tradesmen will be needed when. If you have done your homework, an accurate estimate of the union's bill can be made. **Work positively with the union. Otherwise you may find that a last-minute problem has no solution.**

3.23 POST-CONVENTION REPORTING

You will need to reconcile your finances and file certain financial reports with the NASG Convention Chairman. If your Convention makes a profit, you must send the NASG Convention Chairman a check, payable to "NASG Inc.," for half that profit. If you have a loss, you will need to negotiate loss-sharing with the NASG via the NASG Convention Chairman.

The terms of profit/loss sharing are specified in the Convention Contract between the Sponsor and the NASG.

Appendix C.4 contains the reports you need to file with the NASG. Your I/S Subcommittee Chair should have these forms ready for you; they can be generated from the EXCEL spreadsheet furnished by the NASG Treasurer. Reports and payment are due to the NASG within three months of the end of your Convention.

4 PROPOSAL

An organization that wishes to host an NASG National Convention must submit a proposal containing the information listed in the Proposal Requirements in Appendix B. This section details these requirements.

4.1 PREPARING YOUR PROPOSAL – STAND-ALONE FORMAT

Your proposal should read essentially like a description of the proposed convention. Perhaps the best mindset for the Sponsor is to write the proposal like a promotional brochure with a financial breakdown attached. The following paragraphs describe the content requirements.

4.1.1 Cover Sheet

The cover sheet should state the year, location, name and signature of submitter, and date of submission. It should also indicate the proposal's period of validity (i.e., "This proposal is valid until July 31, 19__.") Include a statement as to whether the Convention is solely NASG or in conjunction with another group (e.g., NMRA). If the latter, be sure to

address the additional proposal considerations described in Section 4.2 or 4.3 as appropriate.

4.1.2 Location

State where the Convention will be held. Include the city, the name of the Convention site, and the primary lodging facility (if different from the Convention site). Describe the city's positive attributes. These may be weather, sightseeing attractions, museums, shopping malls, architecture, hiking trails, or anything particularly unusual or unique. Also describe transportation alternatives for conventioners to get to the city and to the Convention site.

4.1.3 Sponsor Organization

Give a brief history of the Sponsor organization and its functioning. Cite other events that the Sponsor or its members have hosted or assisted. List the proposed Convention Committee members, their proposed duties, and their experience with analogous tasks at work, in the community, or in the hobby. Indicate the availability and number of additional people available for Convention duties if/as necessary.

4.1.4 Convention Dates

Provide the proposed time frame for the Convention (e.g., *Thursday July ___ through Sunday July ___*). You may propose two alternate time frames and ask the NASG Board of Trustees (BOT) to choose one.

Please note that, per Article III, Section 3 of the NASG By-Laws, “The annual Convention shall be held no earlier than 20 May and normally no later than 15 September each year. The annual Convention shall not be held on the same date as the annual conventions of the NMRA and TCA, except in the case of the NASG annual convention being held in conjunction with either the NMRA or TCA national convention.”

Be sure to check the dates of other activities that may siphon members away, such as TCA convention, NMRA convention, national holidays, or school still in session. In the case of other overlapping railroad-oriented functions, you may wish to explore the possibilities of joint (Section 4.2) or SBR (Section 4.3) conventions. Be sure also to avoid dates of unrelated activities that may put excess pressure on local restaurants, lodging, transportation, parking, etc.

4.1.5 Convention Site

Name and describe the Convention site. Describe advantages of the location (proximity of local attractions and restaurants, access to transportation, etc.).

If the Convention site is remote from preferred lodging (e.g., at a fairground), identify the preferred hotel/motel, and state the distance between facilities. (Do not describe lodging facilities in this section if they are in a facility unrelated to the Convention site.)

If the primary lodging facilities are in the same facility, state the projected room price (per room or per attendee) and any conditions upon which either room prices or facility prices are interrelated (e.g., minimum number of rooms that must be sold).

Be sure to include the following items and information:

- Brochure(s) describing preferred lodging and Convention facility/facilities
- Diagram of proposed Convention site showing what functions will be held in which specific spaces

- Price charged for Convention facilities. If the price if the facilities is contingent on a guaranteed minimum number of room reservations, state the conditions and any associated price penalties
- Price of preferred lodging facility's sleeping space for Convention attendees: price per room, and maximum number of people per room

Provide travel directions:

- Alternate modes of transportation for attendees to travel to the Convention city, site, and lodging facilities
- Names and locations of other establishments of interest (e.g., mid-to-low-price restaurants, fast-food restaurants, local transportation, bus and train stations, airports) with respect to the Convention facilities
- Local map

4.1.6 On-Site Events

List all of the proposed Convention events (clinics, contests, swap meet/flea market, module set-up, manufacturers/suppliers' display, prototype tours, layout tours, etc.). Be sure to account for all on-site events in this section. A checklist of possible on-site events is located in Appendix B.

Indicate on site floor plans the locations of the various Convention functions and attach a copy of the Convention schedule to your proposal. Describe each event in terms of time frame (e.g., Friday noon to Saturday 10 pm) and location (e.g., "Washington Room"). State the particular advantages of facilities for their function (e.g., bright lighting and extra space in the contest room for press photographs of winning models).

4.1.7 Off-Site Events

Be sure to account for all off-site events and tours in this section.

Describe each of the events and/or tours. Also state the mode of transportation to be used (e.g., cars, buses, rail), the maximum number of conventioners that will be accommodated at each, and whether or not the event/tour will require the conventioner to pay an extra fee in order to attend. If attendees would be subject to physical limitations (e.g., minimum age requirement, no wheelchair access), make this clear.

4.1.8 Preferred Lodging Facility *(if different from Convention Facility).*

Name the lodging facility and state the projected lodging price (per room or per attendee). State any conditions on room prices (e.g., minimum number of rooms that must be sold).

4.1.9 Registration

State the estimated registration fees for the following classes of attendees:

- Members
- Non-members
- Manufacturers/dealers
- Late registrants
- Spouses
- Children

List the items/functions included in the registration fee.

List the extra-fee items/functions ***not*** included in the registration fee.

4.1.10 Financial Breakdown

Show the cost build-up and offsetting income for each function or grouping of functions. Be sure to account for often-overlooked items such as hospitality-room coffee and swap-meet tables. Detailed descriptions and example financial breakdowns are shown in Appendices C.1 through C.4. The NASG Treasurer (see Appendix G for contact information) will supply you with an EXCEL spreadsheet in the example format.

(If convention cars are to be offered, do not include them here. State them separately as described in Section 4.1.11.)

4.1.11 Convention Car

It has become pretty much standard practice for the Sponsor to offer one or more Convention cars in conjunction with the Convention. If Convention cars are to be made available, describe the car(s), name the manufacturer(s), and state the projected sales volume(s), price(s), and unit cost breakdown(s). An example price/cost breakdown appears in Section C.5 in the Appendix.

Revenues from Convention-car sales are part of the total Convention proceeds, to be shared with the NASG as outlined in the Convention Contract. Beware: The cars don't always turn a profit!

4.1.12 Promotional Plan for Convention

List the various aspects of your promotional plan. Account for your advertising plans, including revenue as well as expense.

If you will be hosting a public show, say so, and state whether it will be a part of the Convention program or a separate activity aimed solely at the general public.

4.1.13 Sponsor's Convention Committee

List the Chairperson and the Convention Committee members and provide short biosketches that describe their qualifications. State the number of people available to the Sponsor for planning and operating the Convention. Be sure to include any experience of the Sponsor with similar or related activities (e.g., other conventions, train shows, model railroad functions). List them.

4.2 ADDITIONAL PROPOSAL CONSIDERATIONS – JOINT WITH OTHER ORGANIZATION (E.G., NMRA)

The NMRA will handle most of the facilities (hotel, exhibition space) and all of the tour arrangements. You will simply share in the expenses and revenue according to your agreement with the NMRA sponsoring group.

You will still have to make separate arrangements for the S-specific functions listed in Section 3.5.1.

Thus far we have no experience with joint conventions with organizations other than the NMRA.

4.3 ADDITIONAL PROPOSAL CONSIDERATIONS – SEPARATE BUT RELATED ORGANIZATION

You will need to negotiate with the related organization regarding the issues listed in Section 3.5.2.

4.4 SUBMISSION AND APPROVAL

The completed proposal must be mailed to the Convention Committee Chairman (listed in Appendix G). It must be clearly identified as a "Proposal for Hosting an NASG Convention." Proposals for a given calendar year must be in the hands of the NASG Convention Committee no later than March 31 of the year before the proposed Convention, and certainly no later than the BOT meeting at the preceding NASG National Convention.

The NASG Convention Committee shall review all proposals for a specific year that will have been received by the closing date for that year. The Convention Committee's recommendations and comments will then be submitted to the Board of Trustees (BOT)

member responsible for the NASG conventions. That BOT member will put forward as a motion to the entire BOT his/her recommendation, accompanied by supporting information that includes each Sponsor's proposal. The BOT will reveal the winning proposal immediately.

After proposal acceptance, the selected host organization will be required to sign an "NASG Agreement for the Conduct of the NASG Annual Convention" (Appendix, Section D).

5 APPENDICES

- A. “Do”s and “Don’t”s**
- B. Checklists**
- C. Financial Reports**
 - C.1. Example “Working” Financial Records (for Sponsor)**
 - C.2. Example Financial Plan (for Proposal)**
 - C.3. Example Completion of Financial Records**
 - C.4. Example Financial Reports for Post-Convention Reporting**
 - C.5. Example Convention Car Price/Cost Breakdown**
- D. Sample Forms**
- E. Contest Administration**
- F. Past Convention Cities**
- G. Resources**

A. “DO”S AND “DON’T”S

- Do provide as much advance publicity as possible.
- Do consider collaboration with other events that would otherwise draw potential attendees and vendors away from the Convention. Consider related (immediately preceding, simultaneous, or following) or joint (site/facilities-sharing) conventions.
- Do publicize nearby cheaper hotels if you do **NOT** need to book a guaranteed minimum (e.g., your convention will be held in a convention center).
- Do furnish a lodging registration form, and distribute them to the preferred lodging site through your Registration Committee.
- Do take advantage of the prior-year Convention to drum up vendor-participation commitments.
- Do understand, i.e., question all aspects of, every bill.
- Do schedule your exhibition hours so as to allow vendors to attend your primary rail-oriented tour as well as one round of layout tours.
- Do adjust your schedule so that the vendors can take in one round of layout tours. Mingling with hobbyists and operators is fun for the vendors as well as good the hobby.
- Do dry runs. These will minimize disasters.
- Do repeat clinics at two different times on two different days
- Don’t compete with events that would draw potential attendees and vendors away from the convention. Examples: NMRA Convention, TCA Convention, National Narrow Gauge Convention, Sn3 Symposium.
- Don’t compete with large but dissimilar events (like sports play-offs) that might soak up all local hotel space.
- Don’t publicize nearby alternative hotels if your convention will be held in a hotel/motel complex. Doing so jeopardizes your likelihood of meeting your guaranteed minimum room booking.
- Don’t simply give registrants a phone number to arrange for their own lodging. Too many snafus arise in trying to get the Convention’s preferred rate.
- Don’t pay a bill until it is due, unless trade discounts are offered for prompt payment.
- Don’t make your vendors tend their tables while everyone else is out on your primary rail-oriented tour.
- Don’t keep your vendors tied down so much as to miss all the layout tours.
- Do not depend on bus drivers’ knowledge. Supply a guide for each bus.

