

SCHEDULES

Most magic conventions are a healthy combination of shows, lectures, workshops, and dealers. Conventions can also include other events such as youth activities, contests, gospel magic services, close-up magic emphases, panel discussions, photo sessions, mixers, banquets, meetings, and parties. The extent of convention activities is limited only by the imagination of the Convention Planning Committee.

In turn, magic conventions must determine a schedule for its events. While there are no hard written rules when it comes to developing timetables, there are a few commonsense considerations.

One of the fundamental mistakes made by many magic conventions is to produce schedules that are too hectic. No one benefits with rushed convention schedules. A schedule should never be so full of activities, that a convention registrant must be super-human to attend everything.



A good convention schedule must provide opportunities for convention registrants to recuperate between events. They need time to move from one event to another. They need restroom breaks. They need uninterrupted time to eat and sleep.

Also convention events must be staggered and not overlap. A convention attendee should never be put in a position of missing all or part of one convention event to attend a simultaneous event elsewhere.

Typically no less than 30 minutes of in-between time should be given between convention activities. Lunch breaks must be at least an hour in duration, and evening meals should have at least a two-hour window to allow convention attendees to dine before an evening show.

Also attendees need time to shop in the dealer's rooms. A complaint that is often heard from both attendees and dealers is that the convention schedule did not give convention attendees adequate time to shop with no other convention events taking place.

The length of convention lectures vary. Usually lectures are between 60 to 90 minutes in duration, plus time at the end of a lecture so that registrants can purchase lecture notes and other merchandise.

For activities on the last day of a magic convention, hotel check-out times must be considered. Hotel guests should not have to miss a convention event because of check-out time requirements. Fortunately most hotels nowadays offer express check-out services where guests are not required to physically check-out of the hotel at the front desk.

The following is a well thought out four-day convention schedule that was used for a recent TAOM convention. Note that there are a lot of lectures, which most convention attendees enjoy. Also note the lectures are one hour in duration. There is at least thirty minutes between events and there is time in the schedule for meals. Evening shows are 90 minutes in length and give time after the shows for convention attendees to prepare for the next event.

Friday:

9:00 Dealer's Room Set-Up
10:30 Registration Opens 10:30 – 5:00
12:00 1- Lecture 12:00 - 1:00
1:00 Dealers Open 1:00 – 5:00

1:30 2 - Lecture 1:30 - 2:30
 3:00 3 - Lecture 3:00 - 4:00
 4:00 TAOM Board of Directors Meeting
 5:00 Dealers Close
 5:00 Registration Closes
 7:30 Saturday Evening Stage Show 7:30 – 9:00
 9:30 4 - Lecture 9:30 – 10:30
 11:00 Bizarre Magic

Saturday:

8:30 Willard Breakfast
 9:30 Registration Opens 9:30 – 12:00
 10:00 Stage Contest 10:00 – 12:00
 10:00 Dealer Room Open 10:00 – 1:00
 10:30 Dealer's Show 10:30 – 12:00
 12:00 Registration Closes
 1:00 Dealers Close
 1:00 5 - Lecture 1:00 – 2:00
 2:00 Dealer Room Open 2:00 – 5:00
 2:30 Close-Up Contest 2:30 – 4:00
 4:00 6 - Lecture 4:00 – 5:00
 5:00 Dealers Close
 7:30 Saturday Evening Stage Show 7:30 – 9:00
 9:30 Panel Discussion 9:30 – 10:30

Sunday:

8:30 Gospel Magic Service 8:30 – 9:30
 9:30 TAOM General Meeting 9:30 – 10:00
 10:00 Next Year's Convention Registration Opens
 9:00 Dealers Open 9:00 – 12:00
 10:00 7 - Lecture 10:00 – 11:00
 12:00 Dealers Close
 1:00 8 - Lecture 1:00 – 2:00
 2:00 Dealers Open 2:00 – 4:30
 3:00 Pro Close-Up Show 3:00 – 5:00
 4:30 Dealers Close for the Convention
 7:30 Sunday Evening Stage Show 7:30 – 9:00
 9:30 9 - Lecture 9:30 – 10:30

Monday

8:30 10 - Lecture 8:30 -9:30
 9:45 11 - Lecture 9:45 – 10:45

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TALENT

Choosing good talent for a magic convention is very important. It is usually the Talent Chair who hires or otherwise schedules all performers, lecturers, and dealers for a convention. Agreements should be made via written contracts so that details are clear. The chair works with the Treasurer and General Chair to write a talent budget for hiring performers. The Talent Chair provides the General Chair and the Treasurer with copies of all executed talent contracts. The Talent Chair has the responsibility to make sure each performer is paid immediately after their services are rendered. The chair must work closely with the Lecture Chair, Dealer Chair, and Transportation Chair.

Where convention attendees once traveled long distances to attend conventions, this is no longer true. Now there are many regional magic conventions held around the country. Competition for magic convention attendees is greater than ever. It is very important for a convention to have a sound line-up. Convention talent choices must be made tactfully.

NEGOTIATION AND AMENITIES

There was a day when magicians performed at conventions without pay. Surprisingly today there are still some magicians who will donate their services. However most performers must have compensation, even if it is just registration and hotel accommodations. Other magicians charge exorbitant rates to perform at magic conventions. Others derive much of their livelihood from the convention business. Many performers also offer special workshops and teach-in seminars for additional fees.

There are multitudes of negotiating strategies when it comes to bargaining with performers. Certainly the opportunity to be a major “star” at a convention is a major enticement.

Many performers have magic items for sale, and many will want a dealer’s booth at the convention. Some performer/dealers travel with entire magic stores, while others sell only a few specialized items. Often conventions use their dealer’s booths as bartering tools, and a way to help compensate convention talent.

Rarely are performers “paid” to lecture at magic conventions. Most performers will lecture for free because it gives them added spotlight at a convention and a way to increase their sales revenue. Suffice to say, it is important for the Talent Chair to make wise decisions when agreeing to allow talent to also lecture and sell as a dealer at a convention.

When a club agrees to pay a performer’s hotel accommodations, the convention should specify that the performer must stay in the convention hotel to help the convention meet its room block guarantee. The convention typically makes reservations for its performers and then pays for the performer’s rooms via the convention master account.

To keep the convention from incurring a performer’s room service charges, pay-per-view charges, restaurant tabs, and other incidentals, written agreements between the convention, performers, and the hotel must be established. It should be clearly understood between the performer, the convention, and the hotel, that all incidental charges performers make to their rooms are solely the responsibility between the performer and the hotel. At the time of check in, most hotels will require that guests present a credit card or other form of payment to cover incidentals.

