# General Meeting

10h - 12h 25 September 2012



www.natocharitybazaar.org



# **Agenda**

- Welcome by Susanne Christtreu
- Welcome and Farewells to Members
  - VOTE: Approval of minutes
- Tombola Update by Rebecca Verdoes
- Membership & Bake Sale by Linda Aziz Skou
- Charity Voting result by Susanne Christtreu

#### Coffee Break (15 minutes)

- Bazaar Update by Jette Holm Kristensen
- Restaurant Update by Venüs Kardal
- Invitations, Lists and Passes by Katia Abinader
- Sponsorship Update by Susanne Christtreu
- Treasurer Update by Alessandra Bertozzi
- Fundraising by Susanne Christtreu & Karen Kiærskou
- Any other Business and Closing by Susanne Christtreu

  NATO Charity Bazaar



# Welcome

Susanne Christtreu - President

- Welcome
- Approval of minutes



## **Farewell to Members**

Susanne Christtreu - President

Mirjana Hranj as ANR for Croatia





#### **Welcome to new Members**

#### Susanne Christtreu - President

- Helen Veidebaum as NR for Estonia
- Gonnie Laarhoven as ANR for The Netherlands
- Encarnación Banegas Hernandez as NR for Spain
- Sally Cawdery as ANR for the UK
- Maria GALUSCA as NR for Romania
- Caroline Wood as ANR for Canada
- Martina Hogg as NR for United States
- Devrim Ince ANR for Turkey
- Isabelle Menager as 2 ANR for France
- Kristina Rajcsanyi-Müller as ANR for Hungary
- Eva Kereki as NR for Hungary
- Vilma Zukiene as NR for Lithiania
- Ivaylo Toshirov as ANR for Bulgaria
- Yves Lecoq as ANR for Belgium
- Katarina Enne as ANR for Norway
- Libija Jovanoska ANR for FYROM
- Linda Bucena 2ANR for Latvia
- Bisserka Bondinova 2ANR for Bulgaria



# **Tombola Update**

Rebecca Verdoes - Tombola Coordinator

- Latest Update
  - List of prizes submissions by 25
     September Meeting
  - Tombola tickets distributed and lottery for ticket sales
  - Tombola Instructions
  - Ticket Sales
  - Tombola Tickets Sales Dates









# **Submitting Prize List**

- DUE NOW: tombola@natocharitybazaar.org
- TEMPLATE: Use file in Members Only area: Forms → Tombola Prize List Form - 2012
- NAMING FILE: Rename file with your country in file name: "USA-Tombola Prize List"