- Do have an attorney draw up or review your facilities contract.
- Do assign problem-solving to those subcommittees directly affected and have them report the resolution at a full committee meeting.
- Do have registrants sign in at the registration desk. This prevents mix-ups.
- Do restrict the banquet to dinner, recognition, and awards only.
- Do give credit to door-prize donors at the banquet.
- Do announce contest winners at the banquet.
- At the banquet, do provide a brief (15 minutes or less) preview of next year's Convention.
- Do have your public show on Saturday.
- Do have a way to spot first-timers, and to make them feel welcome.
- Do have a separate post-Convention "decompression" party for the Sponsor's Convention Committee.
- Don't do detailed problem-solving at full committee meetings.
- Don't have staged banquet events like singers and guest speakers.
- Don't do door-prize drawings at the banquet.
- Don't have your public show on Sunday. All the S gauge vendors will have already left.
- Don't do detailed recognition of each Sponsor's Convention Committee member at the Banquet.

B. CHECKLISTS

Proposal Requirements

<u>Stand-Alone</u>	<u>Joint</u>	<u>Separate-but-Related</u>
Cover Sheet <ul style="list-style-type: none"> • Year • Location • Submitter’s signature • Submission date • Period of validity 	State “Joint with (<u>group name</u>)”	State “Related with (<u>group name</u>)”
Location <ul style="list-style-type: none"> • City name • Convention site • Lodging site (if different) • Advantages • Public Transportation to/from/within 	Same as stand-alone. If with NMRA, use information from NMRA’s proposal	Same as stand-alone. If with NMRA, use “advantages” and “public transportation” content from the NMRA convention sponsor’s proposal
Sponsor Organization <ul style="list-style-type: none"> • History • Sponsor Experience • Committee members <ul style="list-style-type: none"> - Chairperson - Names/Experience/Assignments • Additional labor pool 	Same as stand-alone	Same as stand-alone
Dates <ul style="list-style-type: none"> • Start/end • Non-contention validation 	Same as stand-alone. If with NMRA, extract information from NMRA’s proposal	Same as stand-alone
Site <ul style="list-style-type: none"> • Name • Description • Brochure • Prices and Conditions • Events/Functions • Floor Plan • Local transportation, restaurants, etc. • Local map 	Same as stand-alone. If with NMRA, use NMRA’s data.	Shuttle bus arrangements. Otherwise, same as stand-alone. And use portions of NMRA’s data as appropriate
On-Site Events <ul style="list-style-type: none"> • List, timing, & description of events • Advantages of facility for these events 	Same as stand-alone. But merge your clinics with NMRA’s clinics	Same as stand-alone. But list the NMRA activities too, if available to NASG members

Off-Site Events <ul style="list-style-type: none"> • List, timing, & description of events • Transportation • Group size limitations • Whether extra fee • Physical limitations (age, disability) 	<p>Similar to stand-alone. Include NMRA tours as well</p>	<p>Same as stand-alone. But list the NMRA tours too, if available to NASG members</p>
Preferred Lodging Facility (if different from convention site) <ul style="list-style-type: none"> • Brochure • Diagram • Prices and Conditions 	<p>Same as stand-alone. Use NMRA's material</p>	<p>Same as stand-alone</p>
Registration <ul style="list-style-type: none"> • Fees <ul style="list-style-type: none"> - Members - Non-members - Manufacturers/ dealers - Late registrants • Included Functions • Extra-Fee Functions 	<p>NMRA will generally handle, so state this in the proposal</p>	<p>Same as stand-alone</p>
Financial Breakdown <ul style="list-style-type: none"> • Projected costs and income for each function 	<p>Same as stand-alone</p>	<p>Same as stand-alone</p>
Convention Car <ul style="list-style-type: none"> • Description(s) • Manufacturer(s) • Projected volume, price, and cost breakdown 	<p>Same. You may choose to have the NMRA's "Company Store" sell these as well</p>	<p>Same as stand-alone</p>
Publicity <ul style="list-style-type: none"> • Promotion <ul style="list-style-type: none"> - Convention program - Info booth at prior convention - Flyers - Registration form - Public show plan - Local and model RR press advertising • Graphics & Printing <ul style="list-style-type: none"> - Support to other subcommittee functions - Internet 	<p>Same as stand-alone. (Unfortunately, the NMRA's publicity tends not to reach the vast majority of S gaugers)</p>	<p>Same as stand-alone</p>
Convention Committee <ul style="list-style-type: none"> • Chair • Committee members 	<p>Same as stand-alone</p>	<p>Same as stand-alone</p>

<ul style="list-style-type: none">• Biosketches• Number of convention-staffing people available• Related experience		
---	--	--

C. FINANCIAL REPORTS

As Sponsor of an NASG National Convention, you are obligated to make a detailed financial projection and provide accurate post-convention financial reporting. This task is not terribly difficult if you set up a standard format for recording estimated and actual expenses and income, AND if you use a personal computer with an automated spreadsheet program like Microsoft's EXCEL. This section illustrates a typical reporting format, and has the added advantage of presenting costs and income representative of a typical Convention. It should give you a feel for the kinds and amounts of dollars involved in the various aspects of Convention execution.

You will need to account for Convention cars separately, combining their actual profit or loss only on the bottom of the "Summary Financial Report."

C.1. Example "Working" Financial Records (for Sponsor)

Set up detailed and summary tables like the ones below in your spreadsheet software. Determine your planned income and expenses and enter the values as in the table. If you set up your spreadsheets properly, your summary table will automatically calculate itself based on the values you enter in the detailed table. Be sure to include the columns for actual expenses, and accumulate them as they come in. You can use a working copy of the spreadsheets to track actuals over time. *You can round your estimated figures to the nearest ten dollars.*

Contact the NASG Treasurer to obtain a disk containing EXCEL spreadsheet templates matching the examples below. You can install them and then alter them to suit your special requirements.

Remember: Use your own numbers. The numbers in the following examples, while typical, are illustrative only!!

Detailed Financial Records

		Plan		Actual	
		Expense	Income	Expense	Income
Convention Facilities					
Grand Ballroom (requires 150 room-nights guarantee)		n/c			
Cotillion Room (exhibition hall)		1,800			
Seneca and Washington Rooms (clinic, contest)		n/c			
Board Room (BOT meeting)		200			
Hospitality Room		n/c			
Swap Meet Tables		n/c			
PA System for clinics etc.		n/c			
Total Facilities Cost		\$2,000			
Food (Banquet, Party)		Basic Figures		Basic Figures	
Prime Rib or Salmon Dinner cost per person:		\$17.00			
23% tax/gratuity		3.91			
6% inflation (convention 2 yrs. ahead)		1.25			
Subtotal cost per person		22.16			
No. of people		140			
Banquet Cost:		\$3,102			
Banquet Income		fare	\$27.00	\$3,780.00	
Party Food Cost per person:		\$3.00			
23% tax/gratuity		0.69			
6% inflation (convention 2 yrs. ahead)		0.22			
Subtotal Party cost per person:		\$3.91			
No. of People		35			
Party Cost		\$137			
Party Income		fare	\$3.00	105	
Total Food Cost (170 people)		\$3,239			
Total Food Income				\$3,885	
Net Food Income/Loss				\$646	

Promotion							
Model RR Magazine Ads			\$550				
S Gauge Club Mailings			1,100				
Convention Video Production			160				
VCR/TV rental at prior convention (<i>rate x days</i>)			100				
Misc. (postage, printing, supplies)			1,400				
Total Promotion Cost			\$3,310				
Contest							
Plaques & Awards			\$700				
Judges' Honorariums			300				
Total Contest Cost			\$1,000				
Swap Meet/Public Show				Basic Figures			Basic Figures
Advertising Cost			\$250				
Total Show Cost			\$250				
No. of Tables Sold:		60					
Table Fee:		\$15					
Total Table Sales				\$900			
Public Fee		\$3					
Public Attendance		250			750		
Total Show Income					\$1,650		
Net Show Income/Loss					\$1,400		
Auction							
10% Rake-Off					\$50		
Miscellaneous Expenses							
Convention Displays			\$125				
Ladies' hospitality expenses			100				
Convention Committee Meeting Expenses			170				
Module Expenses			600				
Convention Guide Printing			500				
Total Miscellaneous Cost			\$1,495				
Tours				Basic Figures			Basic Figures
Fri. 12:00 noon railfans, <i>Carthage Car Works</i>							
No. of Buses		2					
Bus Charter Fee		\$550.00					
Tour Cost					\$1,100		
Tour Income: (None. Incl. with convention registration fee)							
Net Tour Income/Loss					\$1,100		
Fri. 9:00 am spouses, <i>Aquarium & Antique Mall</i>							
No. of Buses		1					
Bus Charter Fee		\$550.00	\$550				
No. of People		50					
Aquarium Admission	fare	\$4.00	200				
Tour Cost					\$750		
Tour Income: (None. Incl. with convention registration fee)							
Net Tour Income/Loss					\$750		
Sat. 8:00 am railfans, <i>National RR Museum</i>							
No. of Buses to Amtrak Station (round trip)		1					
Bus Charter Fee		\$400.00	\$400				
No. of People (limit: 60)		60					
Amtrak to Museum	fare	\$21.00	1,260				
Museum Admission	fare	\$3.00	180				
No. of Buses to National City Model RR Club (round trip)		1					
Bus Charter Fee		\$200.00	200				
Tour Cost					\$2,040		
Tour Fare		\$35.00					
Tour Income					\$2,100		
Net Tour Income/Loss					\$60		
Sat. 9:00 am spouses, <i>Chaco Park cliff dwellings</i>							
No. of Buses		1					
Bus Charter Fee		\$550.00	\$550				
No. of People (limit: 60)		50					
Chaco Park Admission	fare	\$6.00	300				
Cliff Dwellings Admission		\$2.50	125				
Tour Cost					\$975		
Tour Fare		\$35.00					
Tour Income (limit of 60 @ \$35)					\$1,750		
Net Tour Income/Loss					\$775		

Investment Income

Registration Type	Basic Figures			\$200		Basic Figures	
	# People	Unit \$				# People	Unit \$
NASG Member*, prior to 5/1	22	\$55.00		\$1,210			
NASG Member*, after 5/1	108	60.00		6,480			
Non-Member*, prior to 5/1	4	65.00		260			
Non-Member*, after 5/1	16	70.00		1,120			
Spouse, prior to 5/1	14	45.00		630			
Spouse, after 5/1	36	50.00		1,800			
Child, prior to 5/1	3	20.00		60			
Child, after 5/1	7	25.00		175			
Total Registration and Income	210			\$11,735			

No. of "Primary Registrants" (denoted by *) 150

NASG Seed Loan	\$1,000	\$1,000		
Contingency Funds (10%)	\$1,715			
Grand Totals	\$18,874	\$22,370		

Summary Financial Records

<u>Expenses</u>	Plan		Actual	
	Expense	Income	Expense	Income
Facilities	\$2,000			
Food	3,239			
Fri. 12:00 noon railfans, Carthage Car Works	1,100			
Fri. 9:00 am spouses, Aquarium & Antique Mall	750			
Sat. 8:00 am railfans, National RR Museum	2,040			
Sat. 9:00 am spouses, Chaco Park cliff dwellings	975			
Swap Meet/Public Show	250			
Promotion	3,310			
Contest	1,000			
Miscellaneous	1,495			
NASG Seed Loan Repayment	1,000			
Contingency (10%)	1,715			
Total Expenses	\$18,874			
 Income				
Registration		\$11,735		
Investment Income		200		
Food		3,885		
Swap Meet/Public Show		1,650		
Auction		50		
Sat. 8:00 am railfans, National RR Museum		2,100		
Sat. 9:00 am spouses, Chaco Park cliff dwellings		1,750		
NASG Seed Loan		1,000		
Total Income		\$22,370		

Net Income/Loss Subtotal		\$3,496		
Less \$10 Non-Member Surcharge	\$200			
Net Income/Loss Total		\$3,296		

Net Income/Loss Disbursement

to Sponsoring Organization		\$1,648		
to NASG:				
Half of Income/Loss		\$1,648		
Non-Member Surcharge		200		
Total Income/Loss to NASG		\$1,848		

C.2. Example Financial Plan (for Proposal)

Once you have set up your financial-records worksheets, duplicate them in separate worksheets and strip out the “actual” columns. This set of worksheets becomes your financial plan for inclusion in your proposal, as in the example below.

