

NATIONAL COMMITTEE PROCEDURES

CRAFTS COMPETITION

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

Functions of the National Committee:

1. Committee Chairman:

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

2. Task Force on Exhibit Setup and receiving Entries.

- a. Be on hand to assist Host Committee receiving of entries.
- b. Handle any problems which might arise with respect to entries.
- c. Oversee proper Identification and Labeling of entries and affixing of identification numbers on entries prior to judging.
- d. Following judging, oversee attachment of labels identifying class . winners.

3. Task Force on Awards:
 - a. Make certain of the availability of certificates, ribbons, and medals prior to Convention.
 - b. Affix awards to successful entries after judging.
4. Task Force on Photography:
 - a. Assist photographer provided by the Host Committee in getting photos.
 - b. Work with photographer to obtain the kinds of photos needed for the Bulletin.
5. Task Force on Publicity:
 - a. Prepare article to accompany photos to be published in the Bulletin.
 - b. Find ways to encourage craftsman to enter future competitions.
6. Task Force on Rules:
 - a. Observe how current rules work during competition.
 - b. Suggest changes of current rules based on new requirements.
 - c. Make written recommendations to Committee Chairman for needed changes for consideration by Chairman.