#### Received Prize List from:

Austria

Czech

Croatia

Denmark

France

The Netherlands

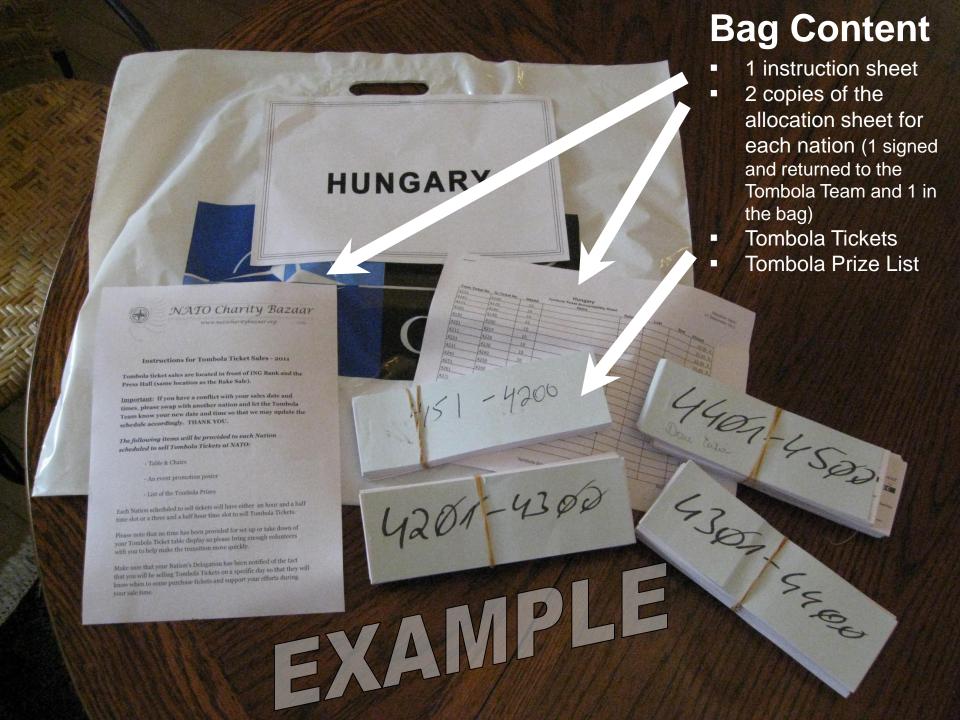
Romania

Slovakia

Turkey

Ukraine





PNation Name	Amount Allocated	Ticket Series #	Signature of person accepting the tickets	Date	Total Allocation
AUSTRIA	330	1-330			
BELGIUM	250	331-580			
BOSNIA & HERZEGOVINA	150	9611-9760			
BULGARIA	170	581-750			
CANADA	450	751-1200			
CROATIA	220	1201-1420			
CZECH REPUBLIC	370	1421-1790			
DENMARK	330	1791-2120			
ESTONIA	220	2121-2340			
FINLAND	270	2341-2610			



#### **Tombola Ticket Sales**

Rebecca Verdoes - Tombola Coordinator

#### Sales dates:

October: 2, 3, 16, 17, 23, 24, 25, 30, 31

November: 5, 6, 7, 12, 13, 14

#### Location:

In front of the ING Bank (Press Hall) – same place as Bake Sales.





# **Tombola Ticket Sales**

- Decorate the table
  - Table cloths, country flags, etc.
- Bring baked goods or drinks
- NATO Charity Bazaar will provide
  - Table & Chairs
  - An event promotion poster
  - List of Tombola Prizes











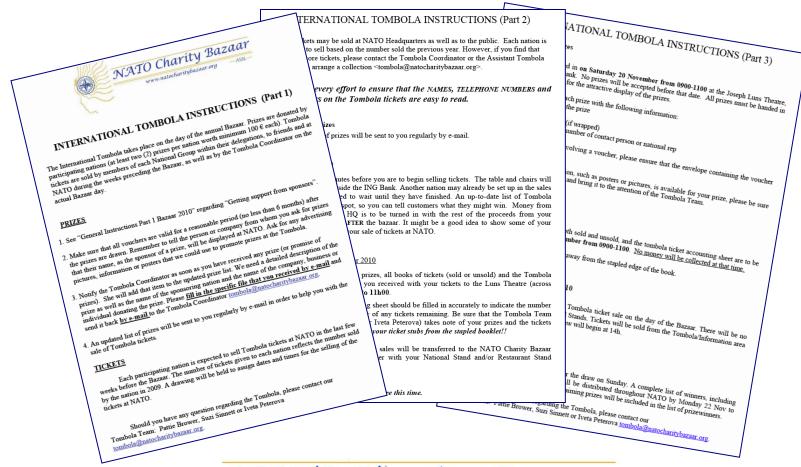
## **Ticket Sales Instructions**

#### Instruction Sheet will be present in the Bag

- If you have a conflict with your sales date and times, please swap with another nation and let the Tombola Team know your new date and time so that we may update the schedule accordingly.
- NCB Board Members will be available on sales dates to update 'Prize Lists' and offer additional tickets and assistance as needed.



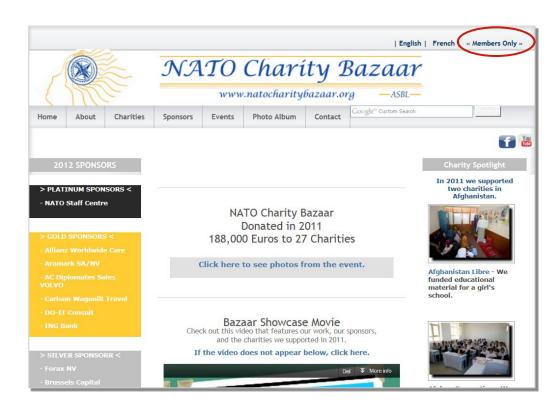
# Tombola Instructions Parts 1-3 Available in Members Only area