Detailed Financial Plan

Convention Facilities			Expense	Income
Grand Ballroom (requires 150 room-nights guarantee)			n/c	
Cotillion Room (exhibition hall)			1,800	
Seneca and Washington Rooms (clinic, contest)			n/c	
Board Room (BOT meeting)			200	
Hospitality Room			n/c	
Swap Meet Tables			n/c	
PA System for clinics etc.			n/c	
Total Facilities Cost			\$2,000	
Food (Banquet, Party)		Basic Figures		
Prime Rib or Salmon Dinner cost per person:		\$17.00		
23% tax/gratuity		3.91		
6% inflation (convention 2 yrs. ahead)		1.25		
Subtotal cost per person		22.16		
No. of people		140		
Banquet Cost:			\$3,102	
Banquet Income	fare	\$27.00		\$3,780
Party Food Cost per person:		\$3.00		
23% tax/gratuity		0.69		
6% inflation (convention 2 yrs. ahead)		0.22		
Subtotal Party cost per person:		\$3.91		
No. of People		35		
Party Cost			137	
Party Income	fare	\$3.00		105
Total Food Cost (170 people)			\$3,239	
Total Food Income				\$3,885
Net Food Income/Loss				\$646
Promotion				
Model RR Magazine Ads			\$550	
S Gauge Club Mailings			1,100	
Convention Video Production			160	
VCR/TV rental at prior convention (rate x days)			100	
Misc. (postage, printing, supplies)			1,400	
Total Promotion Cost			\$3,310	
Contest				
Plaques & Awards			\$700	
Judges' Honorariums			300	
Total Contest Cost			\$1,000	

<u>Swap Meet/Public Show</u>		Basic Figures		
Advertising Cost			\$250	
Total Show Cost			\$250	
No. of Tables Sold:		60		
Table Fee:		\$15.00		
Total Table Sales				\$900
Public Fee		\$3.00		
Public Attendance		250		750
Total Show Income				\$1,650
Net Show Income/Loss				\$1,400
<u>Auction</u>				
10% Rake-Off				\$50
<u>Miscellaneous Expenses</u>				
Convention Displays			\$125	
Ladies' hospitality expenses			100	
Convention Committee Meeting Expenses			170	
Module Expenses			600	
Convention Guide Printing			500	
Total Miscellaneous Cost			\$1,495	
<u>Tours</u>		Basic Figures		
<i>Fri. 12:00 noon railfans, Carthage Car Works</i>				
No. of Buses		2		
Bus Charter Fee		\$550		
Tour Cost			\$1,100	
Tour Income: (None. Incl. with convention registration fee)				
Net Tour Income/Loss				\$1,100
<i>Fri. 9:00 am spouses, Aquarium & Antique Mall</i>				
No. of Buses		1		
Bus Charter Fee		\$550.00	\$550	
No. of People		50		
Aquarium Admission	fare	\$4.00	200	
Tour Cost			\$750	
Tour Income: (None. Incl. with convention registration fee)				
Net Tour Income/Loss				\$750
<i>Sat. 8:00 am railfans, National RR Museum</i>				
No. of Buses to Amtrak Station (round trip)		1		
Bus Charter Fee		\$400.00	\$400	
No. of People (limit: 60)		60		
Amtrak to Museum	fare	\$21.00	1,260	
Museum Admission	fare	\$3.00	180	
No. of Buses to National City Model RR Club (round trip)		1		
Bus Charter Fee		\$200.00	200	
Tour Cost			\$2,040	
Tour Fare		\$35.00		
Tour Income				\$2,100
Net Tour Income/Loss				\$60

Sat. 9:00 am spouses, Chaco Park cliff dwellings			
No. of Buses		1	
Bus Charter Fee		\$550.00	\$550
No. of People (limit: 60)		50	
Chaco Park Admission	fare	\$6.00	300
Cliff Dwellings Admission		\$2.50	125
Tour Cost			\$975
Tour Fare		\$35.00	
Tour Income (limit of 60 @ \$35)			\$1,750
Net Tour Income/Loss			\$775
Investment Income			\$200
Registration		Basic Figures	
Type	# People	Unit \$	
NASG Member*, prior to 5/1	22	\$55.00	\$1,210
NASG Member*, after 5/1	108	60.00	\$6,480
Non-Member*, prior to 5/1	4	65.00	\$260
Non-Member*, after 5/1	16	70.00	\$1,120
Spouse, prior to 5/1	14	45.00	\$630
Spouse, after 5/1	36	50.00	\$1,800
Child, prior to 5/1	3	20.00	\$60
Child, after 5/1	7	25.00	\$175
Total Registration and Income	210		\$11,735
No. of "Primary Registrants" (denoted by *)	150		
NASG Seed Loan			\$1,000
Contingency Funds (10%)			\$1,715
Grand Totals			\$18,874 \$22,370

Summary Financial Plan

<u>Expenses</u>		
	Expense	Income
Facilities	\$2,000	
Food	3,239	
Fri. 12:00 noon railfans, Carthage Car Works	1,100	
Fri. 9:00 am spouses, Aquarium & Antique Mall	750	
Sat. 8:00 am railfans, National RR Museum	2,040	
Sat. 9:00 am spouses, Chaco Park cliff dwellings	975	
Swap Meet/Public Show	250	
Promotion	3,310	
Contest	1,000	
Miscellaneous	1,495	
NASG Seed Loan Repayment	1,000	
Contingency (10%)	1,715	
Total Expenses	\$18,874	
<u>Income</u>		
Registration		\$11,735
Investment Income		200
Food		3,885
Swap Meet/Public Show		1,650
Auction		50
Sat. 8:00 am railfans, National RR Museum		2,100
Sat. 9:00 am spouses, Chaco Park cliff dwellings		1,750
NASG Seed Loan		1,000
Total Income		\$22,370
Net Income/Loss Subtotal		3,496
Less \$10 Non-Member Surcharge	200	
Net Income/Loss Total		3,296
<u>Net Income/Loss Disbursement</u>		
to Sponsoring Organization		\$1,648
to NASG:		
Half of Income/Loss		\$1,648
Non-Member Surcharge		200
Total Income/Loss to NASG		\$1,848

C.3. Example Completion of Financial Records

Once your convention is over and all your income and expenses are known, complete your spreadsheets. They should look something like the examples below.

Detailed Financial Records

		Plan		Actual	
		Expense	Income	Expense	Income
Convention Facilities					
Grand Ballroom (requires 150 room-nights guarantee)		n/c		n/c	
Cotillion Room (exhibition hall)		1,800		1,800.00	
Seneca and Washington Rooms (clinic, contest)		n/c		n/c	
Board Room (BOT meeting)		200		200.00	
Hospitality Room		n/c		n/c	
Swap Meet Tables		n/c		n/c	
PA System for clinics etc.		n/c		n/c	
Total Facilities Cost		\$2,000		\$2,000.00	
Food (Banquet, Party)					
		Basic Figures		Basic Figures	
Prime Rib or Salmon Dinner cost per person:		\$17.00			\$18.50
23% tax/gratuity		3.91			\$4.25
6% inflation (convention 2 yrs. ahead)		1.25			
Subtotal cost per person		22.16			\$22.75
No. of people		140			170
Banquet Cost:			\$3,102	\$3,867.50	
Banquet Income	fare	\$27.00	\$3,780.00	\$4,590.00	\$27.00
Party Food Cost per person:					
		\$3.00			\$3.50
23% tax/gratuity		0.69			0.80
6% inflation (convention 2 yrs. ahead)		0.22			
Subtotal Party cost per person:		\$3.91			\$4.30
No. of People		35			42
Party Cost			\$137	\$180.60	
Party Income	fare	\$3.00	105	126.00	\$3.00
Total Food Cost (170 people)			\$3,239	\$4,048.10	
Total Food Income			\$3,885	\$4,716.00	
Net Food Income/Loss			\$646	\$667.90	
Promotion					
Model RR Magazine Ads			\$550	\$622.00	
S Gauge Club Mailings			1,100	1,095.00	
Convention Video Production			160	175.00	
VCR/TV rental at prior convention (<i>rate x days</i>)			100	110.00	
Misc. (postage, printing, supplies)			1,400	1,562.00	
Total Promotion Cost			\$3,310	\$3,564.00	
Contest					
Plaques & Awards			\$700	560.00	
Judges' Honorariums			300	300.00	
Total Contest Cost			\$1,000	\$860.00	
Swap Meet/Public Show					
		Basic Figures		Basic Figures	
Advertising Cost			\$250	275.00	
Total Show Cost			\$250	\$275.00	
No. of Tables Sold:			60		60
Table Fee:			\$15		\$15.00
Total Table Sales				\$900	\$900.00
Public Fee			\$3		\$3.00
Public Attendance			250	750	660.00
Total Show Income				\$1,650	\$1,560.00
Net Show Income/Loss				\$1,400	\$1,285.00
Auction					
10% Rake-Off				\$50	\$47.63
Miscellaneous Expenses					
Convention Displays			\$125	\$165.00	
Ladies' hospitality expenses			100	97.00	
Convention Committee Meeting Expenses			170	210.00	
Module Expenses			600	583.00	
Convention Guide Printing			500	650.00	
Total Miscellaneous Cost			\$1,495	\$1,705.00	

Tours		Basic Figures				Basic Figures				
Fri. 12:00 noon railfans, Carthage Car Works										
No. of Buses										
Bus Charter Fee		\$550.00			\$550.00					
Tour Cost			\$1,100		\$1,650.00					
Tour Income: (None. Incl. with convention registration fee)										
Net Tour Income/Loss			\$1,100		\$1,650.00					
Fri. 9:00 am spouses, Aquarium & Antique Mall										
No. of Buses			1					1		
Bus Charter Fee		\$550.00	\$550		\$550.00			\$550.00		
No. of People			50					60		
Aquarium Admission	fare	\$4.00	200		240.00			\$4.00		
Tour Cost			\$750		\$790.00					
Tour Income: (None. Incl. with convention registration fee)										
Net Tour Income/Loss			\$750		\$790.00					
Sat. 8:00 am railfans, National RR Museum										
No. of Buses to Amtrak Station (round trip)			1					1		
Bus Charter Fee		\$400.00	\$400		\$400.00			\$400.00		
No. of People (limit: 60)			60					59		
Amtrak to Museum	fare	\$21.00	1,260		1,239.00			\$21.00		
Museum Admission	fare	\$3.00	180		177.00			\$3.00		
No. of Buses to National City Model RR Club (round trip)			1					1		
Bus Charter Fee		\$200.00	200		200.00			\$200.00		
Tour Cost			\$2,040		\$2,016.00					
Tour Fare		\$35.00						\$35.00		
Tour Income				\$2,100		\$2,065.00				
Net Tour Income/Loss				\$60		\$49.00				
Sat. 9:00 am spouses, Chaco Park cliff dwellings										
No. of Buses			1					1		
Bus Charter Fee		\$550.00	\$550		\$550.00			\$550.00		
No. of People (limit: 60)			50					52		
Chaco Park Admission	fare	\$6.00	300		312.00			\$6.00		
Cliff Dwellings Admission		\$2.50	125		130.00			\$2.50		
Tour Cost			\$975		\$992.00					
Tour Fare		\$35.00						\$35.00		
Tour Income (limit of 60 @ \$35)				\$1,750		\$1,820.00				
Net Tour Income/Loss				\$775		\$828.00				
Investment Income				\$200		\$197.47				
Registration										
		Basic Figures				Basic Figures				
Type		# People	Unit \$			# People	Unit \$			
NASG Member*, prior to 5/1		22	\$55.00		\$1,210	25	\$55		\$55	
NASG Member*, after 5/1		108	60.00		6,480	135	60		8,100.00	
Non-Member*, prior to 5/1		4	65.00		260	5	65		325.00	
Non-Member*, after 5/1		16	70.00		1,120	15	70		1,050.00	
Spouse, prior to 5/1		14	45.00		630	16	45		720.00	
Spouse, after 5/1		36	50.00		1,800	38	50		1,900.00	
Child, prior to 5/1		3	20.00		60	5	20		100.00	
Child, after 5/1		7	25.00		175	11	25		275.00	
Total Registration and Income		210			\$11,735	250			\$13,845.00	
No. of "Primary Registrants" (denoted by *)		150			180					
NASG Seed Loan			\$1,000	\$1,000	\$1,000.00	\$1,000.00				
Contingency Funds (10%)			\$1,715							

