



GUIDELINES FOR THE ANNUAL TOP TEN EXHIBITION

DUTIES / RESPONSIBILITIES FOR THE HOSTING CLUB

- ⊗ *Confirming the proposed program*
- ⊗ *Arranging all demonstration. Invitation to demonstrators*
- ⊗ *Sending out of invitation, maps and contact numbers*
- ⊗ *Setting up of the exhibition area*
- ⊗ *Establishing the Cost for the day*
- ⊗ *Welcome of all delegates*
- ⊗ *Catering and refreshments*
- ⊗ *Raffles*
- ⊗ *All advertising if necessary*
- ⊗ *Registration Table e.g. Completion of the Attendance register
Collection of registration fees ie food tickets etc.*

DUTIES / RESPONSIBILITIES FOR THE BRAT COMMITTEE

- ☺ *Setting up a Proposed Program*
- ☺ *Establishing the cost of the workshop fees*
- ☺ *Counting votes of certificate winners*
- ☺ *Awarding Certificates*
- ☺ *Printing of all certificates on the day*
- ☺ *Assistance relating to Brat activities if required by the hosting club*
- ☺ *Advertising at club level*
- ☺ *Completion of the controlling registration forms and making sure that all entrants complete the Evaluation Forms provided*
- ☺ *All necessary stationery needed at the Registration table
e.g. Workshop Registration forms
Tree Cards
Registration Forms
Evaluators Forms*