

Opening Statement:

The two regularly held meetings by the New England Blacksmiths are in the Spring and Fall. At these meetings the major business of the organization takes place along with elections and other legal requirements of the organization according to our by-laws. The meet also includes an educational activity or blacksmithing demonstration, a shared Saturday evening meal, open forge time for those who wish to practice under the guidance of interested members and a gallery of members work. One of the most popular aspects of the weekend is the tail-gate sales area where all sorts of tools can be found. Ongoing socializing and friendly competition during an evening forging contest or other social events, make for good stories and good friends.

Meet timeframes have for the most part run from Friday noon to Sunday noon. **The quality of these 48 hours is directly reflected in the planning and preparation.** Planning and preparation should begin at least six (6) months before the event. Several people, family or good reliable friends, are required to help as there is plenty of challenging and rewarding work. We hope the following guide will enable you to meet the challenge, confident in the knowledge that all the resources and experience of the New England Blacksmiths are at your disposal. Contact your State Representative or other Board member/officer and we will link you to a reliable mentor for the duration of the project.

Workshop Guidelines Committee

1. Spring and fall conferences are encouraged. Avoid Mother's Day and Labor Day weekends. We strongly suggest the weekend after Mother's Day in May and the third weekend in September. Check the Anvils Ring for conflicting workshops. The New York group may still be holding its Ashokan events on the first weekend in May and October.
2. Workshops shall be hosted by volunteers from within the New England Blacksmiths organization. There is enough planning to require more than one host so delegate responsibility early. A group of 10 make it an easy task but it can be done with as few as 6, ask family or close personal friends.
3. Schedules, events, demonstrators, activities, etc. to be determined by the host.
4. "Seed money" will be provided from the N.E.B. general fund (generally \$500.00) utilizing our current bank (Peoples United Bank, and the NEB Treasurer. The seed money should be listed as a debit on the financial statement as it is considered an advance to begin the event planning.
5. Cost for the conference to be covered by an attendance fee. This fee shall be determined by totaling the expected costs of the event and dividing by the expected number of attendees (70 suggested). In the past we have kept the conference fees at around \$70 but you should project the conference cost by estimating the expenses and adding a small surplus (10%). New Members are sought but membership is not required to attend the conference, although a premium might be charged (\$10.00 suggested).
6. All demonstrators must have a signed contract. A demonstrator may be paid up to \$700 as their fee, with an additional \$500 for travel expense. Additional expenses (over \$1200) must be cleared with the Treasurer.
7. Should the funds received be in excess of the expenses, the excess shall be turned over to the general fund of N.E.B. Should the expenses exceed the income, the difference will be made up by the organization (N.E.B.). Fund raising suggested by auction, iron-in-the-hat or raffle; these fund-raising events are often the difference between a profit or a loss.
8. A clear and accurate accounting of monies collected, new members and expenses shall be forwarded to the treasurer within 60 days after the event. A separate bank account or separate account file on computer should be set up for the workshop accounting. Contact N.E.B. Treasurer for the EIN tax number if opening a new bank account (N.E.B. is a non-profit 401(c)(3) organization).
9. The primary host(s) and his or her immediate family can be exempt from conference fees.
10. The host and others helping are expected to donate the time needed to set up a conference.
11. Demonstrators will be spared all conference fees.
12. Helpers from within the organization are expected to volunteer their time and effort but may be spared conference fees (remember to deduct the deferred members from the total count). The person responsible for setting up and the 3 day operation of, any "Green Coal" area should have their conference fee waived or returned as a courtesy.
13. Work produced as part of the conference is the property of the demonstrator to do with as he or she wishes otherwise it becomes the property of the N.E.B. to be auctioned or raffled off.
14. Any N.E.B. officer who declares a financial hardship in advance of a workshop to the secretary or treasurer shall be spared conference fees.

15. Any individual and their family members currently responsible for the N.E.B. T-shirts sales shall be spared all conference fees. Free lodging is also provided these people, if needed.
16. N.E.B. events are insured to \$1,000,000. A Certificate of Insurance is available by request to the N.E.B. secretary. This is a liability insurance, not accident insurance and seems to cover everyone but workshop attendees and N.E.B. members.
17. Anyone selling in the tailgate area must donate something to the “Iron-In-The-Hat” auction. Contribution will be guided by the conscience of the contributor.

