

Northwest Blacksmith Association

Conference Coordinators Manual

This Manual is in the care of:

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Thank you!

Northwest Blacksmith Association



Conference Manual and Workbook For Conference Coordinators:

- **Policies & Procedures**
- **Checklists & Timeline**
 - **Contact Lists**
 - **Contract Forms**
 - **Budget Forms**
- **Reimbursement Lists**

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Northwest Blacksmith Association

Reference Copy of NWBA Conference Manual

There are a number of differences between this Reference Copy, and a Working Copy, of the NWBA Conference Manual.

- 1.) A **Working Copy** is in a ring binder, while this **Reference Copy** is in a presentation folder.
- 2.) A **Working Copy** has a full set of Index Tabs, for ease of finding Forms, Lists and topics quickly.
- 3.) A **Working Copy** has multiples of all Forms and Lists, while this **Reference Copy** has only a single example of each. See Table of Contents, second page.
- 4.) A **Working Copy** contains about 50 sheets of blank, ruled filler paper for making notes for future reference.

October, 2006

Northwest Blacksmith Association

Conference Coordinators' Manual

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- **Contact List, NWBA, 2006 – 2 ea.**
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- **Demonstrators Contract Forms – 6 ea.**
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Policies Relating to NWBA Conferences & their Coordinators – 2 pages

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Northwest Blacksmith Association

Procedures, keyed to the Checklist:

Conference Budget:

The conference budget is the single most important exercise you can perform in ensuring the success of your conference. A Budget Form keyed to the Checklist has been provided for your convenience. The board expects that the budget will be accomplished in stages, and that it is, until finalized, continually being revised and updated.

Conference Coordinators shall submit a Preliminary Budget, with preferences for site, dates, demonstrators, etc., to the board for approval, before any contracts can be signed. Upon this approval, Site and date selection can take place. After your chosen facility has given you the necessary information, and the board has approved the site and available dates, you can start working on the real budget.

Your Conference Budget should be submitted to the board for approval at the earliest practical opportunity, and in no case later than nine months (3 board meetings) before the conference date. Earlier is always better than later. Keep a copy of each budget prepared, from preliminary to finished, in the manual, for reference

Conference Coordinators who fail to submit a budget on time risk being replaced by order of the board.

For many items, exact figures will not be known, and target figures may be used, but figures that appear to be unrealistic will be closely scrutinized. A budget is admittedly a forecast of future revenues and expenses, but it must be realistic, and as complete as possible.

The board may set limits on specific budget items.

The optimum time to begin work on your budget is as soon as the site and dates have been confirmed as available.

You should expect a somewhat larger attendance at a fall conference than at a spring conference and a larger attendance at a Washington conference than at an Oregon conference. Please take these realities under consideration when making your budget, to give yourself and the NWBA a better chance for a financially successful conference.

Negotiating Contracts:

Contracts will need to be negotiated for the Site Rental, the Demonstrators, the Hands-On Instructors, and the Caterers.

All Contracts shall be executed in duplicate, sending both copies to the recipient, and requesting a signed copy in return. Make photocopies of all the signed contracts you receive, forwarding the originals to the Treasurer with copies to others as necessary; and keeping a copy in the Manual.

The Fairgrounds will have their own contract, and the caterers may as well. The Conference Manual will include forms for the Demonstrators' Contracts, and for the Hands-On Instructors.

Things to remember about Contracts:

Expect to have to negotiate for what we need. The Fairgrounds may offer one or more standard packages; but the NWBA is not your standard organization, and we do require certain things. Be up-front in stating what we require, after the contract is signed, it's too late to negotiate, and extras always cost more then, if they can be gotten at all.

Not all vendors (fairgrounds, caterers, etc.) are equally amenable to negotiation. We may not be able to have a conference at any and all fairgrounds; indeed, there are some that simply cannot accommodate our group, for various reasons. The same is true with caterers, demonstrators and rental yards.

Site Selection:

The nominal order of things is to have the Spring Conferences in Oregon, and the Fall Conferences in Washington. There are exceptions, of course. Many conference sites are near the I-5 Corridor; there are exceptions to this, too.

The board may stipulate, or express a preference for, a specific site.

This will change with time, of course, but as a rule of thumb, look for a facility in the \$2000 to \$3000 ranges for the 4 days (Thursday set-up and Friday through Sunday conference).

Conference Dates:

Spring conference dates should be mid to late April; if no facility is available then, dates into May are preferable to March, as March is colder.

Fall conference dates are typically the first or second weekend in October.