Summary Financial Records

<u>Expenses</u>	Plan		Actual	
	Expense	Income	Expense	Income
Facilities	\$2,000		\$2,000.00	
Food	3,239		4,048.10	
Fri. 12:00 noon railfans, Carthage Car Works	1,100		1,650.00	
Fri. 9:00 am spouses, Aquarium & Antique Mall	750		790.00	
Sat. 8:00 am railfans, National RR Museum	2,040		2,016.00	
Sat. 9:00 am spouses, Chaco Park cliff dwellings	975		992.00	
Swap Meet/Public Show	250		275.00	
Promotion	3,310		3,564.00	
Contest	1,000		860.00	
Miscellaneous	1,495		1,705.00	
NASG Seed Loan Repayment	1,000		1,000.00	
Contingency (10%)	1,715		n/a	
Total Expenses	\$18,874		\$18,900.10	
 <u>Income</u>				
Registration		\$11,735		\$13,845.00
Investment Income		200		\$197.47
Food		3,885		4716.00
Swap Meet/Public Show		1,650		1560.00
Auction		50		47.63
Sat. 8:00 am railfans, National RR Museum		2,100		2065.00
Sat. 9:00 am spouses, Chaco Park cliff dwellings		1,750		1820.00
NASG Seed Loan		1,000		1000.00
Total Income		\$22,370		\$25,251.10
 Net Income/Loss Subtotal				
		\$3,496		\$6,351.00
Less \$10 Non-Member Surcharge				
	\$200		\$200.00	
Net Income/Loss Total				
		\$3,296		\$6,151.00
 <u>Net Income/Loss Disbursement</u>				
to Sponsoring Organization				
		\$1,648		\$3,075.50
to NASG:				
Half of Income/Loss				
		\$1,648		\$3,075.50
Non-Member Surcharge				
		200		200.00
Total Income/Loss to NASG				
		\$1,848		\$3,275.50

C.4. Example Financial Reports for Post-Convention Reporting

Strip out the “plan” columns to create your final post-convention financial reports. These reports, along with your check in the amount of the monies due to the NASG, should be mailed to the NASG Treasurer. The examples below are typical.

Detailed Financial Report

			Actual	
			Expense	Income
Convention Facilities				
Grand Ballroom (requires 150 room-nights guarantee)			n/c	
Cotillion Room (exhibition hall)			\$1,800.00	
Seneca and Washington Rooms (clinic, contest)			n/c	
Board Room (BOT meeting)			200.00	
Hospitality Room			n/c	
Swap Meet Tables			n/c	
PA System for clinics etc.			n/c	
Total Facilities Cost			\$2,000.00	
Food (Banquet, Party)				
			Basic Figures	
Prime Rib or Salmon Dinner cost per person:		\$18.50		
23% tax/gratuity		\$4.25		
6% inflation (convention 2 yrs. ahead)				
Subtotal cost per person		\$22.75		
No. of people		170		
Banquet Cost:			\$3,867.50	
Banquet Income	fare	\$27.00		\$4,590.00
Party Food Cost per person:		\$3.50		
23% tax/gratuity		0.80		
6% inflation (convention 2 yrs. ahead)				
Subtotal Party cost per person:		\$4.30		
No. of People		42		
Party Cost			\$180.60	
Party Income	fare	\$3.00		\$105.00
Total Food Cost (170 people)			\$4,048.10	
Total Food Income				\$4,716.00
Net Food Income/Loss				\$667.90
Promotion				
Model RR Magazine Ads			\$622.00	
S Gauge Club Mailings			1095.00	
Convention Video Production			175.00	
VCR/TV rental at prior convention (rate x days)			110.00	
Misc. (postage, printing, supplies)			1562.00	
Total Promotion Cost			\$3,564.00	
Contest				
Plaques & Awards			560.00	
Judges' Honorariums			300.00	
Total Contest Cost			\$860.00	
Swap Meet/Public Show				
			Basic Figures	
Advertising Cost			275.00	
Total Show Cost			\$275.00	
No. of Tables Sold:		60		
Table Fee:		\$15.00		
Total Table Sales				\$900.00
Public Fee		\$3.00		
Public Attendance		220		660.00
Total Show Income				\$1,560.00
Net Show Income/Loss				\$1,285.00
Auction				
10% Rake-Off				\$47.63

Miscellaneous Expenses					
Convention Displays				\$165.00	
Ladies' hospitality expenses				97.00	
Convention Committee Meeting Expenses				210.00	
Module Expenses				583.00	
Convention Guide Printing				650.00	
Total Miscellaneous Cost				1,705.00	
Tours		Basic Figures			
Fri. 12:00 noon railfans, Carthage Car Works					
No. of Buses				3	
Bus Charter Fee				\$550.00	
Tour Cost				\$1,650.00	
Tour Income: (None. Incl. with convention registration fee)					
Net Tour Income/Loss				\$1,650.00	
Fri. 9:00 am spouses, Aquarium & Antique Mall					
No. of Buses				1	
Bus Charter Fee				\$550.00	\$550.00
No. of People				60	
Aquarium Admission				fare \$4.00	240.00
Tour Cost				\$790.00	
Tour Income: (None. Incl. with convention registration fee)					
Net Tour Income/Loss				\$790.00	
Sat. 8:00 am railfans, National RR Museum					
No. of Buses to Amtrak Station (round trip)				1	
Bus Charter Fee				\$400.00	\$400.00
No. of People (limit: 60)				59	
Amtrak to Museum				fare \$21.00	1,239.00
Museum Admission				fare \$3.00	177.00
No. of Buses to National City Model RR Club (round trip)				1	
Bus Charter Fee				\$200.00	200.00
Tour Cost				\$2,016.00	
Tour Fare				\$35.00	
Tour Income					\$2,065.00
Net Tour Income/Loss					\$49.00
Sat. 9:00 am spouses, Chaco Park cliff dwellings					
No. of Buses				1	
Bus Charter Fee				\$550.00	\$550.00
No. of People (limit: 60)				52	
Chaco Park Admission				fare \$6.00	312.00
Cliff Dwellings Admission				\$2.50	130.00
Tour Cost				\$992.00	
Tour Fare				\$35.00	
Tour Income (limit of 60 @ \$35)					\$1,820.00
Net Tour Income/Loss					\$828.00
Investment Income					\$197.47
Registration		Basic Figures			
Type	# People	Unit \$			
NASG Member*, prior to 5/1	25	\$55.00		\$1,375.00	
NASG Member*, after 5/1	135	60.00		8,100.00	
Non-Member*, prior to 5/1	5	65.00		325.00	
Non-Member*, after 5/1	15	70.00		1,050.00	
Spouse, prior to 5/1	16	45.00		720.00	
Spouse, after 5/1	38	50.00		1,900.00	
Child, prior to 5/1	5	20.00		100.00	
Child, after 5/1	11	25.00		275.00	
Total Registration and Income				250	\$13,845.00
No. of "Primary Registrants" (denoted by *)				180	
NASG Seed Loan				\$1,000.00	\$1,000
Grand Totals				\$18,900.10	\$25,251.10

Summary Financial Report

<u>Expenses</u>		
	Expense	Income
Facilities	\$2,000.00	
Food	4,048.10	
Fri. 12:00 noon railfans, Carthage Car Works	1,650.00	
Fri. 9:00 am spouses, Aquarium & Antique Mall	790.00	
Sat. 8:00 am railfans, National RR Museum	2,016.00	
Sat. 9:00 am spouses, Chaco Park cliff dwellings	992.00	
Swap Meet/Public Show	275.00	
Promotion	3,564.00	
Contest	860.00	
Miscellaneous	1,705.00	
NASG Seed Loan Repayment	1,000.00	
Total Expenses	\$18,900.10	
<u>Income</u>		
Registration		\$13,845.00
Investment Income		197.47
Food		4,716.00
Swap Meet/Public Show		1,560.00
Auction		47.63
Sat. 8:00 am railfans, National RR Museum		2,065.00
Sat. 9:00 am spouses, Chaco Park cliff dwellings		1,820.00
NASG Seed Loan		1,000.00
Total Income		\$25,251.10

Net Income/Loss Subtotal		\$6,351.00
Less \$10 Non-Member Surcharge	\$200.00	
Net Income/Loss Total		\$6,151.00

Net Income/Loss Disbursement

to Sponsoring Organization		\$3,075.50
to NASG:		
Half of Income/Loss		3,075.50
Non-Member Surcharge		200.00
Total Income/Loss to NASG		\$3,275.50

C.5. Example Convention Car Price/Cost Breakdown

200 Tank Cars

<u>Item</u>	<u>Cost Each</u>	<u>Cost Total</u>	<u>Sell Each</u>	<u>Sell Total</u>
Car Kit	\$17.25	\$3450	\$35.00	\$7000
Artwork	1.75	350		
Painting	1.90	380		
Advertising	3.00	600		
Shipping Box & UPS	2.50	500	3.50	700
Totals:	Cost	\$5280	Income	\$7700
Profit or (loss) – enter here and on Summary Financial Report				\$2420

D. SAMPLE FORMS

- Auction
- Clinic Data Sheet
- Model Contest Entry
- Photo Contest Entry
- Exhibition Space Reservation Form
- NASG Agreement for the Conduct of the NASG Annual Convention
- Advance of Funds for Convention

NASG Auction Receipt

Seller' Name: _____

**Lot
Description:**

Reserve Price \$ _____
(or "none")

Successful Bidder: _____

Successful Bid: \$ _____

Clinic Data Sheet

Please furnish the information requested below in order to help us set up properly for your clinic, and to schedule your clinic times so they don't conflict with the events for which you have signed up.

1. How would you like your clinic titled?

2. Provide a brief clinic description as you would like it to appear in the Convention Program.

What audience skill level is your clinic geared to?

Beginner Advanced General

What visual aids will you need?

Chalk board White board Overhead projector

Slide projector Screen

Other (describe) _____

What day/date will you be arriving at the Convention?

What Convention activities do you personally plan to take in?

We generally plan for clinics to run no more than 50 minutes. Will yours run longer?

Yes No If "Yes," how much total time? _____

Is there anything special we need to know about your clinic?

Thank you for your time and commitment. Please return this completed form to:

[name]
[address]

NATIONAL ASSOCIATION OF S GAUGERS, INC. MODEL CONTEST ENTRY FORM

Part A

Contest City _____ State _____ Date _____

Classification: Amateur _____ Craftsman _____ Master Craftsman _____

Category: Hi-rail _____ Kit & Converted _____ Scratchbuilt _____

Event:

Motive Power: Steam _____ Diesel & Electric _____

Rolling Stock: Passenger _____ Freight & MoW _____

Trolley/Interurban _____ Structures _____ Diorama/Module _____

Junior _____

Model Description: (i.e., B & O Steel Boxcar):

Model Exhibit No.: _____ Total Points Awarded _____ Award _____

	Max. Pts.	Judge A	Max. Pts.	Judge B	Max. Pts.	Judge C
Construction	20	_____	20	_____	20	_____
Detail	25	_____	25	_____	25	_____
Conformity	10	_____	10	_____	10	_____
Finish	20	_____	20	_____	20	_____
Scratch Material	25	_____	25	_____	25	_____
Totals	100	_____	100	_____	100	_____

Judges' initials _____

Fold bottom half under at this line

Builder _____ NASG No. _____

Street _____

City _____ State _____ Zip _____

Cut on this line

CLAIM TAG

Model Exhibit No.: _____

The undersigned has had an opportunity to read the NASG Contest Procedures and agrees to abide by them. It is recognized that the contest officials and judges shall have the sole discretion to select winner, perform their duties (which may involve handling the models) and, if necessary, alter the event in which this model is entered, as long as their actions are in accordance with NASG Contest Procedures.