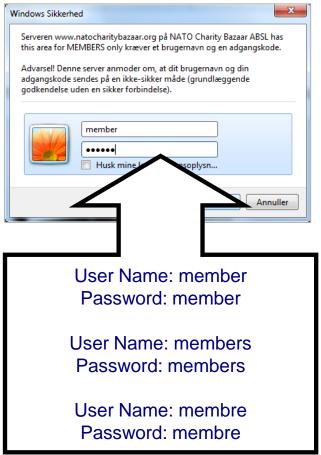




## **NCB Web Site**

#### www.natocharitybazaar.org







# **NCB Web Site**

#### www.natocharitybazaar.org

#### Charities

- Fund Application Form 2012
- Belgian Charity Visit Form 2012
- Belgian Charity Visit Assignments 2012

#### **Tombola**

- International Tombola Instructions
- Instructions for Tombola Ticket Sales
- Tombola Ticket Sales Dates (New)
- Ticket Sale Schedule

#### International Restaurant

#### **Presentations**

#### Guidelines

Restaurant Coordinators (New)

#### **Contact Forms**

- Coordinator (New) Deadline 9 Oct. 2012
- Assistant Coordinator (New) Deadline 9 Oct. 2012

#### **Forms**

Facility/Equitment Request Form - 2012

#### **Meeting Dates**

September and October 2012

#### **Sponsorship Material**

- 2012 Organization Overview
- English version
- French version
- Sample letters
- 2012 Sample Generic Letter
- Sample Personalized Letter (from UK Delegation)
- Sponsorship Package for Companies at NATO HQ or NATO Staff Center
- Package for Businesses NOT at NATO HQ or NATO Staff Center



# **Next Bake Sale**

27 September

Last Bake Sale: 2209,38 € Total in 2012: 4893,66 €







## Bake Sale 2012

Linda Aziz Skou – Secretary / Membership

- Remember
- A short description of the ingredients (example: Vanilla cake with cinnamon sugar and walnut topping)
- Small country flags to place on your baked goods
- Name, country and telephone number of the person to pick up the serving plate
- Serving plate pick-up NO LATER THAN 14:00 hrs.





# **Membership Database**

Linda Aziz Skou – Secretary / Membership

#### PLEASE PRINT CLEARLY

NATION:				Date: (dd-mm-yyyy)						
National Representative (NR)		istant Natio presentative IR)		2 <sup>nd</sup> Assistant National Representative (2 <sup>nd</sup> ANR)	Board Member					
First Name:				Surname:						
Address:										
Home Telephone:				<sub>atocharitybaz</sub>	org org					
E-mail:				- tacharity baz	adir					
Name of spouse:		ta	rv@n	atoches						
Rank or title:	SE	CLera								
Position:										
MILREP / Delegation	/ Division	:								
Room Number (if kno	own):			Office Telephone (if known):						
Is this your first meet	ing?	Yes	No							
Are you leaving Brus		Yes	No	If yes, when? (dd-mm-yyyy)						



# **Membership Database**

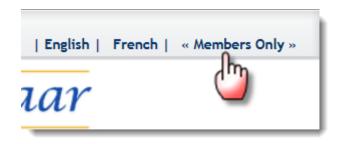
Linda Aziz Skou – Secretary / Membership

#### 2012 Material for Distribution

Here are electronic versions of all material distribute document and choose "Save" when the download m

# Organization Info Invitations 8 May 2012 (New) 17 April 2012 20 March 2012 PowerPoint 17 April 2012 20 March 2012 10 January 2012 Forms

Participation QuestionnaireMembership Contact Form





# **Charity Vote Result**

Susanne Christtreu - President

- Not every charity on the lists will be funded.
- In 2011 we donated 188,000 € to 30 charities. We hope to have that much this year.
- PLEASE NOTE We will distribute the money we raise in ranking order with 35% to Belgian and 65% to International Charities. If we raise as much as last year, we can anticipate donating approximately 65,800 € to Belgian and 122,000 € to International Charities.