AGREEMENTS

It is very important for magic conventions to use written contracts when engaging the services of performers. Contracts keep communication clear and define agreements. A copy of a performer contract is included at the end of this section. The document was examined thoroughly by legal experts and has been through many revisions. So

called “lawyer language” has been deleted to make the contract easy to understand. Before the contract is used by a convention however, it should be examined critically, and reworked where needed.

In addition to the contract, casual communication is also very important. All performers should know that the Talent Chair is their main contact, both before, during, and after the convention. Obviously, performers will need the Talent Chair’s phone number, email address, and other contact information.

Before the convention, the Talent Chair should inform performers regarding the most expedient way to get to/from the airport and the convention hotel. Usually taxi and shuttle services are most expedient. At other times a volunteer with a cargo van or large SUV is very helpful in transporting performers and their equipment. While it is the Transportation Chair’s job to facilitate these needs, the Talent Chair may be the one to communicate to performers the Transportation Chair’s role and contact information.

At one notable TAOM convention, the host club impressed its performers by picking them up at the airport in a full-sized limousine. A special deal with a local limousine service was brokered, and the company made round trips to the airport for a nominal fee per run. In addition, various club members of the host club made donations toward the fees, and so the costs to the convention for the limo were minimal.

It is a good idea for the Talent Chair to work with the Stage Manager to prepare information sheets for the performers and give it to them when they arrive at the convention. Sometimes these sheets are inserted into performer’s convention registration packets. Sheets should delineate when and where the performer is to entertain, how to get to the performance destination and where the theatre backstage entrance is located, a schedule of events, maps, and other useful information. Performers should be told the time and duration of technical rehearsals, what to expect regarding the green room and dressing rooms, house opening and show start times. They should be reminded that the length of their performance is very important, and they must not exceed their allotted time onstage.

Some conventions use Talent Handlers. These are volunteers assigned to notable performers who then provide them with personal assistance. Volunteers contact their assigned performer(s) and inform them of their role to assist them. Volunteers may be responsible for making sure their assigned performers know when, where, and what time they are to perform. They might provide performers with water/soda for their lecture or performance, help them backstage, and assist them with their lecture sales table if needed. They might also work as a liaison with hotel and Hospitality Chairs to assure that the performer’s room accommodations are acceptable.

The Talent Handler works closely with the Talent and Transportation chairs to assure performers are appropriately transported to and from the airport and facilitate performer transport and their props to/from the performance venue. They may even help a performer load, unload, and transport equipment to the theatre or hotel ballroom.

SHOWS AND PERFORMANCES

It is unfortunate that many magic conventions tend to have very weak first evening shows. This does not have to be the case. In fact a strong first night show should be produced because it sets the tone for a dynamic convention. Also if show tickets are sold to the public for the first show, certainly the show must have quality.

A great show idea that was used many years ago at a TAOM convention was a matinee called “Classics of Magic.” This show featured about fifteen performers. The line-up included a combination of local magic club performers as well as volunteers from the convention talent line-up. Each performer presented one classic magic trick. Some of the magicians were famous for the trick they presented.

Emceed by a notable magician, the show opened with him seated in a leisure chair surrounded by an intimate living room stage setting. The emcee would talk about the history of a particular magic effect (some of the histories were

provided to him by the performers) and then introduce a performer who then performed the effect. The show was a lot of fun, inexpensive to produce, and it gave limelight to a lot of people.

If there is some sort of stage contest show at a convention, a great way to reduce talent expense is to put the magician who wins the stage contest on one of the evening shows. Another idea that both the IBM and SAM national organizations have used is to make one of their evening shows the final rounds for their stage contest. Sometimes conventions feature the contestants for the first half of such shows, and then schedule a more famous magician to feature the second half.

Once upon a time, most magic convention evening shows started around 7:30 pm and ran until about 10:00 pm, with a twenty-minute intermission. Times have changed however and shows of this length are probably too long for modern audiences.

Today's audiences seem to be psychologically conditioned to watch 90-minute feature motion pictures with no intermission. The going trend for convention evening shows is for shows to also be about the same length with no intermission. A good general start time is 8:00 pm, with a conclusion around 9:30 pm. This pattern gives convention attendees time after a show to prepare for the next convention event, which could start as early as 10:00 pm.

A magic convention might also consider inviting celebrities and politicians. Often they will attend evening shows, and especially if they are somehow given a little limelight. Some celebrities may even be willing to make stage appearances or otherwise be involved in shows.

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SAMPLE PERFORMER CONTRACT ATTACHED

TAOM CONVENTION PERFORMER AGREEMENT

This Performance Agreement is entered into between the Texas Association of Magicians host club SAM Assembly 138 Alliance of Illusionists Incorporated (hereinafter referred to as "HOST") and **Performer's Name** hereinafter referred to as "PERFORMER") on January 30, 2020.

RECITALS

WHEREAS, HOST is conducting a convention for the Texas Association of Magicians in Fort Worth, Texas, USA during the Labor Day weekend, noon Friday afternoon **September 4, 2020**, through noon Monday **September 7, 2020**, and desires to engage the services of **PERFORMER** for such convention in accordance with the terms of this Agreement. **NOW, THEREFORE**, for and in consideration of the mutual promises, covenants, and conditions described herein, the parties agree as follows:

1. Description. HOST engages the services of the PERFORMER for the **2020 TAOM Convention** in Fort Worth, Texas, USA. The PERFORMER agrees to provide the following magic performances at the convention in accordance with the terms of this Agreement:

- Sixty-minute-long lecture
- Emcee for one of the convention evening shows
- Twenty-minute evening show stage performance

Scheduling of the performance(s) during the convention will be determined by the HOST, and HOST reserves the right to change the schedule of the performance(s) during the Friday afternoon September 4, 2020, through noon Monday September 7, 2020 period as it deems prudent.