Items we need to include in negotiating for a Conference Site:

- a. We will have open flames. We assume that the Fairgrounds will contact the Fire Marshall if there is a concern on the part of the Fairgrounds. We do not contact him directly, nor do we volunteer to.
- b. Accordingly, there may be a fire permit fee, as an add-on, or included in the package.
- c. The NWBA will not be serving alcohol, but some people will bring beer or wine for dinner and afterwards.
- d. Camping Fees and Rules are sometimes negotiable; best arrangement is to have the fairgrounds take care of collecting fees & enforcing rules. A Camper-friendly facility for both RV's and tents is a necessity.
- e. Always ask about fairground rules on dogs.
- f. Always aim to have exclusive rights to the grounds on the conference weekend, as this avoids having non-blacksmithing people and their unsupervised children wandering/running through our activity areas. If we cannot get exclusive rights, and we have time, explore another facility as an alternative. Our insurance will have a large problem with an incident involving someone from outside our group.
- g. Does the Fairgrounds have personnel and a forklift, to assist with unloading/loading of equipment? Can that be included in the package?
- h. Does the Fairgrounds have adequate bleachers, and are they moveable? Will the Fairgrounds place them in the demonstration area(s) for us?
- i. Does the Fairgrounds have 240 volt single phase power, or 230/460 3-phase power, available in the demonstrator area(s)? If not, can it be arranged by the facility, or must we rent a generator? Always assume at least one power hammer, sometimes two.
- j. Are there, or can there be, concessions on the site for lunches and/or breakfast items? If there are onsite concessions, do they have exclusive rights, so that we would be precluded from having our own coffee and snacks?
- k. On the subject of concessions, do we have free choice of local caterers for the Saturday dinner, or is there a caterer who has exclusive rights at the facility?
- l. Is there a covered area for Tailgate Sales?
- m. We need a covered area for Vendors; this can be with the tailgate sales, but may also be separate.
- n. How convenient is parking? Do we need to stay out of specific areas?

Renting the Site:

Renting the site (usually fairgrounds) includes:

1. Meeting with fairgrounds managers,
2. Reviewing their standard contract, rules and regulations,
3. Making sure they understand all of our requirements,
4. Inquiring about any necessary additional permits,
5. Making sure the facility is camper-friendly,
6. Inquiring about electrical power availability,
7. Obtaining a schedule of their fees and charges, including camping fees, and deposits,
8. And any other issues specific to your conference, per the list above.
9. Negotiating the terms, conditions, and price for the rental package, and any foreseeable extras that must necessarily remain as extras.

Providing the Deposit:

Get approval of the NWBA board for the site, its costs and the desired dates. Negotiate the rental contract. Provide the facility with the necessary deposit in a timely manner, by applying to the Treasurer. Forward a copy of the Contract to the Treasurer, and a second copy to the Insurance Chair. The Treasurer may have to provide his signature on the Contract. Getting the deposit paid in a timely manner will make things go more smoothly, and avoid crises.

Site Selected: _____

Conference Dates: _____

Site & Dates approved by board on: ____/____/____

Finances for Conferences:

All the large expenditures, i.e., Site Rental, Demonstrators, Hands-On Instructors, Caterers, etc., will be paid for by your application to the Treasurer, accompanied by the proper paperwork. Any other vendors that can be persuaded to apply directly to the Treasurer for payment should be so persuaded. Incidental expenditures should be handled on your personal accounts or credit card, and reimbursed for by the Treasurer. It is helpful to make a list as you go along and it is essential to keep the vendors' receipts for presentation to the Treasurer, as no payment can be made without a proper receipt. Dating your entries will prove helpful.

Demonstrators:

Your choice of demonstrators is a key ingredient of the conference. Their fees are one of the top three most expensive conference costs. (Site Rental, Demonstrators' Fees, and Catering are the Big Three.) Using overly expensive demonstrators will push the conference registration fees upwards, causing some to grumble and others to forego attending. It is true that a few will always grumble, but we don't want to turn many people away because of high costs.

Current NWBA Policy dictates that only one of the two main demonstrators be from outside the Pacific Northwest. This is largely based on the reality of the high travel expenses involved in bringing in outside demonstrators from a distance. If an International Demonstrator is desired, current policy is to coordinate with another organization and their event(s), so that the travel costs can be spread amongst two or more groups.

Demonstrators' cost factors not only involve the demonstrator fees, but travel and lodging as well. Your budget form reflects this. Local NWBA members will sometimes host out-of-town demonstrators in their homes to help the NWBA keep its costs contained.

No one likes to see costs continually rising, especially not the larger ones, like the demonstrators' fees. To be fair, however, we ask more of our demonstrators now than we used to. Not too many years ago, when the conferences started at noon on Friday, and the demonstrators took turns demonstrating in front of the one set of bleachers, each demonstrator would only work two 3 to 4 hour sessions. Nowadays, we expect them both to work morning and afternoon on both Friday and Saturday, and Sunday morning, too. That's five sessions apiece. Of course they want more money; you would, too.

Negotiating with Demonstrator Candidates:

It is better to approach the demonstrator candidates with a stated budget amount, rather than to ask what their fee is. Work with your director in charge of events, for preliminary figures to use in your negotiations, and for a realistic idea of how much leeway you have over and above your first offering, if necessary. We may not be able to afford all desirable candidates.

Notes: _____

Ranges of figures to expect:

Current board guidance on budget figures for demonstrators: \$750 to \$1000 for a local or regional smith, \$1250 for national smiths from a distance, and \$1500 and upwards for international candidates. Expect travel for out-of-northwest candidates to be \$500 or more, and International candidates will spend \$1500 or more on travel. Lodging will need to be arranged as well. The board must approve fees and expenses in excess of these guidelines.