I acknowledge return of the model. (signed) _____ Date: _____

**NATIONAL ASSOCIATION OF S GAUGERS, INC.
CONTEST ENTRY FORM**

Part B

This form to be completed by the exhibitor.

Model Exhibit No.: _____

CONSTRUCTION (*Check all that apply*):

Major Parts: Wood___ Metal___ Cardstock/Paper___ Plastic___ Other___
Minor Parts: Wood___ Metal___ Cardstock/Paper___ Plastic___ Other___
Fastening: ACC___ Glue___ Epoxy___ Drill & Tap___ Solder___ Other___

DETAIL: _____

COMMERCIAL PARTS: _____

CONFORMITY (*Check all that apply*):

Plans: Kit___ Mag. Article___ Prototype___ Self Drawn___ Other___
Photo: Model___ Prototype___ Composite of Many___
Free-Lanced (Y/N)___ If based upon prototype, please list it: _____

FINISH (*Check all that apply*):

Paint: Brushed___ Sprayed___ Masked___ Other___
Lettering: Decal___ Dry Transfer___ Preprinted___ Hand___ Other___
Weathering: Brushed___ Sprayed___ Pastels___ Stain___ Other___

Describe Methods: _____

SCRATCH MATERIAL (*List fabricated parts and assemblies*):

The exhibitor is urged to provide additional information such as photos, plans, sketches, parts lists, descriptions of difficult-to-make items and of patterns and molds made. Unusual details not normally found on models should be mentioned. Details and items not supplied with the kit (if the model is kit-built) should be listed. Etc., etc.

NATIONAL ASSOCIATION OF S GAUGERS, INC.
PHOTO CONTEST ENTRY FORM

This form to be completed by the exhibitor.

Photo Exhibit No.: _____

Contest City _____ State _____ Date _____

Photo Event Rules:

1. Exposure of the original negative or slide must have been made by the entrant personally.
2. Photos must depict a scene of which 50% or more has been created in 1/64th scale.
3. Each print must be at least 5" x 7" and no larger than 8" x 10" and must be mounted on an 11" x 14" rigid mount for display ease.

Title of Photo: _____

Brief Description: _____

Award: _____

Fold bottom part under top part on this line

Name: _____ NASG No.: _____

Street _____

City _____ State _____ Zip _____

NASG National Convention EXHIBITION SPACE RESERVATION FORM

Single Booth Space

Price each

<input type="checkbox"/> (Check box if desired)	Standard 6' x 8' space with 3'x 8' table w/cloth cover in front or back of space, 2 chairs, and an electrical outlet if needed: <input type="checkbox"/> yes <input type="checkbox"/> no	\$ ____
---	--	---------

Multiple-Booth Space

____ (Write in no. required)	Multiples of standard space, with one additional chair per additional table. Total no. of electrical outlets needed: ____	\$ ____
------------------------------	---	---------

Extra Tables

____ (Write in no. required)	Additional cloth-covered 3'x 8' tables: ____ (Must be used within space purchased above)	\$ ____
------------------------------	---	---------

Total enclosed: \$ ____

Special Requirements (if any): _____

Number of representatives tending your booth: ____

NAMES

	Registered as Convention Attendee?	
	yes	no

How will you be sending your display?

- Motor Freight.....
- UPS.....
- FedEx.....
- Bringing with you.....
- Other (specify): _____

Use this **Shipping address:**

[name] [street] [state, ZIP]

Make checks payable to _____ *[your Convention's name]* _____ **and enclose with this form. Postdated checks are unacceptable. NO REFUNDS FOR NO-SHOWS.**

Return this form to: [name]
[address]

Forms received less than 30 days prior to the Convention will be accepted on a space-available basis only.



_____(name of Sponsoring Group)_____/NASG AGREEMENT
FOR THE CONDUCT OF
THE _____(year)_____ NASG NATIONAL CONVENTION

This contract between the _____(group)_____, hereinafter called the Sponsor, and the National Association of S Gaugers, Inc., hereinafter called the NASG, covers all events and activities conducted as parts of the _____(year)_____ annual National Convention of the NASG, which will be held on _____, 20__ through _____, 20__.

1. NASG will make available to the Sponsor advance monies of \$1000 or more, interest-free. The Sponsor will request the monies in writing, via the "Advance of Funds for Convention" form, prior to the previous year's NASG Annual Convention. These monies will be provided no later than 90 days following the close of the previous year's NASG Annual Convention. In all accounting, these monies will be treated as fully refundable to NASG.

2. A surcharge of \$10.00 per non-NASG-member registrant will be collected as part of the convention registration fee, payable in total to the NASG. This surcharge will be treated as fully refundable to NASG. This surcharge may be waived for special events such as swap meets if such special event does not include normal convention activities and privileges. Such waivers must be approved by the NASG prior to approval of the final Convention Proposal.

3. Convention income is calculated as the sum of revenues from registration and banquet fees, any swap meets, sale of table space to dealers and individuals, and/or auction commissions associated with the Convention. Sale of any NASG Clearing House items or Sponsor items not specifically related to the Convention are not considered "convention income" and so should be omitted from Convention financial accounting. Examples of these include NASG track gauges, brass cars, jewelry, and tee shirts distributed by the NASG Clearing House, as well as club patches or decals vended by the Sponsor. Any non-traditional or novel item contemplated to be sold at the Convention by either the NASG or the Sponsor will be submitted for consideration to both the NASG Convention Committee and the Sponsor. A letter of agreement authorizing (or banning) sale of such item will be created as an addendum to this document.

4. The sale of any items related to the Convention, such as Convention cars, Convention patches, or Convention decals, are considered as part of the Convention income. The project plan and funding requirements must be submitted to the NASG for approval and funding commitment no later than nine months prior to the Convention. NASG has the option of declining to participate in the project, which would allow the Sponsor to proceed with the project on its own. If the Sponsor proceeds with such a project, it cannot be advertised or sold as an official Convention product.

5. Any profits from the Convention will be divided equally (50-50 split) between the Sponsor and the NASG.
6. Should the Convention yield a net loss, NASG will be liable for a maximum of one-half of such loss up to the maximum amount stated in Article III, Section 9 of the NASG Bylaws.
7. NASG will review and approve (or reject or request modification of) the convention budget, hotel/banquet contracts, or any other contracts the Sponsor enters into relating to the Convention. All revisions to such contracts must also be submitted for approval of the NASG.
8. The Sponsor will establish a separate checking account for all Convention-related funds.
9. The Sponsor will appoint a person to the position of Convention Treasurer, and the NASG Convention Chairman will review this appointment on behalf of the NASG. The Convention Treasurer will chair the Sponsor's Finance Subcommittee. The Convention Treasurer will be the only individual authorized to disburse and receive funds through the Convention checking account. An Alternate Treasurer or Assistant Treasurer should be designated to permit continuation of Convention business should the Convention Treasurer be unable to complete his/her assigned duties.
10. All over-budget expenditures must be reviewed by the Sponsor and the NASG Convention Chairman prior to payment.
11. The NASG will provide the Sponsor with advertising space in the NASG Dispatch at no charge. A total of two 2-sided and two 1-sided inserts will be provided in the NASG Dispatch at no charge to the Sponsor. Any additional inserts will be billed to the Sponsor at NASG's rate from the printer, and this expense will become part of the convention expenses. The amount of space and the publication timetable will be negotiated between the Dispatch editor and the Sponsor with review by the NASG Convention Chairman.
12. The Sponsor agrees to repay in full any monies advanced under this agreement, and all non-member surcharges, to the NASG within 90 days of the close of the Convention. The Sponsor will provide a complete accounting of all Convention finances to the NASG no later than 120 days following the close of the Convention. The Sponsor will forward the NASG's share of the profits (if any) to the NASG at that time. The NASG will retain the right to audit the financial records of the Convention, at NASG expense, for a period of one year following receipt of the final financial accounting.
13. The sponsor agrees to conduct a model contest using the current version of the NASG Contest Rules, which will be supplied by the NASG Contest Chairman. The NASG reserves the right to oversee the conduct of the contest in order to ascertain adherence to the rules.

(Sponsor's Convention Chair)

(date)

(NASG Convention Committee Chair)

(date)



National Association S Gaugers, Inc.

promoting 3/16 inch model railroading

ADVANCE OF FUNDS FOR CONVENTION

We the _____(group), to assist us in the preliminary activities involved with planning and holding the NASG National Convention for _____(year), request advance funds in the amount of \$_____ subject to the following conditions:

1. That the funds are to be returned to the NASG within 90 days of the close of the convention.
2. That the NASG will receive an analysis of the income and expenses of the convention within the same time frame.
3. That in case of the convention incurring a monetary loss, we the sponsoring group notify the Board of Trustees of the NASG within 120 days of the close of the convention so that the Board of Trustees may act in accordance with the By-Laws of the NASG.

(Signature, Convention Chair)

(Date of Request)

E. CONTEST ADMINISTRATION

This Appendix contains the following:

- Sponsor's Guide to Planning and Holding an NASG Model Contest
- Rationale for the NASG Contest Entry Form
- Responsibilities of the Sponsor to the NASG
- Judging Instructions
- NASG Contest Rules – Summary Version ("Short Form")
- NASG Contest Rules – Detailed Version
- Suggestions & Recommendations

E.1. Sponsor's Guide to Planning and Holding an NASG Model Contest

Purpose

The Sponsor is committed to holding a contest in accordance with the NASG Contest Rules (Appendices E.4. and E.5.). This section describes the functions of the contest and recommendations for setting up and running the contest.

The contest is held to encourage people to build and display S scale models. It should be an enjoyable experience for all involved and need not be a great burden to those who run the contest. The NASG Contest Committee stands ready to assist by answering questions, providing guidance, interpreting the contest procedures, and attempting to catch award errors before awards become public. Consult with the NASG officers to obtain the name, address, and phone number of the current NASG Contest Committee Chair.

Functions of the Contest

The contest is a major attraction of the Convention. The NASG believes that the contest fulfills the following functions:

- Display Models

The most basic function is to encourage members to bring models (and photos of models) for display at the Convention. In essence, the contest is an exhibit of the state of the model-building art. Attendees can see applications of the latest model-building techniques, uses of currently-available commercial parts (not necessarily in S scale) and materials, and a large array of prototypes to model.

The models exhibit conception and construction from available parts and materials, in addition to skill *per se*. After all, everything is new to someone who hasn't seen it before.

- Promote Model Building, which Promotes S Scale

One of the ways to promote S scale is to encourage the building of S scale models and then, from a personal development standpoint, the building of better models. By providing competition for recognition of "the best," the contest serves to push the state-of-the-art forward. Quite a few models are created, or are more carefully built, just "for the contest."

The model builders are a segment of the NASG that catches the attention of non-S scale model railroaders. Theirs are usually the models that appear in hobbywide publications or in all-scale (i.e., NMRA) contests. Beyond that, their consumption of parts, materials, and kits creates a part of the S scale market. Thus, to encourage model building is to encourage S scale.