2. Consideration. HOST agrees to pay PERFORMER at the convention as full consideration for PERFORMER's services no later than at the convention ***one Workshop Registration, three-night hotel accommodations Friday evening through Sunday evening September 4 through 6, 2020 and a fee of one-thousand dollars (\$1000)***. This fee is inclusive of transportation and related expenses. HOST shall pay for the room accommodations only. The PERFORMER is fully responsible for all charges and liability charged to the room including and not limited to room service, pay for view television, bar amenities, and other hotel services. If dealer's room booth space is part of the consideration above, an additional written agreement regarding the use of such dealer's space shall be negotiated between the PERFORMER and the HOST Dealer Chair. **PERFORMER shall send the HOST an invoice for the consideration due.**

3. Performance. The HOST shall designate the performance location for the PERFORMER's act(s). The PERFORMER acknowledges and agrees to comply with the authority of the Talent Chair and/or the Stage Manager. The HOST shall provide sound reinforcement, lighting, curtains, and other stage facilities at its discretion. The parties acknowledge that no special theatrical equipment, including and not limited to stage rigging, lighting instruments, curtains, scenery, sound reinforcement, special effects equipment, and so forth shall be provided by the HOST. Due to the nature of the shows and the limitations of lighting capability, a generic stage lighting plot will be developed. It is agreed that the Talent Chair and/or Stage Manager will determine the sound levels appropriate during performances. The PERFORMER is solely liable for paying any fees, royalties, commissions or otherwise required by BMI, ASCAP or other licensing authority for the use of any media the PERFORMER's may use during his or her performance.

PERFORMER agrees that any special requirements necessary for the performance of the act or acts must be specified by the PERFORMER in the space below. If not so specified, HOST is under no further obligation.

4. Rehearsal. The PERFORMER acknowledges that in preparation for **evening** show performance(s), he or she agrees to be in attendance for a technical rehearsal time scheduled by the HOST. The technical rehearsal time does not

allow time for involved hanging, re-hanging, or re-focusing of stage lighting instruments. The technical rehearsal is only a period to establish the PERFORMER's stage cues for lighting, sound, curtains, and so forth, and not a full run-through of either the PERFORMER's act or the show as an entirety.

5. Fire Regulations. To comply with fire regulations, PERFORMER agrees not to perform any effects with fire, flash paper, flames from candles, matches, torches, flashpots, or other fire or smoke producing apparatus without Fort Worth, Texas Fire Marshall and Talent Chair approval.

6. Objectionable or Blue Material. PERFORMER understands and acknowledges that the convention is designed for family audiences. PERFORMER therefore agrees to refrain from the use of any foul language, blue, ethnic, sexual, vulgar, or inappropriate material as defined by the HOST. Upon breach of this provision, PERFORMER acknowledges that he or she waives all consideration due under this agreement.

7. Media Recording. The HOST will request that no audio or video recording of the PERFORMER's performance(s) will be made unless permission is granted by the PERFORMER. If the PERFORMER wants to arrange for (or otherwise requests that) his or her performance be recorded, permission from the Talent Chair must be granted. If owner of the performance location requires that additional fees be paid to allow for such recording (such as additional money for equipment, stagehand labor, union regulations, and so forth), the PERFORMER shall have sole responsibility for paying such fees.

8. Independent Contractor. PERFORMER is an independent contractor and not an employee or agent of the HOST. PERFORMER assumes all responsibility for any local, state, federal or other taxes that may be due as a result of this contract.

9. Indemnification and Acts of God. PERFORMER agrees to indemnify and hold harmless the Texas Association of Magicians, the Bruce Chadwick SAM Assembly 138 Alliance of Illusionists Incorporated, its officers, directors, employees, and members from any claims for any loss or damages to PERFORMER, the PERFORMER's property, or the audience that may arise out of PERFORMER's performance. PERFORMER agrees to pay for any damages to persons or property resulting directly or indirectly from the PERFORMER's performance or conduct. HOST shall not be liable for any consequences arising as a result of any fire, strike, labor dispute, court order, weather, act of God or other circumstances outside the reasonable control of HOST, and it is agreed that said circumstances do not constitute Breach.

10. Breach. In the event either party materially breaches the provisions of this Agreement, the other party shall have his or its remedies at law. Upon any material breach of this Agreement by PERFORMER, PERFORMER waives payment of all consideration provided for herein. If the Host cancels this agreement, said cancellation shall be made by the Host to the PERFORMER within 30 days of the convention, otherwise all consideration shall remain payable in full.

This Agreement is freely negotiated between both parties and both parties hereby **SIGN** this two-page contract to validate the Agreement.

HOST

X _____

Bruce Chadwick SAM Assembly 138
Alliance of Illusionists Incorporated
PO Box 12345
Fort Worth, TX 76110
communications@allianceofillusionists.com

PERFORMER

X _____

Name _____
Address _____
City, State, Zip _____
Phone _____
E-mail Address _____

DEALERS

One of the most exciting things about a magic convention is the Dealers' Room. Here the world of magic apparatus, illusion books, and the latest miracles come to life. Needless-to-say, the Dealers' Room offers an appeal all its own and many magicians attend magic conventions specifically for the Dealer's Room.

THE DEALER CHAIR

It is the Dealer Chair's job to oversee the magic businesses that demonstrate and sell wares at a magic convention. The chair usually develops the dealer's room booth ground plan in conjunction with the hotel and Convention Planning Committee. Then prior to the arrival of the dealers, the chair verifies that booths are properly arranged with tables, chairs, shelves, signage, pipe and drape booth divider and backdrop curtains, and so forth.

Magic dealers lease or otherwise obtain one or two booths in the convention's Dealer's Room. It is the Dealer Chair's job to assign booths to dealers. The chair may also schedule volunteers to help dealers get their wares into their booths and help them load unsold merchandise out of their booths at the conclusion of the convention. The chair is also the "go to" person if dealers have a question or issue during the convention. The chair monitors the room when it is open, oversees security, and manages the room's open and closed times.

Opinions regarding who should oversee the Dealer's Room vary. Some argue that magic dealers makes for good Dealer Chairs. Others contend that the Dealer Chair should have no ties to being a dealer to show impartiality. Whomever is chosen, the chair should be ready to assist dealers anyway possible.

THE BUSINESS OF DEALERS

Most magicians don't have a clue what it takes to be a magic dealer. It is a very difficult profession and not usually a very profitable profession. Currently there are less than 100 brick and mortar magic shops remaining in the United States. Most magic dealers do what they do because they love the art of magic. Most have multiple streams of income. Some are also performers and magic manufacturers. Some teach magic lessons, write magic books, and many others have non-magic income on the side to make ends meet.

Magicians at magic conventions tend to see only the retail cost of an item. It's easy for them to think that being a magic dealer is highly lucrative. Rarely do magicians consider the wholesale cost of merchandise and the overhead that is associated with sales. For conventions, dealers must pay their dealer's booth fees, transportation, hotel, food, convention registration, and other costs.

Wholesale magic companies typically advertise a MSRP (manufacturer's suggested retail price) for the magic tricks they distribute. Typically dictated in the price is a 40 percent mark-up for a retail magic dealer. Out of that 40 percent, a dealer must pay all other expenses. That means at a magic convention, a typical dealer must sell about \$2500 worth of merchandise before the dealer starts making a profit off sales.