Some demonstrators will require a partial, or advance payment, especially if from elsewhere, as they will incur travel expenses well in advance of the conference. Apply to the Treasurer for this in a timely manner, and make a note of the due date(s).

Demonstrators' Contracts:

Contract Forms are provided for your convenience, and no monies will be disbursed without a signed contract. This includes advances for travel expenses, of course. Note date(s) you receive signed contract(s).

Demonstrator #1: _____

Fee: \$ _____ **Travel:** \$ _____ **Lodging:** \$ _____

Notes: _____

Demonstrator #2: _____

Fee: \$ _____ **Travel:** \$ _____ **Lodging:** \$ _____

Notes: _____

Hands-On Instructors:

Currently, 3 or 4 hands-on instructors seems to be appropriate for both the scheduled Hands-On times, and for the amount of equipment we have in the teaching stations.

Originally, the Hands-On Instructors were unpaid volunteers, and the equipment we had was limited to a mix of what the local smiths were willing to haul to and from the conferences. With a much more comprehensive array of workshop tools available, we have more recently taken the approach of paying our hands-on instructors a stipend. There are both pros and cons to this approach.

While some Instructors would prefer to donate their time, and get adequate satisfaction from being asked to lead an NWBA workshop, others will do a better job, and be better prepared, if a stipend is expected. Neither approach is always the more appropriate.

The Contract form for the Hands-On Instructors has provision for the candidate to choose to donate his or her time if that is their preference. You might make mention of this. In any case, any materials costs are to be reimbursed by the NWBA, unless of course, they wish to donate them, too.

The amount of the stipend paid has varied from \$200 to \$250 having been \$250 more times than \$200. It would be most appropriate that any instructors receiving stipends at any given conference would receive identical amounts.

Please also suggest that it would be most appropriate if any objects made by the Instructor would be donated to the Auction.

Selecting Hands-On Instructors for your conference:

This is an area in which you can expect to be able to delegate some work and responsibility to someone else. The Chair of the Education Committee, one of the NWBA directors, has this task in his job description. Work with him to make a list of candidates, and perhaps a short list of subjects that would be particularly appropriate for your conference and its theme. Then let him go and round them up. He will take care of getting them to sign their respective contracts, and scheduling them, as well as making sure that their subjects are appropriate.

Expect the Education Chair to report back to you with their names and contact information when he has them lined up.

Hands-On Candidates:

- 1.) _____ **Phone #:** _____
- 2.) _____ **Phone #:** _____
- 3.) _____ **Phone #:** _____
- 4.) _____ **Phone #:** _____
- 5.) _____ **Phone #:** _____
- 6.) _____ **Phone #:** _____

Materials & Supplies for the Instructors (and the Demonstrators, too):

General supplies for the conference will be covered later on, but a few words regarding materials for the Instructors and the Demonstrators may be in order here.

We expect the Hands-On Instructors to bring pre-cut stock for their classes in order to maximize the students' project time. If this is not possible, something should be worked out between the Hands-On Instructor(s) and the Education Chair.

We would not expect the Demonstrators to bring their own materials, except perhaps if they are local, but should ask them what they need us to provide.

Notes: _____

NWBA Trailers:

We have two trailers; one has the registration, auction, refreshment and display equipment & supplies, 2 sets of bleachers, the sound systems and the NWBA Signs; the other has the teaching stations and tools. These trailers are necessarily stored in secure locations between conferences, sometimes at the location of the last, or of the next conference, and sometimes at other places.

You will need to find out where they are (they need not be together), arrange for them to be brought to the facility if they are elsewhere, and arrange for them to be moved and stored at an appropriate place or places until the next conference.

Both trailers are heavy; the teaching trailer is heavier. Neither trailer should be moved by anything less than a ¾ ton truck. A 1-ton is necessary for the teaching trailer. Both trailers have surge brakes, so electric brakes are not absolutely necessary.

Both trailers will need to be on the conference site by mid-day on Thursday before the conference, for set-up.

1.) Registration Trailer located: _____

Who will bring it? _____

Phone #: _____

Where will it go afterwards? _____

Who will take it? _____

Phone #: _____

2.) Teaching Trailer located: _____

Who will bring it? _____

Phone #: _____

Where will it go afterwards? _____

Who will take it? _____

Phone #: _____

Schedule of Events:

You will find a schedule of events to both be helpful and necessary; helpful because it serves to remind you how everything fits together, and necessary because you will need to have it for submission to the *Hot Iron News*, and for any fliers or promotions of the conference.

Sending advance copies of the schedule to the demonstrators, hands-on instructors, and anyone involved, who wants to know where they fit in, puts everyone on the same page.

Guidelines for the Schedule:

- 1.) Our conferences now run all day Friday, Saturday, and Sunday until noon.
- 2.) Both demonstrators work that same schedule, typically 9 am 'til Noon, and 1 PM 'til 4 or 5 PM on Friday & Saturday, with final assembly of their projects on Sunday morning.
- 3.) Hands-on sessions run Friday & Saturday, but not on Sunday, to allow ample opportunity to re-load the teaching trailer with all the tools and equipment.
- 4.) Be sure to include any special demonstrations, displays, or appearances.
- 5.) Include slots for Saturday dinner, meeting, auction, open forge times on Friday & Saturday and Clean-up time on Sunday.
- 6.) Include everything you can think of, because if it's not on there, someone will want to know, or assume it's not being done.

