

APPENDIX C

NAWCC REGIONAL SUMMARY REPORT

Regional Name: _____ Regional Date: _____

Host Chapter Name & #: _____ Co-Host Chapters: _____

Convention Facility: _____
NAME CITY STATE

Total # Registrations # Pre-Registered #Walk-ins

BUDGET ACTUAL BUDGET ACTUAL BUDGET ACTUAL

Mart Room: _____ Sq. Ft. No. Tables Available: _____ No. Tables Sold: _____

Number of Hotels: _____ Total Rooms Blocked: _____ Total Rooms Booked: _____

Exhibit Theme: _____ Number of Speakers: _____

No. attending banquet: _____ Type of banquet: Dinner, _____ Lunch _____ Breakfast _____

No. New Members: _____ No. of Sponsored Visitors: _____

No. Renewal Members _____ No. of Escorted Visitors: _____

Income: Budget: _____ Actual: _____

Expenses: Budget: _____ Actual: _____

Net: Budget: _____ Actual: _____

Registration Software Used:

Preregistration _____

Walk-in Registration: _____

Comments: _____

Name of General Chairman: _____

Report Submitted by: _____ Position: _____ Date: _____

Submit report to: National Convention Committee Chairman
Address as per given in Mart or Bulletin

Report required to be submitted within 90 days of date of Regional.

Rev 10/2006