



## 2010 Affiliated Fund Exposition Affiliated Fund Display Guidance

The 2010 Affiliated Fund Exposition will be held in conjunction with the NCF Annual Banquet and Affiliated Fund Training on November 4-5, 2010 at the Embassy Suites in Lincoln, Nebraska.

Display space is limited so reservations are required. **Please RSVP by October 15 to Sheri Hink 402-323-7347, [shink@nebcommfound.org](mailto:shink@nebcommfound.org).** If you need electrical hookups for your display be sure to mention your needs in your RSVP.

### Thursday, November 4, 2010

1:00 – 4:30pm	Display Setup
3:00 – 4:30pm	Position-Specific Training for Chairs and Treasurers
5:00 – 6:30pm	Affiliated Fund Exposition
6:30pm	Annual Banquet Celebration

### Friday, November 5, 2010

7:30 – 8:30am	Registration
8:30am – 3:00pm	Annual Fund Advisory Committee Training

### Guidance for preparing your affiliated fund display:

- NCF will provide a sign with your community or organization name and a state map showing your location.
- Displays should be designed to fit on a 6-foot by 2-foot table.
- Materials should be free-standing; they cannot be attached to the wall.
- This is not a contest. Quality is more important than quantity. Show a variety of projects: small to large, easy to hard, works in progress to dreams in the planning.
- Scrapbooks are welcomed. Before and after pictures are great. Display news clippings about your community foundation projects. And any recognition received.
- Use your display to show the ways your community/organizational fund has helped your community in unique ways.
- We expect up to 250 people to attend the banquet, so prepare any takeaway items or handouts accordingly.
- Please have someone available at your table from 5:00 to 6:30 on Thursday to answer questions.
- Bring a team so you all get a chance to visit the other displays.
- Those who brought displays in past years used them over and over throughout the year.
- **Plan to bring your display on Thursday and keep it up throughout the Fund Advisory Training Sessions on Friday.**
- The room with the affiliated fund displays will be locked overnight. However, NCF cannot take responsibility for items lost or stolen from your display. So, if you have a computer, digital picture frame or other items of value as part of your display, plan to take them with you Thursday evening and bring them back Friday morning.