Submission of Schedule of Events:

Schedule of Events shall be submitted to the Chair of Publications & Communications, electronically, 6 months in advance of the conference, to allow ample time (two issues) for promotion of your conference. Chair of P&C will provide it to the Editor of the *Hot Iron News* and to the Webmaster for Blacksmith.org,

Availability of Schedule at conference:

Have 200 copies of the Schedule of Events for handing out at the registration table, by 8am Friday of the conference. Thursday afternoon at conference set-up is better.

Fairground Rules and Camping rules & Fees:

Submit Fairground Rules and Camping Information to the Chair of Publications & Communications, who will provide it to the Editor of the *Hot Iron News* for publication along with the Events Schedule.

Catering:

One of the larger expenses will be catering the Saturday Dinner; this has been running \$4500 to \$5000. Expect to have to sign a contract; it is good business practice for both parties.

Check with past conference hosts for recommendations for a caterer from the area where your conference will be held. If you are fortunate enough to find a caterer we have had a good experience with in the past, you will have a head start. Otherwise, it may take some time to find a good caterer. It is important to start working on the caterer and menu early on.

Tips for catering the dinner:

Portion size can be an issue; blacksmiths have good appetites. It is one thing to not have planned for enough people. It is another to run out of food when the head count is correct. Neither is desirable, as the results are the much the same.

Some caterers will want to control portion size; this will require that the caterers have servers, which also has a cost. Caterers who provide Barbecue-style meals generally figure on larger portions as a matter of course, and don't exercise much control over portion size.

Plan your menu to give people some choices if you can. There have been some dinners we would prefer **not** to repeat; these would include: "The Just Pizza Meal" and the "KFC Deep Fat Fried Chicken Only Meal".

Once you have a preferred menu, or two alternate menus, and an estimated head count, you can inquire about the total cost. Arithmetic will give you cost per person. You want to be in the \$12 to \$15 per person range, and not in the \$20 to \$25 range.

Another point to inquire about is the option of adjusting the count upwards if the registration is running more than expected. Some caterers will allow this up to 10am or 11am, rarely noon, on Saturday. **If** and **when** are both important to know. A typical scenario might be to start with 275 people, guaranteeing to buy 275 dinners, with the option to bump it up to 300 or 325 by 10am on Saturday if the registration count is running heavy.

Deposit for Caterer:

Most caterers require half in advance; this is standard. Apply to the treasurer for this, with a copy of the caterer's contract.

Refreshments:

It is the responsibility of the Conference Coordinators to arrange for refreshments. Select someone who can arrive an hour early each day, as the coffeemakers take about an hour to produce decent coffee. The coffeemakers and water coolers will need to be tended throughout the day, and evening, too. Have coffee, juice and snacks ready at the start of each day (8am) in the registration area, and the water coolers in the demonstration area(s).

If the buildings where the coffeemakers are located require Fairgrounds personnel to unlock them each morning, be sure to arrange for this to happen by 7am or earlier.

Some negative feedback has been received regarding just coffee & doughnuts. There seems to be a growing awareness that snacks consisting of just sugar & fat, washed down with caffeine, are less acceptable to many than they used to be, and it seems appropriate to have a variety of offerings available. Refreshments may seem like a small consideration, but nothing creates more grumpy people faster than a lack of decent refreshments.

The coffeemaker is kept in the Registration Trailer, along with cups, plastic spoons, etc. The Registration Crew is NOT in charge of food and drinks; they already have enough to do. The person or persons taking care of the refreshments will need to survey the supplies available in the trailer and purchase any necessary supplies locally. It is important NOT to buy supplies until the stock on hand has first been looked at.

When buying refreshments, buy a bit more for Saturday than for Friday and less for Sunday.

Refreshments Clean Up:

Plan for someone to do clean-up daily, and for someone to clean, dry completely, and pack things away into the trailer at the end of the conference. This person should take note of what supplies need replenishing.

Refreshment Personnel:

No one wants to spend the whole weekend tending the coffeemakers, water coolers and apple cores. Put one person in charge, but spread the task among 2 or 3 or more. Have someone do morning set-ups, someone else afternoons, and a third, evenings. You may be able to delegate this area to someone who will take care of the other helpers, clean up and scheduling.

Refreshment Personnel Candidates:

- 1. _____ **Phone #:** _____
- 2. _____ **Phone #:** _____
- 3. _____ **Phone #:** _____
- 4. _____ **Phone #:** _____
- 5. _____ **Phone #:** _____

Tables & Chairs:

Check with the facility for these; sometimes they are available at the site, other times we have to rent them from an outside source.

You will need to seat around 300 to 400 people at the Saturday Dinner, but this figure may have to be revised according to the specific conference. Be sure to include 6 to 10 tables more for the caterer's use.

Tables and chairs will also need to be provided for the Registration, Sales, Archives, Library, Gallery, and Auction Items areas. You can figure about 28 tables for those, assuming 8 ft. tables. If the tables available are only 6 ft. long, recalculate (add a third more).