- Recognize Builders' Efforts

Due to the growing availability of ready-to-run and "shake-the-box" equipment, S scale is no longer just a model builder's scale. Thus, the contest serves as a means to provide recognition to those who build models and display them for the enjoyment by the rest of us. It is our way of acknowledging their skill and thanking them for all the hours spent creating a model and bringing it to the convention for the rest of us to see.

The description that follows represents an ideal contest. Although not all contests will be ideal, a reasonable effort should be made toward that end.

The Sponsor's Contest Committee and Its Functions

The Sponsor is responsible for the following functions:

- Providing a contest room
- Check-in, security, and return of models
- Display of contest models in some sort of organized manner
- Judging
- Determining and declaring the awards
- Providing the NASG Contest Committee Chairman with the contest results

The Sponsor's Contest Subcommittee should consist of the following:

- Chair
- Three or four subcommittee members
- Three judges who have no other contest subcommittee duties during the convention
- People (preferably two, alternating) to man the contest room during check-in, display, and pick-up hours

Contest Room

The contest room should have only one entrance for viewers. The room must be locked during periods when no one from the contest committee is present. It should be easily found by convention attendees. The hours for check-in, viewing, judging, and pick-up should be prominently visible even when the room is locked.

The room should be large enough to have six model areas: Amateur, Craftsman, Master Craftsman, Photo & Junior, Diorama & Module, and Check-in. Although not part of the contest, a "display-only" area may also be included. Each area should consist of a group of tables and a large sign naming the area.

The number of models entered in contests in recent years has varied between 20 and 60.

Typically, the Craftsman category has as many models as the total of all other categories. Assuming that four or five models and their associated paperwork can fit on one 8-foot table, the following space can be allotted:

Amateur:	2 tables.
Craftsman:	7 or 8 tables.
Master Craftsman:	3 tables.
Photo & Junior:	1 table.
Diorama & Module:	2 tables.
Check-in desk:	2 tables with chairs.

These tables may be rearranged depending on the mix of contest entries. Expect contestants to want to store carrying cases, etc. beneath the tables.

Check-In, Security and Pick-Up

Check-in can normally be handled by one person, with a second person assisting at peak periods (typically Friday evening and Saturday morning). When checking in a model, make sure that an entry form (Appendix D) is also furnished by the entrant. Although entry forms will have been mailed out prior to the convention, be sure to have a supply on hand for those who do not come with a completed form. Those wishing to fill out the forms at the time of entry should be instructed to do so at the check-in desk. Make sure the description of the model on the entry form is complete enough to identify the model.

Create a list of entries, assigning each model a unique number which is recorded on each entry form. Each form should be compared against a current membership list to ensure that the entrant is an NASG member and that he/she is entering in a classification to which he/she is entitled.

A complete copy of the NASG Contest Rules must be available at the check-in desk. Other useful items include a stapler, pencils, paper, tape, scissors, plenty of entry forms, a calculator, and copies of this Appendix.

Each modeler should be shown specifically where to place his/her model. He/she should also be told that the model may be moved from time to time to accommodate other models in the same category, and for photographing. Models should be segregated into their respective classifications (Amateur, Craftsman, etc.) and within each classification by event (Motive Power - Steam, Rolling Stock - Freight, etc.). Entry forms and modeler-supplied papers and photos should be placed with the models.

Note: *No more than two models may be entered per person per event.*

The contest room should be locked at all times when there is no one present to watch the models. With two or more people staffing the room, alternating shifts can be worked out for keeping the contest room open as much as possible, and this is encouraged.

Models must be on display for at least one hour after the awards are announced. When the models are picked up, the staff person must recover and check the receipts from the entrants (see section E2 Part A).

Occasionally a modeler may want to temporarily remove his/her model to run on a layout (for example). Because the Sponsor is responsible for the models at this point, removal of the models is at staff discretion, including whether or not a receipt must change hands. The least that should be done is to check to see that the model actually belongs to the person desiring to remove it.

Judging

NASG provides a sample entry form (Appendix D) and an explanation of the entry form (in this Appendix). Contained in these are a breakdown of points and guidelines of how to award them. The judging staff should consist of three people who are not involved in the process of checking in the models unless it is particularly difficult to get enough people otherwise. The judges should be experienced model builders but not necessarily S scalers. The local NMRA organization may be a good resource for locating suitable judges.

The NASG Contest Committee Chairman, or his/her designated representative, will be available prior to the judging to meet with the judges and explain the allocation of points and the intent behind the point categories.

Because the primary purpose of the contest is to encourage people to build models and bring them to the convention, the judges have a critical role to play. Besides merely deciding the relative "worth" of a model, they have to do it in such a way as to minimize discontent. Short, encouraging, written comments on a small piece of notepaper go a long way toward promoting good feelings. A brief phrase or two stating specifically what could be improved to raise the score will also help achieve this.

Determining Awards

It's in the act of determining awards that organization pays off. More dissatisfaction has been created by laxity in this area than in any other aspect of the contest.

Because our aim is not simply to grade models but to encourage model builders, there are many more events for which awards can be made, than in similar contests in other organizations. To determine how awards are to be made, it's important to know exactly which models are competing against each other. This necessity is the basis for separating models by classification and event when they are first placed on the tables.

The NASG Contest Committee Chairman or his/her designated representative will be present at this time, or between the time of designating the awards and their public announcement, to ensure that the NASG Contest Procedures will have been followed. At recent conventions, the practice has been to announce the winners and present the certificates during the banquet. This is not necessarily the only way to publicize the winners. We recommend that you also place the awards next to the winning models and open the contest area to the convention attendees before the banquet. The advantages of this are that banquet award acknowledgments can be limited to best-in-class and best-in-show, and attendees have more opportunity to see which models won.

Awards, be they ribbons, certificates, or otherwise, should be planned months in advance.

Recording and Reporting Responsibilities

The Sponsor must provide to the NASG Contest Committee Chairman documentation identifying which models are entered, by whom, and in which classification, as well as the contest results. These results are important in determining which members are eligible for which categories in future contests. The NASG Contest Committee Chairman also forwards the results to the *Dispatch* editor (and the rest of the S gauge press).

The Sponsor's Contest Committee

As indicated earlier, there are a number of different tasks involved. A typical contest subcommittee consists of six to eight people. Listed below are the suggested duties of each.

Chair

- Supervise and coordinate the efforts of the subcommittee members and judges
- Ensure that all the tasks are carried out

The chair does not have to know a lot about the models or the contest procedures. However, he/she needs to be able to organize and persuade others to do the work assigned to them. They are the ones who have to know things.

The chair will probably do the following personally:

- See that contest entry forms are included in the convention registration packet.

- Ensure the planning for the contest area with its tables, chairs, signs and posted schedule.
- Line up the judges who will spend their time, typically Saturday afternoon, judging models.
- Arrange for awards to be created.
- Schedule subcommittee members to ensure that sufficient personal are available for model check-in, viewing, point tabulation, and check-out.
- Ensure that awards are presented according to NASG Contest Rules (along with some help from the NASG Contest Committee).
- Record and forward contest records to the NASG Contest Committee

Contest Subcommittee Members

THESE ARE THE PEOPLE WHO REALLY HAVE TO GIVE UP THEIR CONVENTION TIME. They deserve the bulk of the credit. They are the ones who will have to prepare the contest area, shift tables around, post signs, check in models, etc. They can be spouses or non-modeling friends or relatives, but they need to be fully conversant with the NASG Contest Procedures. These are the people who must be present at check-in and during the judging. The most knowledgeable member should handle the award determinations. REMEMBER, the NASG Contest Committee Chairman or his/her designated representative will be there to assist.

Judges

We're asking a lot from these people. They must be experienced model builders and at least two should have prior judging experience. They do not necessarily have to be S scalers, nor do they need to be familiar with S scale models. The NASG Contest Committee Chairman or his/her designated representative will be available to meet with the judges just prior to the judging to go over the judging criteria.

Miscellany

Over the years, various suggestions have been made by previous contest sponsor, contestants, and other S scalers. These suggestions are listed in this Appendix and may be followed or not at the discretion of the Sponsor.

Also included in this Appendix is a summary of the responsibilities of the Sponsor and the NASG to each other.

E.2. Rationale for the NASG Contest Entry Form

Part A

The NASG Contest Entry Form is designed to meet the needs of the exhibitors, the Sponsor, and NASG contest committees and the judges. The use of this form is mandatory.

The top portion of Part A describes the classification, category and event in which the model is entered. It also identifies the model.

The center of Form A guides and assists the judges in determining the merit of the model. Each judge is given a space to record the number of points he/she wishes to award in each aspect: Construction, Detail, Conformity, Finish, Scratch Material. Breaking down the judging in this manner provides the modeler with information on his/her specific strong and weak areas.

Aspect values are weighted toward the overall appearance of the model. Thus, quality of workmanship, amount of detail, and appearance of the model account for 65 percent of the total possible score. "Construction" refers to how well the model is put together. Are the corners square, are there gaps, are glue spots visible, are the wood surfaces fuzzy, are handrails and grabirons crooked, are window panes smeared with glue? "Detail" is just that. The more details, i.e., door knobs, guy wires, turnbuckles, uncoupling levers, headlight lenses, etc., the more points the model should get. "Finish" is especially important. A sloppy paint job or crooked lettering can spoil the look of any model.

"Scratch Material" refers to the items that the modeler fabricates (such as built-up window frames, turned diesel horns, handmade boxcar doors, brass tubing engine stack) instead of using commercial parts.

Finally, "Conformity" assesses how accurately the model replicates the prototype. Is the angle of the roof right, is the lettering (size and content) correct, are the proportions the same, do the details match up, is the paint color correct? For a freelanced model, the judges will have to draw on their own knowledge and experience to decide whether the model would look like this if the prototype really existed.

The remainder of Form A is for identification of the modeler. The filled-out claim tag should be cut off and given to the modeler so that he/she may reclaim the model. The identification portion remaining on the form should be folded under the top part of the form. Thus, when the form is placed by the model, the identity of the modeler is hidden from view.

Part B

It is unreasonable to expect a judge to notice all the little things that were done to produce a fine model. If a model is really well made, it's almost impossible to tell what the actual raw materials are, or whether components are scratchbuilt or commercial parts. Therefore, Part B is for the exhibitor to communicate to the judges just what was done to build the model.

The bottom of Part B is designed for the modeler to provide additional information that he/she considers important or relevant. Even the best, most experienced judge cannot know every prototype or remember every variation.

All of the Parts A and B together constitute the record of the contest. As such, they are to be collected at the conclusion of the contest and forwarded to the NASG Contest

Committee. Modelers wishing to retain the forms may request copies from the NASG Contest Committee. Any modeler-provided information must be returned to the modeler.

E.3. Judging Instructions

Judges must read all the paperwork (except the folded-under personal identification) accompanying each model, including entry form Parts A and B and whatever additional writings, photos, etc. the modeler may have provided. The judges' time taken reading the forms as they grade the models is well spent. As an example, a judge once downgraded a model for using preprinted wood sides. In fact, the modeler actually used decals. The decaling job was so good that the judge couldn't see the film or tell the difference. Although the judge's conclusion was actually a great compliment, it would have been much better if the work and effort were recognized. (Of course the model is to be judged, not the paperwork.)

Each judge is given a space to record the number of points he/she wishes to award for each aspect of the entry. The total is entered for each judge, then finally summed up and the total points awarded are recorded. The awards, if any, are determined after the judging and then listed. Breaking down the judging into specific aspects with set value ranges provides a mechanism for consistent judging. It also provides the modeler with helpful skill-improvement hints.

"Construction" refers to how well the model is put together. Are the corners square, are there gaps, are glue spots visible, are the wood surfaces fuzzy, are handrails and grabirons crooked, are window panes smeared with glue? All these are the types of questions each judge should consider to determine how many of this aspect's 20 points to award.