AT A GLANCE

- Attendance – Generally 70 to 110 people if you avoid holiday weekend dates such as Mother’s Day and Labor Day and other workshops being hosted. We strongly suggest the weekend after Mother’s Day in May and the third weekend in September. Spring meets have been more heavily attended than fall, over the years. **BEWARE OF OVER ESTIMATING ATTENDANCE.**
- Accommodations – Approximately 50% of the people prefer to camp. Remainders take motels or commute (this means there must be hotel rooms for 30+ people. List motel and hotel locations, phone numbers, fees and directions. As accommodations fees rise, day “walk-ins” increase.
- Shelters – Required; if there are none, rent tents.
- Meals – Arrange for three; Saturday lunch (can be cash), Saturday evening and Sunday morning (can be a “continental style brunch). The Saturday lunch is sometimes part of the event, sometimes the responsibility of the attendee. Saturday night is the largest meal and is included in the meet package. Sunday breakfast is the smallest with about 50% of the attendees present.
- Food – Food selection is at the discretion of the host. Remember not all attendees eat meat. Arrange for leftovers or snack platters for Saturday evening to encourage socializing.
- Cost – In the past we have kept the conference fees at around \$50 but you should project the conference cost by estimating the expenses and adding a small profit (10%). Discount for pre-registration or late fees for late registration up to host. **There will be no refunds after the event.** As most of the workshops make very little profit, fund raising for profit suggested by Auction, iron-in-the-hat or raffle. Remember this benefits both N.E.B. and the lucky winner.
- New Members – Are sought but membership is not required to attend the conference, although a premium might be charged (\$10.00 suggested).
- Demonstrators – List of demonstrators from N.E.B. available If you are at a loss who to contact, ask long time members of N.E.B. or contact the ABANA home office (423-913-1022 / 9:00 to 4:00 CST); Many demonstrators need up to a year advance booking. **Inform the guest demonstrator and other demonstrators that they may be video taped during their presentations.**
 1. All demonstrators must have a signed contract.
 2. A demonstrator may be paid up to \$800 to \$1200 as their fee, with an additional \$500 or appropriate mileage for travel expense. Contracts in excess of \$1200 should be approved by the Treasurer.
 3. All income from N.E.B. meet conferences shall be considered as N.E.B. funds.
- Toilets – YES – Four chemical toilets required or their equivalent. Campers mean more bathroom facilities needed. At least 1 wash station if there are no onsite facilities will make things better for all. Check with grounds keepers at site location.
- Coffee – Six to eight pounds (some decaf?), cups, milk, sugar, stirrers, coffee brewer. Check electric outlets can handle the load of several appliances drawing power at once!.
- Tea – One box of regular tea bags, one of herb tea and hot water.
- Donuts – Twelve dozen for Saturday.

- Soda – One (24 unit) case per 10 people (hot = more; cold = less).
- The NEB demo trailer is available along with the 30 seat NEB bleachers.
- Misc. Materials – Audio-visual, blackboard, steel, tables, chairs, tools, forges, lights, etc. rent, steal, beg or borrow.
- Saturday night membership meeting – Allow one hour before or after Saturday night meal.
- Forging Contest – Optional: generally held after the meal Saturday night and hosted by the previous contest winners.
- Juniors program (or Green Coal) – Have a check off box on registration card if interested in program. (No age limit? Maybe a discount to Jr. members who sign up for program so as to encourage young smiths).
Designate a forgemaster to oversee the program.
- N.E.B. T-Shirt & clothing Sales – three large tables required preferably under cover.
- Signs – Should be large and bright; clearly printed and placed in strategic locations.

DO NOT WAIT UNTIL THE LAST MINUTE TO SECURE OR PRINT THE SIGNS.

IT IS NECESSARY TO BEGIN PREPARATION FOR THE N.E.B. CONFERENCE AT LEAST SIX MONTHS IN ADVANCE. THE FOLLOWING IS A SUGGESTED TIME LINE TO HELP YOU IN YOUR PLANNING.