Some other functions, like the repousse workshops, require a few tables & chairs, too.

Supplies (Consumables):

If the demonstrators will be using coal or coke, you will need to provide it. If you don't know how much to provide, ask the demonstrator or instructor who will be using it. Propane is always a given; we currently figure on 10 of the large tanks, from a local rental store. There will be a delivery and pickup fee in addition to the rental of the tanks.

We will, of course, also pay for the Propane used, and we generally have two choices. The rental yard will gladly refill the tanks, and charge accordingly. However, we can usually refill the tanks ourselves for significant savings, if we can locate a farm store or other supplier where we can refill them on Sunday, and then return them to the facility, where the rental yard can pick them up on Monday. This second option sometimes costs as little as half what the rental yards charge.

Things to remember regarding Propane:

- 1.) Propane tanks must be carried in an **open** truck, and set upright on the ground for refilling. Tanks must be secured during transport; they may be strapped to the side, front, or, if laying down, to the floor of the truck body.
- 2.) Technically, any quantity of Propane in excess of 1001 lbs. **(including the weight of the tanks)** requires placards. Transporting 5 tanks in each of two trucks will get around that requirement.
- 3.) Most facilities now require Propane tanks to be left outside the buildings, per the Fire Marshall's regulations.
- 4.) Strapping the tanks to a post, fence, or a sidewall will keep things safer, and people happy. It probably doesn't matter whether you use chains, ropes or cargo straps, but use something. You can expect a visit from an Inspector representing the Fire Marshall sometime during the conference. He needs to be kept happy.

Steel:

Steel for the demonstrators, steel for the hands-on areas, steel for Berkley's chains; we use a bunch at every conference. You will need to ask the demonstrators and the Hands-On Instructors if there are specific sizes required for their projects.

It is sometimes appropriate to ask a local steel supplier if they would donate part or all of what is needed for the conference. You will get a variety of responses, but you never know until you ask. Some of the local NWBA smiths may also choose to donate some steel to the cause.

Tee-Shirts:

Tee-shirts are the responsibility of the Conference Coordinators, but like the Refreshments, are probably best delegated to someone for follow-through. Ina Culberson has more experience in this area than anyone else, and she currently is willing to handle the process to facilitate consistency in design choices and ensure quality of product.

The Conference Coordinators should decide on a design as soon as possible after the conference theme has been selected. If no design is forthcoming, at least an idea that we can take to a graphics design person is required.

Guidelines:

1. Only good quality Tees: Anvil, Hanes Beefy Tees, Port & Company.
2. 100% Cotton.
3. No baby blue, white, or mustard color.
4. A quantity of 100 shirts, in a variety of sizes, Medium to XXL.

Conference Theme: _____

Description of Artwork: _____

Sketch below:

Conference Advertising or Promotion:

Board members, and others, distributed flyers among their local vendors, as a trial exercise for the Spring 2006 Conference in Monroe, Washington, in an attempt to attract new members and additional conference attendees. This effort was successful to some degree.

Check with your Director in Charge of Events for the current board perspective on advertising for your conference. If the board approves of advertising flyers for your conference, work with the Chair of Publications & Communications to design and print an appropriate number of them, and have them distributed at least three months in advance of the conference dates.

The People you work with:

As a Conference Coordinator, you have a large responsibility, and at the same time, a really good opportunity to bring the NWBA a great conference.

You will be working with many different people; if you have read through this manual from the beginning to here, you are already aware of working with most of the following persons or groups:

- a. The NWBA Board, from whom you seek approval for the choice of site and available dates, and for your preliminary and completed budgets;
- b. The NWBA Director in charge of Events, who is your board contact between board meetings;
- c. The Treasurer, to whom you apply for any necessary deposits and reimbursements, and with whom you should consult on contracts;
- d. The Chair of the NWBA Insurance Sub-committee, to report the insurance requirements of the rented facility;
- e. The Chair of the Education Committee, to whom you may delegate the selection of Hands-on Instructors, their scheduling, the subjects of their workshops, and their contracts;
- f. The Chair of the Publications & Communications Committee, regarding publication requirements for the Hot Iron News, Webmaster, and any promotional materials.
- g. The Administrative Crew, who ALWAYS do the Registration, Badges, Tee-shirt sales, Gallery, and Auctions, and who should ALWAYS be asked in advance of the conference and NEVER be taken for granted;
- h. The Sound System Person, for Sound Services in the Demonstrator Areas, for the Business Meeting, Auction, and any Slide Shows, etc.
- i. The Refreshment Team, whomever you pick, who will make the experience enjoyable for the welcoming touch that good refreshments bring to the conferences;
- j. The Facility's management team, with all their rules and regulations, details of all sorts, and their cooperation with set-up on Thursday;
- k. The Fire Marshall, who will most likely wish to speak with you about our use of the facilities, and who will undoubtedly send out an Inspector on Friday or Saturday;
- l. The local Rental Yard, for their Propane and perhaps chairs & tables and more;

- m. The Caterer;
- n. Someone to pick up out-of-town demonstrators at the airport;
- o. The person or persons to arrange for demonstrators' lodging if needed;
- p. The people who set up for the conference on Thursday;
- q. The people who tear down and clean up on Sunday.
- r. The people who will bring, and take away, the NWBA trailers;
- s. And, all the others whom I have neglected to mention above.