"Detail" is just that. The more details, i.e., door knobs, guy wires, turnbuckles, uncoupling levers, headlight lenses, etc., the more of the 25 points the model should get.

"Finish" is especially important. A sloppy paint job or crooked lettering can spoil the look of any model. Things to look for are missed spots where spray paint doesn't quite reach, runs where trim color bleeds onto another color, weathering applied in unexpected areas, noticeable decal film, brush marks, etc. All these can subtract from the 20 possible points.

"Scratch Material" refers to the items that the modeler fabricates as opposed to commercial parts. Such items as built-up window frames, turned diesel horns, handmade boxcar doors, brass tubing engine stack certainly entitle a model to earn more points than a completely identical one using Grandt Line windows, SouthWind horns, Stewart doors, or an SSL&S stack.

"Conformity" measures how accurately the model reproduces the prototype. Is the angle of the roof right, is the lettering (size and content) correct, are the proportions the same, do the details match up, is the paint color correct? For a free-lance model, the judges will have to draw on their own knowledge and experience to choose how many of the 10 points are deserved. They should be asking if the trucks correct (roller bearing trucks are not likely to be found on a 1900 era truss rod flat car), should an engine with a Wooten firebox have an oil tender, and so on. The question should be, "If the prototype did exist, would it look like this model?"

In all of this, a sense of balance and proportion must be maintained. Judges frequently have to weigh the value of a large model, say a 3-unit Alco RS-3 MU lashup, against a small model like an industrial switcher. If both are scratchbuilt, contain the same level of fabricated detail, and are otherwise of equal workmanship and finish, then it's easy to say that the MU lashup wins on quantity. However, if the MU lashup is not constructed well and the details are crude in comparison to those of the industrial switcher, then it's more difficult. After all, a large quantity of average work shouldn't necessarily win over a small amount of superior work. On the other hand, an exquisitely-made outhouse, even one that contains a

scale-sized Sears catalog inside and is made of individual boards, shouldn't necessarily win over an average job on a factory complex made of cardstock, with a lesser level of detail. This is what turns judges' hair grey as they try to decide which wins.

E.4. Responsibilities

The NASG Contest Committee shall maintain records of entry classification eligibility of each member, based on prior contest awards. (Note: Members who have never entered a contest are given the default category of "Amateur.")

NASG shall provide to the Sponsor:

- A copy of the NASG Contest Rules. Additional copies may be reproduced by the sponsor.
- A copy of both of the Contest Entry Forms and Short Form Rules. Distribution quantities are the responsibility of the sponsor.
- Current membership list, against which the membership and modeler classification of those wishing to enter the contest may be checked.
- Guidance in setting up and running the contest. This includes encouraging the person responsible for the following year's contest to assist in the administration of the current contest.
- A designated representative with full authority to make decisions requiring interpretation of the NASG Contest Procedures.

The Sponsor shall:

- Run the contest in accordance with the NASG Contest Rules, except where prior permission to deviate is obtained from the NASG Contest Committee Chairman.
- Provide the NASG Contest Committee Chairman with a complete listing of all exhibitors, the category and class in which they entered, the models entered, and the awards conferred. At the present time, a simple listing of the models by description, modeler name and entry number is used for this purpose, along with all copies of the parts A and B of the Contest Entry Forms (both Model and Photo).
- Segregate, in some manner, all other concurrent contests from the NASG Contest.
- Publicize the contest. This specifically includes enclosing the Short-Form Rules and Contest Entry Forms (or information on how to obtain them) in pre-convention mailings.
- Provide assistance in the administration of the contest preceding the one for which the Sponsor is responsible.

E.5. NASG Contest Rules – Summary Version (“Short Form”)

(These rules are only a partial summary of the NASG Contest procedures. In all cases the “NASG Contest Rules – Detailed Version” shall supersede anything expressed or implied in these Short Form rules.)

1. All NASG-sanctioned contests are open to NASG members in good standing, including family memberships.
2. Entries must be in 1/64th scale and made in the name of the builder. In the case of photos, the original negative or slide must have been exposed by the entrant personally. At least 50 percent of a photo scene must be in 1/64th scale.
3. In the case of ready-to-run models, a minimum of three modifications must have been made.
4. Modelers are divided into three classifications (Junior excepted): “Amateur,” “Craftsman,” and “Master Craftsman.” All models simultaneously entered by the same contestant must be entered in the same class. Modelers may “step up” to a more-skilled classification, and are encouraged to do so. However, they may never step back down again. Modelers are automatically “bumped up” to the next class by the winning Best-in-Show, Best-in-Class, two first-place awards, or a combination of other awards.
5. Categories within classes are:
 - a. Highrail: Models using AF or “highrail” trucks and AF-type couplers.
 - b. Kit & Converted: Models of which more than 50 percent of the materials were purchased preformed. This includes “tinplate” and R-T-R conversions and almost all kits.
 - c. Scratch-Built: Models of which 50 percent or more of the materials are fabricated by the modeler. This allows the use of commercial building materials that must be cut to size. Radical kit conversions may be considered to be scratchbuilt, depending on what was added.
 - d. Open: No distinction is made between the above three categories.
6. NASG-sanctioned contests will have the following events:

Master Craftsman – Open (no category subdivisions):

Steam Locos
Diesel & Electric Locos
Passenger Cars
Trolley & Interurban cars
Freight & MOW equipment
Structures
Dioramas

Craftsman categories:

<u>Highrail</u>	<u>Kit & Converted</u>	<u>Scratch-Built</u>
Steam Locos	Steam Locos	Steam Locos
Diesel & Electric Locos	Diesel & Electric Locos	Diesel & Electric Locos
Passenger Cars	Passenger Cars	Passenger Cars
Freight & MoW Equip.	Freight & MoW Equip.	Freight & MoW Equip.
	Structures	Trolley & Interurbans
		Structures

Dioramas

Amateur categories:

<u>Highrail</u>	<u>Kit & Converted</u>	<u>Scratch-Built</u>
Steam Locos	Steam Locos	Passenger Cars
Diesel & Electric Locos	Diesel & Electric Locos	Freight & MoW Equip.
Passenger Cars	Passenger Cars	Trolley & Interurbans
Freight & MoW Equip.	Freight & MoW Equip.	Structures
	Structures	Dioramas

Unclassified:

NASG Modules – Open

Junior– Open

Model Photos: Color Prints *(Note: Photos must be between 5"x7"*
 B & W Prints *and 8"x10" on an 11"x14" rigid mount.)*

7. Events may be combined within the same class after registration is closed if there is only one entry is made in an event.

E.6. NASG Contest Rules – Detailed Version

- I. These procedures are to be followed in any model contest sanctioned by the National Association of S Gaugers, Inc. (NASG). The contest-sponsoring organization may not alter any portion of these rules without obtaining the permission of the NASG Contest Committee Chairman (“CCC”).
- II. NASG-sanctioned model contests are open to NASG members in good standing only. This specifically includes family members. The sponsoring organization will obtain a current listing of NASG members from the NASG Membership Committee. NASG officers will be responsible for providing membership updating before and/or during contest registration. The NASG may choose to limit eligibility to members in good standing as of a date prior to contest registration. If this decision is made, prior announcement must be made in the S Gauge press and in any pre-registration information provided by the contest sponsor to potential conventioners.
- III. Any number of models may be entered by a contestant, but no more than two entries per person for each event. NASG does not require that an entrant be present at a sanctioned contest, but neither NASG nor the contest sponsor may be held responsible for loss, damage, handling, or postage costs involved with mailed-in entries. NASG disclaims any responsibility for lost or damaged models at NASG-sanctioned contests. The sponsor should either publicize that it is also not responsible or else provide itself with insurance. This does not absolve the sponsor from providing monitors when the contest room is open and either guards or sufficient security at other times.
- IV. Entries must be in 1/64th scale and must be made in the name of the builder(s) only, who must be eligible to compete. A custom-built model may not be entered by the current owner in his own name. Ready-to-run (R-T-R) models may not be entered merely as manufactured. A minimum of three modifications must have been made to the model. These may include painting or repainting as one of the modifications, lettering as another. Failure to note these modifications on the contest entry form may result in disqualification.
- V. Models which have been awarded a first place in any NESGA or NASG-sanctioned contest prior to 1973 may not be re-entered in an NASG contest. First-place winners in NASG-designated "Regional" contests may be reentered in contests in other "regions" and in NASG-designated "national" contests. A first place in a National contest may not be entered in future National contests. It may win subsequent regional contest awards but no model is eligible for first place in two different contests in the same region.
- VI. Modelers are divided into three classifications. They may step up to the next class but not downward.
 - A. Amateur: This class includes all modelers who have not won any of the following combinations in NESGA or NASG contests:
 1. Best-in-show, overall or for the Amateur class.
 2. Two First-Place awards.
 3. Four awards for Second-Place and/or Third-Place.Please note that modelers are to be encouraged to step up to the Craftsman class if they have not met the above requirements but are experienced modelers.

- B. Craftsman: This class includes anyone who has placed as in the above, plus it is open to others who wish to compete on this level. Two First-Place awards, or one Best-In-Show (either overall or for the class) in this class places the modeler in the Master Craftsman class.
- C. Master Craftsman: This class includes those mentioned in B above, plus it is open to those who feel their models are of the superior workmanship found in the class.

Note that this section applies to the contestant and not to the model. Therefore, all models entered by the contestant must be entered in the same class. Also, if a model is eligible for entry in a subsequent contest, it must be entered in the class in which the modeler is currently eligible to compete, regardless of the class in which the model previously competed.

- VII. Classes shall be broken down into the events listed in Section VIII. The events are structured in the following categories:
 - A. Highrail: These are any models using either American Flyer trucks or "highrail" (also called "hi-rail") trucks and American Flyer type or scale couplers. These models may lack some details on the underbody and end sills that would interfere with operation.
 - B. Kit and Converted: These are scale models on which more than 50 percent of the parts were purchased preformed by the modeler. This includes all but the most radical kit modifications and the conversion and detailing of "tinplate" cars and locomotives.
 - C. Scratch Built: These test the modeler's creativity and skills and are generally the most prized by their owners. NASG requires that 50 percent or more of the parts for a model in this category be fabricated by the modeler. Commercial model-building materials which must be cut and shaped may be considered "scratch" (e.g. roofing and siding stock, rail, wood, metal or plastic structural shapes).
 - D. Open: No distinction is made between Highrail, Kit or Scratch.

VIII. NASG-sanctioned contests will have the following events:

MASTER CRAFTSMAN CLASS

Open Category: Steam Locomotives
 Diesel & Electric Locomotives
 Passenger Cars
 Trolley & Interurban Cars
 Freight & MoW Equipment
 Structures
 Dioramas

CRAFTSMAN CLASS

Highrail: Steam Locomotives
 Diesel & Electric Locomotives
 Passengers Cars
 Freight & MoW Equipment

Kit & Converted: Steam Locomotives
 Diesel & Electric Locomotives
 Passenger Cars

Freight & MoW Equipment
Structures

Scratch Built: Steam Locomotives
Diesel & Electric Locomotives
Passenger Cars*
Trolley & Interurban Cars
Freight & MoW Equipment
Structures
Dioramas

AMATEUR CLASS

Highrail: Steam Locomotives
Diesel & Electric Locomotives
Passenger Cars
Freight & MoW Equipment

Kit & Converted: Steam Locomotives
Diesel & Electric Locomotives
Passenger Cars
Freight & MoW Equipment
Structures

Scratch Built: Passenger Cars
Trolley & Interurban Cars
Freight & MoW Equipment
Structures
Dioramas

UNCLASSIFIED

NASG Modules: Open

Model Photos: Color Prints
Black & White Prints

Junior: Open

Note 1. Many possible events are not included. These are generally not applicable to the situation and have had little or no demand in the past. Other events may be added if the sponsor feels the addition justified, but the sponsor must gain prior approval from the CCC.