For dealers who are not being traded a booth or lecture at a convention, reasonable booth fees are therefore very important. Conventions with exorbitant dealer booth fees are prohibitive to most magic dealers. While it is true that a convention cannot guarantee dealers they will profit, it can do everything within its power to help them profit. Dealers who go in the red at a particular convention usually never return to that convention.

The Convention Planning Committee should consider these realities and make prudent decisions to attract quality dealers at its convention. Convention Planning Committees and Dealer Chairs must realize that a good dealer's room is important to the overall success of their convention.

CHOOSING DEALERS

It should be the Talent Chair who will book dealers for a convention, with the Dealer Chair assisting the Talent Chair as needed. The Talent Chair will use dealer booth spaces as a commodity and bargaining tools during the process of securing performers and lecturers. Most dealers jump at the opportunity to perform and lecture at a convention because it gives them additional convention limelight, visibility, and an added chance to market their merchandise.

Generally conventions secure dealers on an invitation basis. Occasionally dealers will request to display at a convention. Either way, it is up to the convention to affirm or deny all requests. Space will be limited. It is wise for a convention to choose its dealers carefully.

Dealers who have displayed at previous conventions and have a positive reputation in the magic community should be pursued. Dealer Chairs from other conventions can be contacted and asked about their experiences with particular dealers. As a courtesy, it is wise for a convention to always invite local magic shop owners to the convention as dealers.

The number of dealers at a magic convention must be limited. If there are too many dealers compared to the number of convention attendees, most dealers will not profit. A good ratio of dealers is no more than one dealer for every 40 convention attendees. Also there is great value to convention attendees if there is a broad range of various magical dealers without excessive overlap of the same type of merchandise.

DEALER CONTRACT

All dealers should be required to fill out an application form, which can double as a Dealer Contract. All agreements must be made in writing for clarity and dispel miscommunication. Dealers should also be required to sign the agreement physically or electronically to indicate their acceptance of the agreement. The application can be in PDF or paper format, or the application can be electronic on the convention's website.

Applications should include a dealer's company name, address, hotel address, phone information, credit card information, e-mail address, number of dealer's booths required, and if electricity is needed.

The Dealer Contract should stipulate the rules and conditions imposed by the hotel. Hotels may not allow animals unless they are trained to assist the handicapped. Most hotels will not allow items to be attached to walls. Hotels and/or the municipalities where a hotel is located may forbid or limit the use of fire. Some require fire permits.

The contract should also stipulate any rules imposed by the convention. Dealers must not litter aisles or infringe on the space of other dealers. Loud demonstrations that may disrupt the atmosphere of the room must be avoided. Video playback or music must not be turned-up too loud. Pornographic and off-color materials should always be forbidden. A family friendly environment should always be emphasized.

A rule that most conventions require is that all dealers must be registered for the convention, mainly because this is the way convention badges are generated. Sometimes conventions give complimentary convention registrations to dealers as part of dealer's booth fees. Other conventions require that dealers pay for their own convention registrations, the same way all other attendees register for the convention.

A Convention Planning Committee should also understand that many dealers come to conventions only to sell. Rarely do most dealers attend other convention events. Some dealers attend multiple conventions throughout the year and the idea of seeing the same talent, lectures, and convention events over and over is not appealing. Most dealers are exhausted after a long day in their booth and have no interest in other convention events. Still, some dealers will have to squeeze their booth sales with performing and lecturing for the convention.

DEALER ROOM LAYOUT

A large hotel meeting room that can house all magic dealers together is preferable. If no such room is available, then smaller rooms can be used. Rooms should either be connected or near each other so that registrants can easily flow between one room and another. Since many conventioners are accustomed to the dealer's room being in the same room, signage delineating the fact that dealers are in multiple rooms is a must. If possible, having the dealer's room, lectures, and close-up rooms on the same floor and in the same proximity as the ballroom benefits convention attendees.

The assignments of the booths in the dealer's room should be carefully planned and evaluated. Dealers with similar merchandise should not be next to each other. Also the reputation of magic dealers should be considered. It is also no secret that certain magic dealers are contentious toward other dealers.

The amount of hotel space available for the dealer's room should be carefully considered. Standard booth sizes at magic conventions are usually ten feet deep and ten feet wide. In each booth, tables and chairs are usually offered. These usually consist of a front draped table measuring 8'-0" x 30" and two narrow "school tables" (6'0 x 18") stacked on top of each other at the back of the booth. Some dealers will change these table offerings depending upon their booth merchandise.

It is also nice if there is walking space between each booth to give dealers and convention attendees room to get behind their front table. Pipe and drape backdrop curtains and sometimes waist-high dividing curtains between booths compliment a room.

Some conventions put a water station complete with tables and chairs in the center of the Dealer's Room or just outside the room in the foyer. This gives a nice place for conventioners to congregate.

GENERAL CONSIDERATIONS

It is probably a good idea to limit the number of spaces that any one dealer can purchase for a convention. Many conventions limit dealers to a single or double-wide convention booth.

Also there is no reason to discount the cost of double booths. If a dealer wants more than one booth space, they should pay for two spaces. Some conventions forbid dealers to sublet part of their booth space to other vendors, and other conventions allow dealers to use their booth spaces however they want.

The dealers that require electricity should have their booths placed near electric receptacles in the floor and walls. Some hotels must run electrical connections. Called electrical drops, hotels may charge for this service. A convention should find out which dealers need electricity and if there is a hotel cost, said expense should be added to that dealer's booth fee.

A paging system is useful in the dealer's room so that the Dealer Chair can make announcements, close the dealer's room, and so forth. A convention-owned portable sound system or a bullhorn can be used. Sometimes Dealer's Rooms will have a built-in sound system that the hotel will allow the Dealer Chair to use free of charge.

Signage is important for each booth so that when dealers arrive, they will know their assigned spaces. Professionally made signs are nice, but many dealers bring their own signage. Experience has shown that simple computer-generated letter sized pieces of paper or cardstock with the dealer's name printed on them and lying on each booth's front table is adequate.

Dealers should be given at least four hours prior to the opening of the Dealer's Room to set-up their booths. It is also nice if there is a hidden refreshment station during the convention only for dealers, with fresh coffee, water, sodas, and perhaps pastries in the morning.

Often dealers need hotel Internet connectivity to process their credit and debit card sales. It is good to arrange Internet access with the hotel. If there is a cost involved, this should factor in on how much the convention charges dealers for their spaces.