This is why we give you 4 pages of Contact List forms, so you can keep track of them all.

Please do make use of the Contact List Forms, so that future Conference Coordinators working on their conference, in the same area, may be able to take good advantage of your hard work. You will have the same in return should you be working on a future conference, too.

Vendors:

In this instance, we are referring to the Vendors who come to sell things to us at the conferences. Grant Sarver and his tongs & tools, Norm Larson and his books, and others.

Current NWBA board guidance is that we do not charge vendors for the space they use. Admission is charged. Primary Vendor must be, or become, an NWBA member. Helpers are admitted as guests.

It will be helpful to be in contact early on with any vendors you are already aware of for your conference, so that you can offer to have an announcement of their presence at the conference placed in the HIN in advance. This amounts to limited free advertising.

You may also want to inquire locally with any potential vendors that you think may be desirable to include. A local vendor may appreciate the opportunity to participate in our conference.

The Conference Manual contains a half-dozen Vendor Contract Forms for your use. **The most important item is the Certificate of Liability Insurance;** we need it in advance. You may need to be persistent in obtaining it. The Vendor's Insurance agent can send it to you via fax.

Conference Tear-Down:

It's almost over, all but the dirty work. The Demonstrators will be finishing up their projects at their morning sessions, if they haven't already done so.

There aren't any Hands-On Workshops on Sunday mornings, so the Teaching Trailer can be loaded with almost everything whenever you can muster some help. After Noon, everything else goes, too.

Sunday Tear-Down is when the people who aren't officially on your conference team appear out of nowhere to help put stuff away and clean up. These people get very little recognition; it might be worth your while to take note of whom your last-minute helpers are.

Please use the space below to make note of any difficulties in the teardown routine, and how they were resolved, along with anything else you think future conference coordinators might find helpful. Use additional pages as necessary.

Notes: _____

A Thank-you for the people you work with:

It is the responsibility of the Conference Coordinators to make sure people receive thank-you letters or cards in appreciation of their efforts promptly following the conference. Some people help out once in a while. Others seem always to be there when you need them. Without each member of your team, it would all be an impossible task, and not everyone can be mentioned onstage at the conference.

Reimbursements & Financial Report:

As the Conference Tear Down progresses, you will want to get together with the Treasurer, with your list of expenditures for reimbursement, while you are still both at the conference site. He will be prepared to write a check for any and all expenses you have incurred.

Paperwork for all expenses may not be available yet, as last-minute items always seem to occur. You can always send the rest to the Treasurer by mail, with a separate list.

The NWBA board will receive a financial report of the conference, prepared by the Treasurer, and your list of expenditures is crucial to our financial picture of the conference. Please make sure that your list of reimbursed expenses is complete, and be sure to note on your list what the expenditure was for, i.e., supplies, repairs, refreshments, flyers, etc.

Each item on your list will be assigned an expense category and included in the Conference Financial Report.

Returning the Conference Manual & Workbook:

When you are certain that there are no more items to add to the workbook, and nothing is yet outstanding, forward the manual/workbook to the NWBA Treasurer. Please do this within a week or ten days of the end of the conference.

The Treasurer will review it for any additions since he last saw it (at the conference), and then he will forward it to the Director in charge of Events. The Director of Events will extract all useful information from your handwritten notes, contact lists, etc., and add this information to our database, for the benefit of our future conferences and their coordinators.

The notes of your experience and others will be used to up-date the information and periodically revise the procedures in the Conference Manual. The purpose is to make the task of organizing a conference, which is not a small one, at least a smoother one, and one whose result is more consistent from one conference to the next.

Your contribution is greatly appreciated.

The NWBA Board, 2006

Northwest Blacksmith Association

Conference Coordinators Checklist/Timeline

_____ Conference, _____, __, Dates: _____, 200__

| # | Item | Date | Notes |
|----|---|------|-------|
| 1 | Preliminary Budget Submitted | | |
| 2 | Preliminary Budget Approved | | |
| 3 | Site, Dates Selected | | |
| 4 | Site, Dates Submitted | | |
| 5 | Site, Dates Approved | | |
| 6 | Site Rented | | |
| 7 | Site Deposit Sent | | |
| 8 | Demonstrator #1 Selected | | |
| 9 | Demo. #1 Contract Signed | | |
| 10 | | | |
| 11 | Demonstrator #2 Selected | | |
| 12 | Demo. #2 Contract Signed | | |
| 13 | Budget Revised | | |
| 14 | Hands-On Instructors Delegated to Education Chair | | |
| 15 | Hands-On Instructors Signed | | |
| 16 | Equipment Rentals Arranged | | |
| 17 | Borrowed Equip. Scheduled | | |
| 18 | Trailer Drivers Contacted | | |
| 19 | Trailer Destinations Selected | | |
| 20 | Schedule of Events Submitted | | |
| 21 | Caterer Signed | | |
| 22 | Refreshment Crew Selected | | |
| 23 | | | |
| 24 | Finished Budget Submitted | | |