# **Belgian Charities Results**

#### Last year we were able to fund up to 65,850 €

VOTE RANKING	ORGANIZATION	COUNTRY	PROJECT	AMOUNT	1	2	3	TOTAL WITH WEIGHT	RUNNING TOTAL
1	Save Children of Hope vzw	Belgium for Kenya	Giving clear water to a village in	10.000€	26	2	4	42	10.000 €
	Project 7 on VB		Kenya.						
2	Pomme et Papaye	Belgium for Rwanda	Giving a year school education in	7.940 €	19	7	6	51	17.940 €
	Project 6 on VB		Kigali						
3	Home Marjorie	Belgium	Installation of an elevator in car	8.255 €	16	12	4	52	26.195 €
	Project 3 on VB		for wheelchairs						
4	De Okkernoot Project	Belgium	Equipment for 10 new rooms-	10.000€	15	13	4	53	36.195 €
	2 on VB		flats for people with autism.						
5	Vivre et Grandir St Raphael	Belgium	Because of increasing capabilities	10.000€	13	14	5	56	46.195€
	Project 8 on VB		the school needs more furniture						
			and securitization of a new build						
			patio.						
6	Lidwina voor MS	Belgium	Social and psychological help for	6.000 €	14	9	9	59	52.195 €
	Project 5 on VB		persons with multiple sclerosis						
7	Le Rayon d'Espoir Project	Belgium for Ecuador	Building classrooms	8.877 €	6	20	6	64	61.072 €
	4 on VB								
8	Comité Central des Ecoles	Belgium for Poland	Renovation of a 20 years old	10.000€	7	12	13	70	71.072 €
	Centre de Formation et de		playground in accordance to						
	Vacances Project 1 on VB		recent safety norms in a holiday						
			centrum.						

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#### Last year we were able to fund up to 122,000 €

VOTE RANKING	ORGANIZATION	COUNTRY	PROJECT	AMOUNT	1	2	3	TOTAL WITH WEIGHT	Running Subtotal
1	Udruzenje Gradana "Buducnost" Project 11 on Votting Ballot (VB)	BOSNIA	Purchase furniture, equipment and material for the child-ren's play-room and for therapeutic work with female victims of domestic vio-lence. Help strengthen the children educationally and creatively and help the women to be-come economically stable.	7.588,00		1	2	37	7.588
2	Many Unija Project 20 on VB	LITHUANIA	Purchase postoperative rehabilitation medical equipment in two (2) hospitals where children up to 16 years suffer-ing from cancer are treated.	6.190,00	27	5	0	37	13.778
3	Mazoji Sirdele (Little Hearts) Project 21 on VB	LITHUANIA	Purchase equipment for massage therapy for a rehabilitation center helping children with congenital heart disease after their heart surgery.	3.823,00	24	6	2	42	17.601
4	Saint Nicholas Protector of the poor Project 19 on VB	ROMANIA	Purchase an echograph (ultrasound equipment) that will be used to provide free medical services for disadvan-taged people.	7.500,00	22	8	2	44	25.101

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VOTE RANKING	ORGANIZATION	COUNTRY	PROJECT	AMOUNT	1	2	3	TOTAL WITH WEIGHT	Running Subtotal
5	Rasas Perles Project 12 on VB	LATVIA	Purchase new furniture for a centre providing social and psychological rehabilitation for abused children. The current furniture is secondhand and worn out.	9.696,29	21	7	4	47	34.797
6	Marta Project 6 on VB	SLOVAKIA	Refurbish the kitchen and dining room of the organiza-tion, which provides social care and humanitarian assistance to homeless people and disadvantaged families	5.430,00	19	10	З	48	40.227
7	Andjeli (Angels) Project 8 on VB	CROATIA	Create a multi-sensory room to assist children with severe disabilities with sensory processing and integration	9.982,88	17	12	3	50	50.210
8	Udruzenja SRCE za Project 7 on VB	BOSNIA	Provide psychological care and social support to children who have or have had a malignant disease, as well as their families via therapy, workshops, activities and a rehabilitation camp	3.510,00	18	9	5	51	53.720
9	SRCE - Udruga djece s Teskocama u razvoju (Together in Game) Project 16 on VB	CROATIA	Purchase and mount playground equipment for children and young people with disabilities to help their inclusion in the community.	10.000,00	15	13	4	53	63.720

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VOTE RANKING	ORGANIZATION	COUNTRY	PROJECT	AMOUNT	1	2	3	TOTAL WITH WEIGHT	Running Subtotal
10	Ker Gui Project 4 on VB	SENEGAL	Construct tile roofs for several classrooms at a school for 256 disadvantaged kindergarten and primary school aged children	10.000,00	11	16	5	58	73.720
11	Go-Ok, o.z. Project 5 on VB	SLOVAKIA	Install a modular system of ramps and flooring to ensure accessibility by wheelchair bound people, as well as par-ents with small children, seniors with walkers, etc. to chur-ches and other cultural sites	6.996,00	13	9	10	61	80.716
12	Banunule Project 1 on VB	UGANDA	Build and render a brick security wall at a primary school which provides food, education and health care for orphans and underprivileged children	5.890,00	11	13	8	61	86.606
13	Szent Erzsebet Alapitvány Project 14 on VB	HUNGARY	Create a playground for mentally disabled teen agers and to ensure appropriate conditions for outdoor playing.	9.430,00	10	15	7	61	96.036
14	Vêtements-sans- Frontière Project 2 on VB	HAITI	Construct a covered cooking area (an outdoor kitchen) together with a small adjoining storage room in one school	5.790,00	13	9	11	64	101.826