The Dealer's Room open and closed times should mesh with the overall convention schedule. The room should be open at times that best benefit the overall convention. Conventions must provide time in the convention schedule where there are no other convention activities except the dealer's room being open. Convention attendees must have some uninterrupted time in the convention schedule to shop.

Also many magic conventions forget that magic dealers are humans and not machines. Few dealers want to work behind a booth longer than eight hours per day. Also most dealers appreciate it if their booth hours are broken into a couple of shifts with a midday break. However this break shouldn't be scheduled during lunch. Convention registrant lunch time is usually a very busy time for dealers.

Dealer's Rooms are normally closed during evening shows. Some dealers like the idea of opening their booths after the evening show. Others loathe the idea.

Most magic dealers are open to the concept of a Dealer's Show whereby they can have five to ten minutes of stage time to introduce themselves to convention attendees and demonstrate or otherwise display some of their offerings. The duration of the overall Dealer's Show depends upon the number of dealers and the amount of time given to each dealer. The show should be brisk, high energy, and hosted by a good emcee. Dealer's Shows are generally a lot of fun, full of laughter and excitement.

SECURITY

Dealer's Room security is very important. Unfortunately most dealers have experienced theft during conventions. Certainly efforts should be made to minimize this. Many conventions use a security guard or off-duty policeman to help protect a dealer's wares and monitor the entrance and exits of the dealer's room.

Some conventions hire security to stay in the Dealer's Room whenever the room is closed. This may even include during the night, especially if the hotel cannot make the room entirely secure. During closed times, no person should be allowed in the room without the General Chair's or Dealer Chair's presence.

Careful consideration must be made to the fact that many Dealer's Rooms are part of the hotel ballroom system. While the outside doors to the Dealer's Room may be locked, it is possible the doors going from the Dealer's Room into the hotel kitchen corridors cannot be locked.

There seems to be two different philosophies regarding admitting customers into Dealer's Rooms. Many conventions only allow convention registrants to enter the Dealer's Room. They gain admittance by displaying their convention registration badges. For conventions that choose this route, obviously the entrance to a Dealer's Room must be monitored.

Some conventions open the Dealer's Room to the public, which means that everyone including laymen, convention attendees, and even magicians not registered for the convention can access the room. The justification here is that since anyone can walk into a local brick and mortar shop, why shouldn't they also be able to walk into a Dealer's Room at a magic convention?

Most magic dealers welcome the idea that the room is open to the public because it brings in more customers. If a room will be open to the public, it is best to inform dealers in advance so they can shift their mentality and protect secrets, as well as be prepared to offer tricks suitable to the novice and lay person.

Most dealers appreciate information on how to load their merchandise into the Dealer's Room. The use of hotel and convention owned carts and dollies are usually greatly appreciated by most dealers.

Some dealers ship their wares to a hotel prior to the convention. Typically they use shipping companies such as FedEx, DHL, and UPS. It is good for the Dealer Chair to communicate to dealers if a hotel charges to hold and store incoming packages. Dealers must be solely responsible for paying any costs directly to the hotel.

Some dealers ship to a local business, individual, or magic shop to avoid these charges, with the understanding that their packages will be delivered to the hotel and placed in the owner's booth during the Dealer's Room set-up time. Such agreements must be between the dealer and the magic shop owner only, and not a responsibility of the convention.

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SAMPLE DEALER CONTRACT ATTACHED

DEALER CONTRACT
Texas Association of Magicians Convention Hosted by the
Bruce Chadwick SAM Assembly 138 Alliance of Illusionists Inc
September 4 – 7, 2020 - Fort Worth, Texas

The Bruce Chadwick SAM Assembly 138 Alliance of Illusionists Incorporated (hereinafter known as the Convention) is hosting a convention for the Texas Association of Magicians Incorporated, Friday noon through Monday noon, Labor Day Weekend, September 4 through 7, 2020. The Convention and the Dealer (person, persons, or company leasing Dealer's Room booths for the convention) agree to the following contract.

TIMES AND LOCATION

The Convention shall schedule all convention events and the Dealer's Room hours. Changes may be made by the Convention without notice. The location of the Dealer's Room shall be the room or other areas designated by the Convention. The Club shall assign the location of all booths. The convention hotel is the Radisson Hotel Fort Worth North-Fossil Creek, located at 2540 Meacham Blvd, Fort Worth, Texas 76106 USA. The choice and location of the convention hotel is subject to change by the Convention in or around the Fort Worth, Texas area. When making hotel reservations, Dealers should mention the Texas Association of Magicians convention to receive the convention rate.

BOOTH DESCRIPTION AND AMENITIES

All single-wide booths are approximately 10' deep and 10' wide. Double-wide spaces are approximately 10' deep are 20' wide and are available for twice the single booth price. Triple-wide booth spaces are not available. Booths shall have an 8-1/2" x 11" identification sign. Single-wide booths normally include one 6' draped table, two stacked draped tables at the back, and two chairs, and double-wide booths have twice this number of accoutrements. Internet access may or may not be available from the hotel depending upon the hotel's capability. Electrical access is controlled solely by the hotel, and Dealers may need to provide their own extension cords to reach behind booths to the nearest wall electrical outlet unless otherwise directed or provided by the hotel. A maximum of 20 amps of 120 VAC current can be pulled from a single circuit. All fees and use agreements for electricity and Internet shall be negotiated solely between Dealers and the hotel. Any additional fee for electric use is not included in this agreement.

SET-UP AND DISMANTLE

Dealers may begin loading and setting-up in the Dealer Room on Friday September 4, 2020, at 9:00 am. The Dealer's Room shall close for the convention on Sunday evening at 5:30 pm, and Dealers agree to not start dismantling their booth until this time. Dealer's Room hours are tentatively scheduled as follows, and the schedule may be changed by the Convention before or during the convention:

Friday:	Saturday:	Sunday:
1:00 to 6:00 pm	9:30 am to 1:00 pm	10:00 am to 2:00 pm
	2:30 pm to 5:30 pm	

TERMS AND FEES

Single-wide booths are \$250 per space. Double-wide booths are \$400 per space. All Dealers and Dealer employees, volunteers, or other staff working in booths shall be registered for the convention. Included with each booth fee are two complimentary convention registrations, which shall allow two persons to access all convention events except the Willard Breakfast. The Saturday morning Willard Breakfast may be added for an additional \$20 per person. The Dealer's Room shall be open to the public and the Convention shall not require convention registration credentials for admittance. With laymen in the Dealer's Room, Dealers are encouraged to treat magic secrecy in their booths the same way brick and mortar magic shops protect secrets.

