

## WHAT DIVISIONS NEED TO KNOW TO HOST A STATE HANDCRAFT MEETING/SCHOOL

1. Arrange a venue with approval by the State Handcraft Committee
2. Have a list of accommodation and travel for school at the previous meeting.
3. Do catering if desired but not necessarily night meals
4. Arrange venue for night time dinner with State Handcraft approval. May School ONLY
5. Have night raffles. May School ONLY
6. Trade Table at schools not compulsory but can be held by the host divisions if they so wish. Division to keep money raised on this table.
7. State Handcraft may also have a Trade Table of cottons, materials unfinished items etc. State Handcraft Committee to keep this money
8. State Handcraft Committee to hold a Commission Table. Anyone can sell items on this table, any bits and pieces BUT the committee will retain 20% of all sales. Nothing under \$3.00. All items MUST be priced before submitting.
9. Any holding deposits will be reimbursed for venues by the State Handcraft Committee
10. Welcome arranged by the Host Chairman for the Division President or her delegate to welcome members to the division and area
11. Welcome to the school by the host Chairman
12. WPHS by host Chairman everyday
13. State Handcraft Committee arranges time and date, what crafts are taught and teachers
14. Menu sent to the State Handcraft Committee for approval
15. The Host Divisions may invite local businesses to sell at the school of which the State Handcraft gets 20% of the sales
16. The Host Division may have entertainment for the night time dinner. May School ONLY
17. The Host Division is not obliged to meet anyone going to the school off any transport.