SIX MONTHS

1. It is not possible to do a good job alone. Delegate responsibility for different parts of the event. DO NOT try to do everything yourself. **Post card pre-notice 2 months in advance may be worth the investment if this cannot be done via the NEB Newsletter.** You will need someone for **Registration** (Friday all afternoon and Saturday until noon) **Forges, tools and steel; signs; Juniors program; Fund raising raffle** (secure promises for prizes early before the event. Perhaps even a small discount for those who donate prizes); **Forging contest; Trash and cleanup; First-aid; N.E.B. PA sound system.**

A. Reserve the main facilities.

1. Main event area
 - a. Parking for 100+ vehicles (do not understate this potential problem);
 - b. Shelter for registration, socializing, exhibit, forging, eating.
 1. These may be rented tents, open sheds or buildings.
2. Food (caterer, restaurant or on site preparation).
 - a. How many meals? Saturday lunch, Saturday evening, Sunday morning usual;
 - b. Menu / projected cost range;
 - c. Saturday morning coffee and pastries.
 - d. Remember not all members eat meat; at least one vegetarian dish (or ask for need on registration form);
 - e. Figure on food for 50 (leftovers or party platters) for Saturday night; This helps keep the evening social hours going.
3. Camping for tents, campers and RV's; preferably on site;
4. List motels and hotels, numbers and prices. Ask about discounts for members. List the information clearly and accurately!
5. Bathroom facilities or porta-toilets. **They get a lot of use!!!**
6. Rubbish disposal. 7 to 10 large trash barrels are needed on site with super large HD plastic liners. Ash cans are helpful for cigarette butts; we have quite a few smokers and blacksmiths tend to be messy.
7. Designated tail-gate sales area for 10+ vehicles.

B. Contact the demonstrator.

1. Consider the “draw” of the demonstrator. Basic skills level demo generally brings in most interest. If you are at a loss who to contact, ask long time members of N.E.B. or contact the ABANA home office (314-390-2133 / 9:00 to 4:00 CST);
2. \$800 to \$1200 has been the range of compensation for demonstrators in the past. (This includes mileage and fee) Contracts in excess of \$1200 should be approved by the NEB Treasurer.
3. Submit demonstrator’s contract to the demonstrator. Work out details at the beginning. Travel, Friday evening presentation, accommodations, food, who will own the work, they will be video taped at work, etc.;

C. Contact and arrange for entertainment Saturday evening. This is at the discretion of the host. Some have had music while others rely on the forging contest. Some plan open time or discussion groups.

THREE MONTHS

- A. Request advance money (up to \$500) from N.E.B. Currently this can be arranged through our present financial institution “People’s United Bank” and the NEB Treasurer. This is listed as a debit on the worksheet.
1. If the above is inconvenient, set up a new checking account in the name of New England Blacksmiths using our employer identification number 02-0461776. You should not be using many checks so ask the bank if they will supply 25 or 30 for your use at no cost;
- B. Contact others who could assist you in the actual work of setting up the conference;
1. You will need at least one first class forging station for the demonstrator. The NEB Demo trailer is available for your use. Gas or coal?
 2. At least two forges (NEB does have two, with a few new ones under construction.) and a **master** for the juniors program plus anvils and vises;
 3. One hundred pounds of coal for each forge, water, vises, steel, hand tools for two at a station, torches, lights for evening events, etc.;
 4. Someone in charge of the registration and keeping track of new members. Membership cards will be sent out after the event by treasurer;
 5. Someone to run the forging contest should you decide to have one;
 6. Check on local permits that may be required;
- C. Plan layout for the conference notice and schedule of events.
1. Where and when the event is being held. Emergency contact number for those left at home;
 2. How to get there. Good map and travel description. Check with previous host for existing road signs;
 3. Who the demonstrator is, their biography and what they will be demonstrating;
 4. Schedule of events, meals, meetings, movies, slides, etc.;
 5. Make sure mail-in pre-registration form is not on the back of anything important (like directions to the event);

TWO MONTHS

- A. Mail out early notification of conference notice post card. Request stick-on mailing labels from the Membership Coordinator.
- B. Check in with demonstrator.
1. Tool and materials needs; does he want help at the forge?
 2. What to drink?
 3. Where will they stay?
- C. Check in with food people.

- D. Check in weekly with volunteers who are helping with set-up.
 1. Check off tools each are responsible for and send them a copy;
 2. At least two people available for registration table. This station should be manned throughout Friday noon through Saturday late morning;
 3. Someone to handle coffee and pastries when scheduled. **Early Saturday morning start a MUST!**
 4. Safety / first-aid person. Emergency numbers and phone available on site;
 5. Demonstrator's Aid de camp;
 6. Sanitary Inspector General.
- E. Arrange for chemical toilets if needed.
- F. Plan for fund raising – auction, raffle or iron-in-the-hat.