Note 2. An NASG module is defined as a module that meets NASG module standards.

Note 3. Photo Event Rules:

- a. Exposure of the original negative or slide must have been made by the entrant personally.
- b. Photos must depict a scene of which 50 percent or more has been created in 1/64th scale.
- c. Each print must be at least 5" x 7" and no larger than 8" x 10" and must be mounted on an 11" x 14" rigid mount for ease in display.

Note 4. Junior Event Rules:

- a. The Junior event shall be open to all those who are 16 years old or less and who meet the requirements of sections II and III above.
- b. The Junior event shall consist of models eligible as per sections III and IV above.
- c. The Junior event must have a First-Place awarded; and if two or more models are entered, a Second-Place must be awarded. The awarding of Third-Place and/or Honorable Mention is strongly encouraged but is at the sponsor's discretion.
- d. Models entered in the Junior event may not be simultaneously entered or receive an award in any other event in the same contest. However, this does not disallow a model from being entered in the Junior event one year and another event the next year, but not the reverse, as long as all other requirements for the particular event are satisfied.

Events may be combined or split prior to the contest with the approval of the CCC and announcement by the sponsors and made known to the contestants when they enter.

Events may be combined after registration is closed if only one entry is made in one or each of the events involved. Combinations must be made within the same class and follow a logical progression. While these rules allow combining, it is not NASG policy to recommend it. If the judges feel that each of the combined models is deserving of a First-Place in its intended event, then the combination should not be made.

Each of the Amateur Class final events must have a First-Place awarded; and if two or more models are entered in the event, a Second-Place must also be awarded. Unless the sponsors require a First-Place award in each event, the judges may withhold the First-Place award in any event in the Craftsman and Master Craftsman classes if, in the opinion of the judges, none of the models entered is of sufficient caliber to rate a First-Place in that event. In such a situation, a Second-Place must be awarded.

"Diorama" is defined as a group of models and/or scenery combined to give a unified scenic effect. A single structure may be mounted on a scenic base with or without track and rolling equipment and entered in the appropriate "Structures" event. It will be judged solely on its merits as a structure while scenery and track are ignored by the judges (except that the design and use of the structure may be more fully understood). A model may not be entered simultaneously in Structures and Diorama events.

- IX. The contest sponsor will select its judges. There shall be a minimum of three contest judges. If more than three judges are involved, all models in an event are to be judged by the same three judges. However, some other combination of three may judge another event simultaneously to speed the judging process. The sponsor is responsible for determining that each judge is an experienced model builder, familiar with railroads and model railroading.
- X. Judges generally may not have any entries in the contest. Exceptions may be granted only by the decision of the CCC and only in such cases where an event is not judged by a person having an entry in that event. Judges may not accept gratuities from any individual in any connection with the contest or the convention with which it is a part. However, they may receive compensation for their time from the contest sponsoring organization. Violations of this rule will result in the

individuals involved being barred from participating in all future NASG-sanctioned model contests or until such time as the CCC may determine.

- XI. Contest registration at conventions must be of adequate duration and scheduling for all conventioners to have an opportunity to enter. The starting and cut-off times must be announced in advance (in pre-convention information) and made available in convention programs.
- XII. The use of NASG Model Contest Entry Forms is required and sample quantities are available from the CCC. Distribution quantities are the responsibility of the contest sponsor.
- XIII. The sponsor must have at least one copy of these rules at the contest registration desk. A copy shall also be available in the judging area.

The Short-Form Contest Rules are available from the CCC. NASG provides only samples of these forms. Distribution quantities are the responsibility of the contest sponsor. The Short-Form Contest Rules shall be mailed out with pre-registration information and also provided at the contest registration or convention check-in.
- XIV. During judging, only sponsoring committeemen, NASG contest officials, and legitimate press photographers may be allowed in the contest judging area. However, in no instance will any contest entrant be present during the judging except as may be determined by the CCC.
- XV. In each event, the method of selecting the winners will be the choice of the judges. NASG recommends that the point system on the model contest entry form be used.
- XVI. Each event shall have First-Place and Second-Place awards provided for. The sponsor may also provide for Third-Place or Honorable Mention at the judges' discretion.

The sponsor may provide a "Best-In-Show Award" for each class, overall, or some combination, although it is not required. Determination of which models deserve such an award shall be at the judges' discretion.

Some form of permanent prize must be given for winning models. This may be in any conventional form such as ribbons, plaques, certificates, cups, etc. Whether to also award a monetary or other material prize to certain or all winners is left to the discretion of the contest sponsor. NASG does not recognize any need for such additional compensation.
- XVII. Any or all of the awards may be announced in any order at an appropriate ceremony. Or, they all may be displayed next to the winning entries.
- XVIII. Adequate time shall be provided, after the awards are made known, for the conventioners to view the award-winning (and other) entries. This shall be a minimum of one hour.
- XIX. The NASG Contest Committee requires a record of all entries and prizes won. This is to ensure that the contestants are staying within correct classes and to provide an update on the classification listing to the next sponsor, as well as to maintain contest records. The completed Entry Form "Part A's", showing the number of points and award won (if any), shall be used for this. The obtaining of this record is part of the sponsoring committee's responsibility in obtaining an official NASG sanction.
- XX. The CCC shall have the full right and responsibility for the final decision of interpreting and applying these procedures to any situation as may arise. This includes the authority to add to, delete, suspend or modify such procedures, on either

a temporary or permanent basis, as may be determined by the CCC to be in the best interests of the NASG.

- XXI. From time to time the CCC shall designate (in writing) a representative whose task shall be to carry out some or all of the responsibilities required of the CCC in these procedures. Such representatives shall act with the full authority of the CCC within the areas specified in the written designation.

E.7. Suggestions & Recommendations

The following is a list of items that are not required by the NASG contest rules but have been suggested by sponsors, exhibitors, and attendees to increase enjoyment or to ease the entering or viewing of the contest. Additional suggestions or comments on the suggestions listed are requested and welcome.

1. Contest publicity should note an address to which questions can be directed, or from which copies of the contest entry form can be obtained in advance of the contest. Requiring the use of an SSAE is reasonable.
2. The NASG contest rules allow for the model press photographers to take photos during judging. However, although the NASG Contest Committee Chairman encourages this, it is at the discretion of the contest sponsor and judges.
3. Attendees (other than the press) wishing to photograph the models should be allowed to schedule time for this, in advance, during "off-peak" viewing hours when they can work undisturbed.
4. If the winners are to be announced at the banquet, then an effort should be made to identify the award-winning models. By doing this, those viewing the models, after the announcements will have their attention called to those models which have won awards. Means of accomplishing these may be the use of colored (1st-Blue, 2nd-Red & 3rd-Yellow) ribbons, stickers, or felt-tip marker stripes on the contest entry forms.
5. It is believed by some (and the point is debatable) that the number of models entered in the contest tends to increase if a rebate (\$1 or \$2) is offered for each model entered. The sponsoring committee may wish to do this. There is nothing in the NASG Contest Procedures requiring or preventing this.
6. It is also believed by some (and again the point is debatable) that the number of models entered in the contest tends to increase if attractive prizes are offered for winning models. Typically, these prizes are solicited from the manufacturers and dealers. Again, there is nothing in the NASG Contest Procedures requiring or preventing this. However, the NASG Contest Committee Chairman has reservations about this practice and, while not objecting to it, does not endorse it.
7. It seems more likely (but still, the point is debatable) that any promotion of the contest, be it a rebate, prizes or whatever, tends to increase the number of models entered proportional to the amount of promotion.
8. In order to maintain continuity in the manner in which the contest is run, it is strongly recommended that the person responsible for the following year's contest assist in the judging and award determination of the current year's contest. The experience gained in doing so will provide a sound understanding of the task for the following year. The efforts are rewarded by having the assistance of a representative of the 2nd following year's contest at the following year's contest.

Anyone's comments and suggestions are most certainly welcome. The forms and rules are meant to evolve over the years as difficulties in using them are noted and changes are made.

F. PAST CONVENTION CITIES

<u>Year</u>	<u>City</u>	<u>Type</u> <i>blank = stand-alone</i>
1961	New York, NY	
1962	Woburn (Boston), MA	
1963	East Greenbush (Troy), NY	
1964	Willow Grove, PA	
1965	Rochester, PA	
1966	Toronto, ON	
1967	Tarrytown, NY	
1968	Nashua, NH	
1969	Alexandria, VA (Washington DC)	
1970	Hershey, PA	
1971	Syracuse, NY	
1972	Kansas City, MO	
1973	Willow Grove, PA	
1974	Worcester, MA	
1975	Elk Grove Village (Chicago), IL	
1976	Ottawa, ON	
1977	San Jose, CA	
1978	Silver Spring, MD (Washington DC)	
1979	Princeton, NJ	Joint/NMRA regional
1980	Milwaukee, WI	
1981	Syracuse, NY	
1982	Cleveland, OH	
1983	Woburn (Boston), MA	
1984	Buffalo, NY	
1985	Sacramento, CA	
1986	Novi (Detroit), MI	
1987	Oak Brook (Chicago), IL	
1988	New Brunswick, NJ	
1989	Kansas City, MO	
1990	Pittsburgh, PA	Joint/NMRA national
1991	Syracuse, NY	
1992	Cleveland, OH	
1993	Valley Forge, PA	Joint/NMRA national
1994	Vancouver, WA (Portland, OR)	SBR (Tandem)/NMRA national
1995	Altoona, PA	
1996	Dearborn (Detroit), MI	
1997	Westminster (Denver), CO	
1998	Worcester, MA	
1999	St. Paul, MN	SBR (Simultaneous)/NMRA national
2000	San Jose, CA	Joint/NMRA national
2001	Scranton, PA	
2002	Cleveland, OH	
2003	Oconomowoc (Milwaukee), WI	
2004	Arlington Heights (Chicago), IL	
2005	Altoona, PA	
2006	Pontiac, MI	
2007	Baltimore, MD	
2008	Lowell, MA	

G. RESOURCES (NAMES, ADDRESSES)

NASG Convention Committee Chairman:

Lee M. Johnson
2472 Lariat Lane
Walnut Creek, CA 94596-6635
(925) 943-1590
e-mail: leemax@jps.net

NASG Treasurer:

Michael Shea
488 Sonewood Avenue
Rochester, NY 14616-3623
(716) 865-4978
e-mail: MikeShea@frontiernet.net

S Gauge/NASG Website webmaster:

Michael Greene
167 Westford Street
Dunstable, MA 01827-2405
(978) 649-7010
website: <http://www.nasg.org>
e-mail: webm@nasg.org

Contest Chairman:

James Whipple
1719 Middle Road
Glenshaw, PA 15116
(412)-487-3364
e-mail: rwhipple+@andrew.cmu.edu

H. ACKNOWLEDGEMENTS

The following individuals have made significant contributions to this document:

William H. Holt, Jr.
Lee M. Johnson
Richard N. Karnes
Silas Kayle
Kent L. Singer
James Whipple

The content of this document is based in part on a composite of the following materials:

Bristol S Gaugers, "Time Table No. 50," The Minuteman Express, 1998
Ciareglio, John III, "Final Report," 1998 Minuteman Express Convention,
April 20, 1999
Johnson, Lee M., Proposal for Hosting the 2000 Annual Convention of the
National Association of S Gaugers at San Jose, California," Jan. 13, 1999
Miller, Larry, "Convention Handbook," National Model Railroad
Association, July 1981
Pacific Coast Region, NMRA, "Convention Manual," 1984
Pacific Southwest Region, NMRA, "Convention Manual," 1989
Singer, Kent L., "Proposal for Holding the 1991 Annual Convention of the
National Association of S Gaugers at Syracuse, New York," June 2, 1989
Singer, Kent L., "The Sponsor's Guide to Planning and Holding an NASG
Model Contest," May 1984