CERTIFICATE OF INSURANCE

All exhibitors shall send to the Convention a certificate showing general liability insurance. The minimum coverage level of one million dollars shall name both the "Texas Association of Magicians Incorporated" and the "Bruce Chadwick SAM Assembly 138 Alliance of Illusionists Incorporated" as additionally insured. This certificate shall be emailed as a PDF file to communications@allianceofillusionists.com or a hard copy shall be mailed to the Bruce Chadwick SAM Assembly 138 Alliance of Illusionists Incorporated, PO Box 12345, Fort Worth, Texas 76110 USA. The Convention must receive certificates no later than one week before the convention. Dealers who do not comply with this certificate requirement shall not be allowed to exhibit or display, and no money refund shall be given.

ARRANGEMENT AND COMPLIANCE

Exhibits shall be arranged so as not to create any obstruction to the view of other exhibits, block or otherwise interfere with walkways, or encroach on the booth space of other dealers and exhibits. The tacking, posting, placing, or distribution of advertisements outside of a Dealer's leased booth space is not permitted. The hotel forbids anything to be attached to the walls or ceiling. Dealers shall not solicit, sell, or perform outside their contracted booth space unless approved by the Club.

Dealers shall comply with all state and local codes. The use of fire is prohibited. It is the responsibility of Dealers to keep their booths neat and clean. Music and speaker sound systems are prohibited. The numbers of booths for the convention are limited due to space restrictions and to promote Dealer profitability. The Dealer's Room Chairman or other person(s) as directed by the Convention have ultimate authority over the Dealer's Room, and decisions made by the Dealer's Room Chairman and Convention are final. All questions should be directed only to the Dealer's Room Chairman.

RIGHT OF REJECTION

The Convention may cancel this contract during the convention without returning any money paid by the Dealer. The property of a Dealer may be removed from the Dealer's Room for selling or displaying blue, vulgar, sexually explicit or other objectionable material, engaging in behavior unbecoming, engaging in any illegal activity, for not supporting a family friendly environment, or violating any spirit of this contract as determined by the Convention. Dealers may not sublet, transfer, loan, or allow booth space to be used by another party.

FINANCIAL AND LOSSES

Dealers are not an employee of the Convention and Dealers are solely responsible for collecting and otherwise paying all city, state, and federal sales tax. It is the sole responsibility of each Dealer to protect their property. Neither the Texas Association of Magicians Incorporated nor the Convention shall be responsible for Dealer losses.

LIABILITY

Dealers agree to defend, indemnify, and hold harmless the Texas Association of Magicians Incorporated, the Bruce Chadwick SAM Assembly 138 Alliance of Illusionists Incorporated (Club), the hotel, and their owners or managers, officers, or directors, agents, employees, volunteers, subsidiaries, or affiliates from any damage or expense arising from or out of persons, including the Dealer, its agents, employees, staff, workers, or business invitee. Dealers shall be fully responsible to pay for all damages they cause to property owned by the Convention, hotel, their owners or managers.

PAYMENT AND CONFIRMATION

This contract is freely negotiated between both parties and both parties hereby sign this three-page DEALER CONTRACT to initiate the request to be a Dealer at the convention. After the Club receives this contract, the Convention shall email the potential Dealer a PayPal request for the amount due. Dealers shall then pay the PayPal request online either with a PayPal account or with a regular credit/debit card, no PayPal account required. Payments by cash or check are not accepted. Dealer's Booths are not considered reserved or leased until:

- a signed copy of this contract is received by the Convention
- the Convention approves the contract and thereby the dealer for the convention

- payment in full is received by the Convention
- a CERTIFICATE OF INSURANCE is received by the Convention as described above

The Convention reserves the right to fully cancel this contract without explanation prior to the start of the convention at Friday noon, September 4, 2020. In the event of such cancellation by the Convention, the Convention shall refund all money paid by the Dealer. In the event of cancellation by the Dealer, payments are neither refundable nor transferable. If the Dealer is also a Performer for the convention, the spirit of this contract stands separate from any negotiated Performer Contract. This contract is only between the Convention and the Dealer and does not implicate or involve in any way the Texas Association of Magicians Incorporated unless otherwise specified herein.

CLUB

DEALER

X _____

X _____

Bruce Chadwick SAM Assembly 138
Alliance of Illusionists Incorporated
PO Box 12345
Fort Worth, TX 76110 USA
communications@allianceofillusionists.com
817-832-6062 Landline Non-Texting

Name of Dealer _____
Company Name _____
Mailing Address _____
City, State, Zip _____
Phone _____
E-mail Address _____

<https://taom.org/2020/>

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LECTURES

In the early days of magic conventions, the lecture was basically a teach-in where a magician would demonstrate and then explain magic tricks. These presentations have changed over time to include magic philosophy, performance technique, speeches, historical presentations, business aspects of the profession, and specific types or genres of magic. It is good for a Convention Planning Committee to vary lecture emphases so that the varied interests of convention attendees are covered.

Magic lectures have become big business. Where in yesterday's world magic lectures were usually taught only by experts and professionals in the magic field, today everyone wants to lecture, regardless of their ability, expertise, knowledge, or experience.

Lectures are popular because they are usually tremendous ways whereby performers, magic dealers, and specialized suppliers can augment their convention sales. Lectures are scheduled by the Talent Chair and rarely do magic conventions pay presenters to lecture. Rather lectures and dealer's booths are usually traded to talent as part of their payment to perform for conventions. In fact some performers will refuse to perform at a magic convention unless they are also invited to lecture. They know it is possible for them to make more money from their convention lecture sales than they are paid to perform at the convention.

In the early days, an enterprising lecturer got the idea of giving written notes to attendees. That quickly morphed into lecturers asking for donations or nominal fees to cover the cost of reproducing notes. Today's lecturers usually have detailed lecture notes, books, and videos that correspond to the lecture presentation.

The lecture room must be properly set-up. It should have good seating for convention registrants. A raised platform for the lecturer is also advantageous. A good background or backdrop, adequate lighting, a sound system, and even eye magnification (video camera, projector, screen) may be helpful to enhance visibility and ambience. Sometimes side curtains are positioned on the floor, on each side of the platform, to provide wing space and offstage areas.

Lecturers should start on time and not exceed their allotted time. A good Lecture Chair will help a lecturer set-up and then introduce the lecturer with gusto. It is important for the chair to get biographical and other information from the lecturer to use in the introduction. The chair should then signal a lecturer toward the end of the lecture that the stop time is nearing. A simple cue card or hand signals can be used.

The length of convention lectures vary. Usually they are between 60 to 90 minutes in duration, plus time at the end of a lecture so attendees can purchase lecture notes and other merchandise.