FOUR WEEKS

- A. Mail out registration forms. Request stick-on mailing labels from membership coordinator.
- B. **As registration come in, it is very advantageous to assign a sequential number to each registrant and guest. These numbers will make Iron-in-the-hat, auctions or raffles much easier to run as identification is readily available.** You may want to assign “100” series to 3 day attendees, “200” series to 1 day attendees, and “300” series to walk-ins the day of the event (Saturday).
- C. Go over paper work and accounting to date.
- D. Prepare signs and list or map their locations.
- E. Draw a map of the site to plan the locations of the events. Main demo. Site; juniors site; T-shirt sales; food preparation and eating area; registration table; parking; tail-gate tool sales emergency area (a first aid kit should be available with eye wash, bandages, antibiotic cream, burn spray, etc.).
 1. **PARKING-** This is an often overlooked area; remember there are usually as many vehicles as attendees so clearly designate with signs the main parking, camping area, and tailgate tool sales area.
- F. **Keep all receipts having to do with the event and write on the back what and why.**

ONE WEEK

- A. Contact the food people with the projected number of hungry bodies.
 1. In the past only 40% to 50% of the attendees pre-register.
- B. Order twelve dozen donuts for Saturday morning.
- C. Rent two (2) large coffee makers and one small for hot water (regular & tea, decaf. Instant)
 1. Cups, sugar, milk, stirrers.
- D. Pick up or order soda (one 24 unit case per 10).
- E. Check on facilities.
 1. Are they dry;
 2. Is electricity available and adequate;
 3. Water is on;
 4. Bleachers or seating for 100. The NEB bleaches hold 30 people and are stored at the Teaching Facility at Brentwood. They will fit in a standard pickup truck bed.
 5. Bathrooms are ready or chemical toilet locations are marked out;
 6. Mark out forging areas. Demonstrators forge should be centrally located with suitable seating for 80 people and away from the other forging stations, camping or food;
 7. Mark out parking areas;
 8. Trash barrels;
 9. First-aid;
 10. Registration materials (pens, paper, receipts, N.E.B. applications);
 11. **IMPORTANT:**

If membership fees are paid at registration: forms must be sent to the Membership Chair person! These forms can be provided to you.

12. Road signs ready.

ONE DAY

- A. Set out N.E.B. direction signs.
- B. Set up other facilities.
- C. **JUST DO IT!** It's too late to worry, its **D-DAY** (demonstration day).
- D. About 1/3 of the participants will arrive on Friday.
 - 1. Put people to work where needed;
 - 2. Good time to work out registration bugs.
 - 3. **IMPORTANT:**
If membership fees are paid at registration: forms must be sent to the Membership Chair person!
 - 4. Good time to go over the forging work station with the demonstrator.

D – DAY +1

- A. Pick up donuts.
- B. Start coffee early (6:00 a.m.).

D – DAY +2

- A. Immediately after breakfast collect N.E.B. signs, gather registration, safety materials and other materials to give to the next conference host.
- B. Assign people to help with heavy equipment loading before everyone disappears.
- C. Gather registration materials and new members lists and send to the Membership Coordinator.
- D. Financial statement of profit/loss must be settled by 60 days.

New England Blacksmiths Demonstrators Contract

This part filled out by NEB representative (make 2 copies)

Date _____
Name _____
Address _____ Zip _____
Phone: Work _____ Business _____
Event Location _____
NEB Contact Name _____ Phone _____
Date of workshop _____ Hours _____
Demonstrators Fee \$ _____ Room & Board YES NO
Room & Board subtracted from fee? YES NO
Transportation \$ _____ Auto / Train / Air
Transportation subtracted from fee? YES NO
Fee traditionally is disbursed at the close of the workshop.

_____ This part filled out by Demonstrator

Subject/Demo _____

Equipment required _____
Materials _____
Special requirements _____
We sometimes video record demonstrations; is this ok. _____

I have read, agree with, and will provide the services stated above for the stated amount on the dates listed:

Demonstrators Signature _____
Date _____
NEB Representative Signature _____
Date _____

COPIES TO NEB AND DEMONSTRATOR