NER CONVENTION - SPRING 2004

ITEM	PERSON RESPONSIBLE	DATES			COMPLETED	REMARKS
	TO SECURE/ARRANGE	TARGET	LATEST	ACTUAL	Yes/No	
Hotel						Contract signed by Glasstetter
100 rooms	Sardaro				Yes	70 @ Holiday, 30 @ Hampton
Banquet Facility	Sardaro				Yes	Menu selected
Complimentary Rooms	Sardaro					Call the Hotel(Two per early letter)
Function spaces	Sardaro				Yes	Little/no room for layouts
Layout space	Sardaro					Call the Hotel
Setup for Registration	Sardaro					Check with hotel
Coffee for Hospitality	Sardaro	5/15/04	6/1/04			Up to 4 gallons in budget
Baked goods for Hospitality	Sardaro	5/15/04	6/1/04			Call the Hotel, $150 in budget
Map for Lobby	Janofsky	5/15/04	6/1/04			On hand, coordinate w/tours
Dining room layout	Sardaro	5/15/04	6/1/04			Set up w/hotel @ final arrangements
Dinner arrangement signup sheet	Sardaro	5/15/04	6/1/04			Posterboard, Rounds (10)
Prepare list for Head Table	Sardaro	5/15/04	6/1/04			
Prepare Banquet program	Sardaro	5/15/04	6/1/04			
Placards for Clinics, other rooms	Karns	5/15/04	6/1/04			Name, presenter, time(s), description
Audiovisual Equipment						See Note No. 1
Clinic rooms	Sardaro	5/15/04	6/1/04			K May may provide LCD projector
Hospitality room	Sardaro	5/15/04	6/1/04			TV/VCR
Banquet	Sardaro	5/15/04	6/1/04			Microphone; Projector, Hub Division will provide what they need
Easels						Not required
Map in Lobby	Lecaroz?	5/15/04	6/1/04			Tape to wall, **check w/hotel**
Dining Room Layout	Lecaroz?	5/15/04	6/1/04			Tape to wall, **check w/hotel**
Outside Clinic Rooms	Lecaroz?	5/15/04	6/1/04			8.5" x 5.5" Placard holder on walls
Convention staff ID		5/15/04	6/1/04			Addition to Convention Badge, JC, Jr OK
Publicity						
Logo	Committee				Yes	
Presentation foor Fall 2003	Brandt				Yes	
Magazine notices	Brandt	1/1/04	1/20/04		Yes	
Information for Coupler						
Logo	Sardaro			12/1/03	Yes	Via Brandt, designed by Boccini
Reservations, menu, etc.	Sardaro			12/1/03	Yes	Per contract w/hotel
Activities	Brandt			12/1/03	Yes	Per Gabler, Boccini, Janofsky & Karns
Update to Coupler		2/15/04	3/15/04			
Clinics				2/10/04	Yes	
Tours				2/10/04	Yes	
Non-rail tours				2/10/04	Yes	
Layout tour guide	Janofsky	4/1/04	5/1/04			Maps, photos, directions
Draft	Janofsky	2/17/04	3/19/04	3/19/04	Yes	
Photos of layouts	Janofsky/Gabler	2/15/04	4/17/04	4/24/04		Some Black and white

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	TO SECURE/ARRANGE	TARGET	LATEST	ACTUAL	Yes/No	
Layout tour guide, continued						
Trial trips to layouts (11)	Several of Committee	3/17/04	4/4/04	4/13/04	Yes	Some adjustments made
Final	Janofsky	4/20/04	4/24/04	5/10/04	Yes	Montage in Lobby
To Printer	Janofsky	4/20/04	4/24/04	5/10/04	Yes	Printer takes four days
Distribution (early)	Campbell	4/24/04	5/1/04	5/11/04	Yes	25 copies to J. Campbell
Convention badges	Sardaro	4/24/04	6/10/04	5/22/04	Yes	Buttons printed, ready for assembly
Signs for direction to layouts	Janofsky	6/4/04	6/10/04	3/19/04	Yes	Janofsky has them
Distribution	Janofsky w/ team from Committee	5/13/04	5/27/04			Use electrician's tape for arrows
Non-Rail tour guide	Boccini					Maps, photos, directions
Draft	Boccini	2/17/04	3/16/04	2/17/04	Yes	
Final	Boccini	4/20/04	4/24/04	2/17/04	Yes	
From Printer	Sardaro	4/20/04	4/24/04	5/10/04	Yes	
Distribution (early)	Campbell	4/24/04	5/1/04	5/11/04	Yes	25 copies to J. Campbell
Convention brochure	Brandt					Include train show information
Draft	Brandt	2/17/04	2/17/04	2/17/04	Yes	Update is continual as changes occur
Final	Brandt	5/1/04	5/15/04			
From Printer	Brandt	5/15/04	5/25/04			
Prepare Convention Info Handouts	Division meeting	5/15/04	5/15/04	5/15/04	Yes	Work session @ May Division Meeting
Train show						No additional cost to registrants
Tickets						None required, use Convention badge
Directions/map	King	5/1/04	5/15/04			
Raffle						
Canvass Manufacturers	Lecaroz	5/1/04	5/15/04	4/13/04	Yes	
Thank Manufacturers	Lecaroz	6/17/04	6/30/04			
Store prizes until convention	Lecaroz			4/13/04	Yes	At Lecaroz home
Tickets	Lecaroz	5/15/04	6/1/04	5/15/04	Yes	
Security while on display	Hospitality Room staff		6/11,12/04			Display in Hospitality Room
Auction	**K May**					
Tags		5/15/04	6/1/04			**Consult w/ J Campbell**
Personnel to receive and tag		3/19/04	5/15/04			Committee, after dinner in Banquet Hall
Place to preview						Viewing period after registration
Place to store						Not required
Personnel						
Monitor Hospitality		3/19/04	5/15/04			
Monitor TV/VCR		3/19/04	5/15/04			
Set up signage for clinics		3/19/04	5/15/04			
Monitor clinic schedule		3/19/04	5/15/04			
Acquire Advance Funding	Sardaro	4/20/04	4/25/04	5/1/04	Yes	Have Tax exempt certificates

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ITEM	PERSON RESPONSIBLE TO SECURE/ARRANGE	DATES TARGET	DATES LATEST	DATES ACTUAL	COMPLETED Yes/No	REMARKS
Notes						
1. An overhead projector is definitely available from the Milan Vol FD.						
Power Point equipment may be, also, if needed						
Questions						
1. Type of slide projector from Hotel, type needed by clinic presenter?						
2. When clear banquet area - not a problem, clinics can run late						
3. Sales tax on auction? (Glen)						