It is important that lecturers set-up their merchandise tables at the back of the room or out in the foyer or hallway. If merchandise tables are set-up at the front of a lecture room, the crowds that typically descend upon tables after a lecture may impede the next lecturer from setting-up, or interfere with other subsequent room activity.

A lecturer may need help from the convention to help sell his wares. The Lecture Chair may be of assistance if the chair does not have other impending duties. Otherwise the chair may arrange for volunteers to assist the lecturer.

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CLOSE-UP

The Close-Up Chair is responsible for overseeing the close-up magic shows at a convention. These include both professional close-up shows and close-up contests. The chair arranges for emcees in each of the close-up rooms, makes sure each room is set-up properly before each show, and makes sure each room is properly identified with appropriate signage. The chair should work closely with the Contest Chair to see that needs of the close-up contest are met.

TRANSFORMATION

In a way, close-up shows at magic conventions have become amusing. In the real world, close-up magic is magic performed intimately with an audience. Often this is one-on-one performance, or performance to a small group. In the early days of magic conventions, close-up magicians sat down at tables and performed the type of magic that is now called table magic.

In today's world, typical close-up magic convention performers must perform for significantly larger audiences. Magic is a visual art form and audiences must see the art to appreciate it. This has caused many magic convention close-up performers to perform standing-up and use larger effects that normally would fall into the stand-up or cabaret magic categories. This transformation has been gradual and probably unfortunate. A lot of "close-up magic" performed at magic conventions is not really close-up.

AUGMENTATION

Magic conventions must do the best they can to accommodate close-up artists. To help audiences see and hear the performers, one tactic often used is to have each performer perform in small meeting rooms. Conventioneers stay in the rooms and the various performers then rotate room-to-room to perform.

Unfortunately sight lines will always be bad for at least part of an audience. People will probably have trouble seeing over the shoulders of the person seated in front of them. When performers use small tabletop props such as coins and cards, cups and balls, and so forth, certainly people seated at the back of the room especially will have a hard time seeing.

To help remediate these problems, sometimes audience members are seated in the first couple of front rows of seats, while the rest of the audience is positioned behind in tiered platform seating. Other times video cameras, projectors, screens, and monitors are used to provide eye magnification, so the performance is enlarged for visibility. The use of sound systems and added theatrical lighting are other elements that can help convention close-up shows. Professional equipment will be needed, and most conventions will probably have to rent said equipment. Rental costs, labor, and current technology must be carefully weighed.

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WEBSITE

It is virtually impossible for the modern magic convention to take place without the aid of a website. A website is the principal method whereby magic conventions are advertised and information is distributed.

The person who oversees the website is called the webmaster. A webmaster's role tends to fluid because the intricacies of the Internet and website protocols constantly change. A webmaster usually designs and builds the website for the convention, and then makes frequent updates as convention planning evolves and talent and activities are added to the convention line-up.

A webmaster must work closely with many different chairs of the Convention Planning Committee. In particular, the webmaster must keep good communication with the General Chair and the Talent Chair of the convention. A sound convention website will advertise convention benefits. It will also measure progress as convention planning moves forward.

There was a day when a webmaster had to know computer languages such as HTML. With the proliferation of modern website companies that provide easy-to-use templates with "drag and drop" capabilities, modern website construction is relatively easy. Almost anyone can produce a decent looking website with very little experience.

Website companies such as Wix, GoDaddy, and so forth have made it easy to acquire a URL, establish hosting services, and build a good convention website. Most offer shopping cart add-ons that makes it easy for guests to register for the convention. Websites do not have to be expensive or intimidating.

While a website needs good aesthetical appearance, it must also be simple and easy to use. However the content of a magic convention website is of primary importance. It must contain the major components whereby potential convention attendees can learn about the convention, register for the convention, and get their basic questions answered. Basic content of a magic convention website includes:

- Name of the event
- Purpose of the convention
- Overview of talent and dealers
- Calendar Dates
- Location of the Event
- Cost of the Event
- How to register for the convention
- Hotel Information and a Link to Book Rooms
- Convention Schedule
- Promo Videos
- Contest Information
- A "frequently asked questions" section

SAMPLES OF FREQUENTLY ASKED QUESTIONS

- **ARE ONE DAY REGISTRATIONS AVAILABLE?** With the convention registration fees so low, one day registrations are not available. Register now to assure a spot at the convention. Seating for the evening shows is based upon registration order.
- **CAN I REGISTER AT THE CONVENTION?** If registration space is still available, then individuals can register at the convention. However registrations are limited. It's anticipated that this convention will sell out. It's best to make registrations in advance.
- **IS THERE RESERVED SEATING FOR THE EVENING SHOWS?** General admission seating will be used for all shows. About 30 minutes prior to each evening show, groups of convention registrants will be admitted into the ballroom based upon their registration order. In other words, the first group of people who register for the convention will have the opportunity to enter the ballroom first to choose their seats. After they are seated, the next group who registered will be allowed to enter, and so forth. Laymen purchasing public tickets will be allowed into the room last, about fifteen minutes before showtime.

- **DO CHILDREN GET IN FREE?** Children ages five and younger get in free, but they still require a name badge. Send an email to the Registration Chair with the child's name, birth date, and parent's name. A phone number should be included so the convention can contact families as needed. Families need to register before children's name badges can be generated. All children must be accompanied by a legal parent or guardian throughout the convention. Unaccompanied children will not be allowed into the Dealer's Room.
- **IS THERE A FAMILY REGISTRATION?** The convention does not offer a family registration. The convention has replaced this with the Full Registration, which is designed for the magician. This allows the magician into all convention events. The Limited Registration lower registration fee is designed for non-magicians such as the spouse and family members who want to the ability to attend only the shows. Please note that at least one full registration must be purchased before one or more limited registrations can be purchased. The convention is doing everything possible to keep registration prices low!
- **IF I REGISTER FOR THE CONVENTION, SHOULD I ALSO BUY TICKETS FOR THE EVENING SHOWS?** Tickets for the evening shows are included as part of each registration. There is nothing else to buy.
- **CAN THE LAY PUBLIC GO TO THE EVENING SHOWS?** Tickets for the evening shows will be available closer to the convention dates and may be purchased online.
- **WHERE IS THE HOTEL?** The hotel is located at 12345 Wherever Blvd, Favorite City, Texas, and about two miles north of downtown. It is very easy to find and is visible from the interstate. It is right across the street from a McDonald's.
- **HOW CAN I RESERVE A HOTEL ROOM AT THE \$119 RATE?** Simply call toll-free 800-123-4567 and ask for the magic convention rate. Note that reservations for the special \$109 per night room rate must be made before XYZ date. Room reservations may be made online [HERE](#).
- **CAN I STAY AT OTHER HOTELS IN THE AREA?** It is appreciated if registrants stay at the convention hotel. The Convention has a nightly room block and must sell the rooms of that block. Otherwise the convention may be obligated to "buy" unoccupied rooms or otherwise compensate the hotel for using their ballroom and meeting spaces. PLEASE help the Convention meet its hotel obligations!
- **DOES THE HOTEL HAVE FULL AMENITIES?** The hotel features free parking, an indoor swimming pool, early check-in and express check-out, fitness center, free Wi-Fi, luggage storage, and on-site dining. Also there are two free breakfasts per day for each booked room. The rooms are beautiful, and the hotel is a wonderful property.
- **CAN I GET A REFUND IF I CANCEL MY REGISTRATION?** For cancellations received on or before XYZ date, a full refund less credit/debit card surcharges will be given. For cancellations received after XYZ date and before WXYZ date, a fifty percent refund less credit/debit card surcharges will be given. There are no refunds after VWXYZ. All cancellations must be submitted via email to the Registration Chair at the following email address. The date stamp on the email will be used to calendar the request.
- **CAN I UPGRADE MY REGISTRATION?** Registrations can be upgraded from LIMITED to FULL by contacting the Registration Chair.