Northwest Blacksmith Association

Conference Coordinators Checklist/Timeline

_____ Conference, _____, __, Dates: _____, 200__

| # | Item | Date | Notes |
|----|---|------|-------|
| 25 | Supplies Determined | | |
| 26 | Suppliers contacted | | |
| 27 | Propane Supplier Arranged | | |
| 28 | Tee Shirt Design Selected | | |
| 29 | Advertising Flyers Designed | | |
| 30 | | | |
| 31 | Registration Crew Invited | | |
| 32 | Auctioneer Invited | | |
| 33 | Auction Crew Invited | | |
| 34 | Archives Chair Invited | | |
| 35 | Sales Team Invited | | |
| 36 | Badges Invited | | |
| 37 | HIN Archives Invited | | |
| 38 | Sound Person Invited | | |
| 39 | | | |
| 40 | | | |
| 41 | Vendors Signed | | |
| 42 | Local Vendors Contacted | | |
| 43 | | | |
| 44 | | | |
| 45 | | | |
| 46 | | | |
| 47 | Receipts submitted for reimbursement | | |
| 48 | Thank-You notes Sent | | |

Northwest Blacksmith Association

Conference Coordinators Checklist/Timeline

_____ Conference, _____, __, Dates: _____, 200__

| # | Item | Date | Notes |
|----|------|------|-------|
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Please record all significant events in developing your conference plan.
Thanks!

Northwest Blacksmith Association

Budget for NWBA _____ Conference, 200__

Site Rental:

Basic Fee: \$ _____
Permits: \$ _____
Misc.: \$ _____
Total Site Fees: \$ _____

Demonstrator #1: \$ _____
Travel & Lodging: \$ _____
Demonstrator #2: \$ _____
Travel & Lodging: \$ _____
Hands-On Instructors: \$ _____
Total Demonstrators & Instructors Fees: \$ _____

Catering: \$ _____
Refreshments: \$ _____
Total Food & Beverage: \$ _____

Equipment Rental: \$ _____
Tables & Chairs Rental: \$ _____
Total Other Rentals: \$ _____

Supplies:

Coal, Coke, Propane: \$ _____
Steel: \$ _____
Other: \$ _____
Total Supplies: \$ _____

Tee-Shirts: \$ _____
Other: \$ _____
Total Merchandise: \$ _____

Total Conference Budget: \$ _____

Break-Even Point: Number of attendees X Registration Fee = Budget \$\$

Tip: Use 2 sets of numbers, one for Members, a second for guests.

_____ Members X \$ _____ Reg. Fee = \$ _____

_____ Guests X \$ _____ Guest Fee = \$ _____

_____ Total Attendees; \$ _____ Income

Northwest Blacksmith Association

Demonstrator's Contract for the _____, 200__ Conference,
to be held at _____, _____ from _____ to _____.

I, _____, agree to participate in the above NWBA Conference as one of the two principal demonstrators, for the sum of \$ _____. I estimate my travel expenses at \$ _____. The NWBA agrees to advance travel expenses, and to reimburse lodging expenses incurred during the conference.

Regarding lodging, I prefer the following: _____
_____.

The subject of my demonstration will be _____, and

I intend to make (a) _____ as my project piece(s). I agree that any and all project pieces will become the property of the NWBA and that the NWBA may choose to auction it/them off, or to place it/them in the NWBA Archives for future display.

I will need the following equipment, tools, services, and/or materials to be furnished by the NWBA:

1. _____
2. _____
3. _____
4. _____

I acknowledge that the conference sessions run from 9 am to Noon and from 1 pm to 4 or 5 pm on both Friday & Saturday, with Sunday morning available for final assembly if necessary, and/or for extra topics of interest.

I agree to hold the NWBA and its Officers & Directors harmless for any and all incidents which may occur at the conference, and am aware that the NWBA has liability insurance for its conferences and sanctioned workshops.

NWBA Representative's Signature: _____ Date: _____

Print Name: _____ Contact Phone#: _____

Demonstrator's Signature: _____ Date: _____

Address: _____, _____, _____

Phone, Fax, Cell #'s: _____

Email: _____

Northwest Blacksmith Association

Hands-On Instructor's Contract

NWBA _____ Conference, _____, ____, Dates: _____, 200__

I, _____, agree to teach a Hands-On Class during the above NWBA Conference, during one of the regular sessions.

Regular Sessions are Friday Morning, Friday Afternoon, Saturday Morning, and Saturday Afternoon, and each session will be 3 to 3-1/2 hours in length. I expect that the class will be limited to 6 students unless the Education Chair and I agree that the project lends itself to more.

My subject will be _____, and I intend to make _____ as my Project Item(s).

(Please provide additional details, a list of materials, and/or a sketch in the space provided on the back.)

This has been cleared with the Chair of the Education Committee.

I agree to bring pre-cut stock for the class in order to maximize the students' project time. I also understand that any costs for materials necessary for the class will be reimbursed by the NWBA, unless I wish to donate them.

I understand it is customary for the Instructor to donate his or her Project Item to the NWBA Auction. All Hands-On Instructors pay their own Conference Fees.