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TREASURY

Magic conventions are expensive endeavors. It's an unequivocal fact that things cost money. A Convention Planning Committee must carefully weigh the costs of their convention, determine a budget, and work to produce the best magic convention it can afford.

It is essential to have one dedicated person in charge of the funds to monitor income and disbursements. Too many "hands in the cookie jar" leads to bad outcomes. Often called the Convention Treasurer, the chair administers all the money for the convention. The Convention Planning Committee will have to decide how credit card processing is handled and online monies are received. Usually funds are disbursed via a convention checking account and online financial services.

Accountability should always have a priority. Controversies among Convention Planning Committee members sometime occur when Treasurers fail to present financial transparency. Conventions should have an "open book" policy whereby any Convention Planning Committee member may be allowed to examine the financials at any reasonable time. A convention might also consider having their Treasurer bonded.

A convention should have only one US Mail address where invoices and correspondences are sent. This can be the General Chairman's or Treasurer's address, or perhaps a post office box address can be secured for the convention. As well, one central email address is also prudent.

A Convention Planning Committee might also consider the wisdom of forming a non-profit corporation to spread liability and provide bankruptcy protection. In the unfortunate event of lawsuits or financial instability, it is much better for a corporation to be litigated as compared to individual Convention Planning Committee members.

BUDGET

To develop a magic convention budget, a committee might start by examining the budgets of previous conventions and then parallel their budget accordingly. Inflation and price increases should be analyzed to refine budget amounts. Budgets can always be revised. Committees should keep a keen eye on the best and worst-case scenarios.

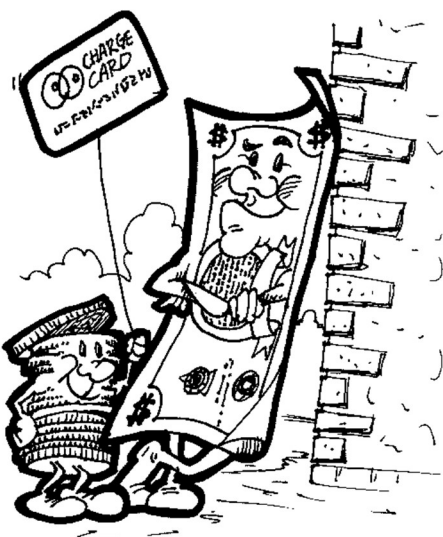
The following is a list of some of the major expense categories that are typical for hosting magic conventions.

- Dealer's Room Amenities (coffee and pastries, pipe and drape, signs)
- Dues Collected from Convention Members and Transferred to Sponsoring Organizations
- Hotel Rooms (talent, dignitaries)
- Office Supplies (registration, convention packets, computer printing ink)
- Postage
- Printed Materials (name badges, souvenir programs, signage)
- Promotions/Advertising (magic periodical advertisement, posters, flyers, mailouts, vinyl banners, website)
- Registration (URL, website hosting and maintenance, office supplies)
- Talent
- Theatrical (stagehand labor, ballroom stage rentals, theatrical equipment, video projection)
- Ticket Sales (online charges, printing of tickets)
- Travel (picking performers up from the airport)
- Treasury (credit card online processing, checking account services)
- Miscellaneous (insurance, etc)

Frequent Treasurer's reports should be presented to the General Chair as well as to the Convention Planning Committee. A computer spread sheet is an easy way to make such a report. Simple computer programs can create invoices for use in billing individuals for moneys owed and produce receipts as needed.

FINANCIAL CONSIDERATIONS

As referenced above, the Convention Planning Committee will need some sort of financial account to manipulate convention receipts and pay bills. Usually this is a convention checking account. Most financial institutions require minimum deposits to open checking accounts. Usually they also require minimum balances to avoid monthly service charges. Accounts should first be augmented by any existing monies available for use by the convention.



As a magic club or group hosts a convention, hopefully they will profit. Profit can be used to jump start future conventions. Many magic clubs or groups that host multiple conventions tend to save convention profit and use it as emergency backup for future conventions.

Most credit card processing companies require that their accounts be linked to a bank account. Sometimes there are "verification periods" that limit how many transactions or the total money amount that can be processed until verification is confirmed.

As receipts from convention registrations are gleaned from online registrations, processed through entities such as PayPal, Venmo, Zelle, Square, or other banking credit card services, monies can be transferred virtually to the convention checking account. However, PayPal has monthly maximum limits on how much money can be transferred out of a PayPal account and moved into another banking account.

Only a couple of people should have the power to write checks and disburse funds. Primarily this should be the Treasurer. In the event the Treasurer becomes incapacitated, it is good to have the General Chair or other trusted second person listed on the account as a backup.

A treasurer must be able to write checks at the convention and have access to a debit card attached to the bank account. Small matters may come up that require cash, but these are usually minimal.

Most performers will readily accept check payment for their services. Sometimes prudent Treasurers have checks pre-written for each performer. A few performers may need to be paid cash at the convention. Some performers prefer to have payments transferred to them via PayPal or other virtual account service. The way a performer is to be paid should be delineated in the performer's contract.

At the conclusion of a convention and upon the complete disbursement of funds, any left-over assets should be handled as per the Convention Planning Committee's direction. Usually financial accounts created for convention funds are either terminated or minimized until the next convention.

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