There is a stipend available, in the amount of \$ _____, for teaching this class. If I am teaching this class to fulfill the requirements of an Al Bart Grant, I acknowledge that I will be unpaid. The NWBA also recognizes that some persons may prefer to donate their time and effort.

I will incorporate good safety practices throughout the class time, and stress the NWBA's requirements for wearing safety glasses in all demo and work areas.

Project Details:

Materials List:

Sketch below

I agree to hold the NWBA and its Officers & Directors harmless for any and all incidents which may occur at the conference, and am aware that the NWBA has liability insurance for its conferences and sanctioned workshops.

Signature of Instructor: _____ **Date:** _____, 200__.

Address: _____ **Phone:** _____

NWBA Signature (Education Chair): _____

Phone: _____ **Fax:** _____

Email: _____

Northwest Blacksmith Association

Vendor Contract

Event: _____ Conference in _____, ___ Dates: _____

Company Name: _____

Address: _____, _____, _____

Contact Person: _____ Phone: _____

Persons attending event: (Please Print)

1. _____ Phone: _____

2. _____ Phone: _____

3. _____ Phone: _____

4. _____ Phone: _____

Fees: There is no charge for the space used by your company, but admission to the event is charged, due and payable in advance. The Principal Vendor is charged for membership and conference admission, with all others charged at guest rates (one-half conference admission). This provides for coverage under the NWBA Insurance, and fulfills our obligation to the insurance carrier. It also affords you and your staff full access to all the activities, including Saturday Dinner.

Vendors are provided space according to their needs, and basic electrical power. Vendors supply all their necessary display materials, i.e., tables, etc. Vendors who register far enough in advance of the event will receive mention of their presence in our publication, the *Hot Iron News*, in the issues previous to the event. You may furnish text for this announcement in the *Hot Iron News*; space for same is provided on the back of this form.

If you intend to demonstrate a product or service, please provide details on the back of this form, along with any electrical power requirements your equipment may have.

If you have questions regarding this contract, please contact the NWBA representative for this event: _____ Phone: _____

Northwest Blacksmith Association

List of Receipts for Reimbursement

NWBA _____ Conference, _____, ____, Dates: _____,
200__

| # | Vendor | Date | Invoice # | Description | Amount |
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Page Total: \$ _____

Northwest Blacksmith Association

Policies relating to NWBA Conferences & their Coordinators:

- 1. Each NWBA conference shall be planned and executed by at least two NWBA members.**
- 2. Conference Coordinators shall serve at the pleasure of the board, and shall be accountable directly to the Director in charge of NWBA Events.**
- 3. One or more of the Conference Coordinators shall be an NWBA director. All Conference Coordinators shall commit to attending all board meetings between their confirmation and the execution of the conference.**
- 4. Conference Coordinators and/or the NWBA Board shall decide who the Lead Coordinator for a conference will be; both shall receive the Conference Coordinator's Manual for that conference, from the Director in charge of Events, but the Lead Coordinator shall be responsible for completing the various forms in the Manual.**
- 5. The NWBA Conference Manual shall be used to plan, execute, and document the conference.**
- 6. Each manual shall be returned to the Director of Events after the conference, with all necessary pages filled out.**
- 7. Conference Coordinators shall adhere to the following timeline:**
 - Site and Dates locked in a year in advance.**
 - Budget submitted no later than 9 months before conference.**
 - Demonstrators' and Schedule of Events info submitted to Chair of Publications & Communications Committee 6 mos. in advance.**
- 8. Contracts shall be executed for Site Rental, all Demonstrators & Hands-On Instructors, and for Catering.**
- 9. No more than one Out-of-Northwest Demonstrator shall be engaged for any conference.**
- 10. An International Demonstrator shall be engaged only when he or she can also be scheduled to assist with another organization's event(s), so that the travel costs can be split amongst two or more groups.**

- 11. Hands-On Instructors and their subjects, scheduling & contracts shall be coordinated by the Chair of the Education Committee.**
- 12. Hands-On Instructors shall pay their own conference fees.**
- 13. Hands-On Instructors who are fulfilling their obligations for receiving an Al Bart Grant shall not be paid.**
- 14. Hands-On Instructors shall stress safety issues as an integral part of their Sessions.**
- 15. Coordinators shall submit all information for publication in the Hot Iron News, or on the NWBA website, or for promotional flyers, to the Chair of the Publications & Communications Committee.**
- 16. Vendors selling and/or demonstrating products or services at the conferences shall be or become NWBA members and pay conference fees to attend; their helpers shall be charged admission as guests.**
- 17. Vendors shall not be charged a space fee.**
- 18. Vendors shall furnish a Certificate of Liability Insurance in advance of the conference.**
- 19. Coordinators shall record all expenditures on the Reimbursement List(s) provided, and submit them to the Treasurer for payment.**
- 20. All expenditures shall be documented by a vendor's invoice or receipt, and no reimbursement shall occur without proper receipt.**
- 21. Coordinators shall strive to document all negotiations, contacts, challenges and solutions, for the benefit of the NWBA.**
- 22. Coordinators shall invite all personnel who participate in the execution of his or her conference, to do so, especially the persons who "always" do certain tasks.**
- 23. Coordinators are responsible for issuing a Thank-You to all personnel promptly following the conference.**