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#### Last year we were able to fund up to 122,000 €

VOTE RANKING	ORGANIZATION	COUNTRY	PROJECT	AMOUNT	1	2	3	TOTAL WITH WEIGHT	Running Subtotal
15	Svetits Alapitvány Project 10 on VB	HUNGARY	Fumish two (2) class rooms and a community room for training students in suppor-ting the demands of treating – both mentally and psychologically – the elderly, children with mental disabilities and hospitalized people	7.700,00	8	15	9	65	109.526
16	Fund Izglitiba Project 3 on VB	LATVIA	Purchase inventory for classrooms for grades 5 – 6, renovate an 80m² to a hall and classroom for these grades as well as purchase equipment for sports.	4.456,29	7	17	8	65	113.982
17	Djerela Project 17 on VB	UKRAINE	Build and equip a pavilion for gardening training in a centre of rehabilitation for adults with severe intellectual disabilities.	6.040,00	7	15	10	67	120.022
18	Potraje Wilcej Project 9 on VB	POLAND	Provide support to families with disabled children by educating the general population about the lives of these families via workshops and an integrative party/weekend.	9.210,36	7	9	16	73	129.233

#### Page 5 of 5

#### Last year we were able to fund up to 122,000 €

VOTE RANKING	ORGANIZATION	COUNTRY	PROJECT	AMOUNT	1	2	3	TOTAL WITH WEIGHT	Running Subtotal
19	Saagu Valgus MTÜ Project 13 on VB	ESTONIA	Purchase technical equipment for disadvantaged children to receive lessons in sports, music, acting, dancing and art as well as for them to perform concerts outside.	3.348,00	5	10	17	76	132.581
20	Galilee Project 22 on VB	GREECE	Purchase of a complete audio- visual system necessary to organize palliative care seminars for multidisciplinary health care providers and volunteers.	7.013,46	3	13	16	77	139.594
21	Fundacation Dalma Project 15 on VB	SPAIN	Print a book for and by people with mental disabilities, brain damage and autism and organize an art exhibit	5.425,00	2	10	20	82	145.019
22	Kiwanis Art Association Project 18 on VB	ROMANIA	Purchase two (2) musical instruments for two (2) very talented female musicians who cannot afford to buy their own instruments to participate in concerts.	2.500,00	1	10	21	84	147.519



# Coffee Break 15 min





#### Annual BAZAAR Annuel



SUNDAY - DIMANCHE 18 NOV. 2012 • 10.30 - 16.30

NATO CAFETERIA DE L'OTAN Boulevard Léopold III - Brussels 1110 Bruxelles

Au profit d'œuvres caritatives Belges et Internationales

Proceeds in aid of Belgian and International Charities





#### **General Bazaar Instructions**

Jette Holm Kristensen - Bazaar Coordinator

- Participation Questionnaire
- Bazaar Schedule
- Draft Floorplan 2012
- National Stands
  - Stand size and tables
  - Decorating your stand
  - We provide & You provide
- Entertainment
- Thank you NATO Staff





# Participation Questionnaire Responses

[as of 24 September 2012]

- National Stands: 33
- International Restaurant: 21
- Nations that haven't responded: 2



# **National Stands 2012**

- Artist Corner
- Belgium
- Bosnia and Herzegovina
- Bulgaria
- Canada
- Croatia
- Czech Republic
- Denmark

- Estonia
- Finland
- France
- Georgia
- Germany
- Greece
- Hungary
- Italy
- Latvia

- Lithuania
- Montenegro
- NIC
- Netherlands
- Norway
- Poland
- Portugal
- Romania
- Serbia
- Slovakia

- Slovenia
- Spain
- Switzerland
- The Former Yugoslav
   Republic of Macedonia
- Turkey
- Ukraine
- UK
- USA



# Countries that Did Not Submit a Participation Questionnaire

- Iceland
- Sweden

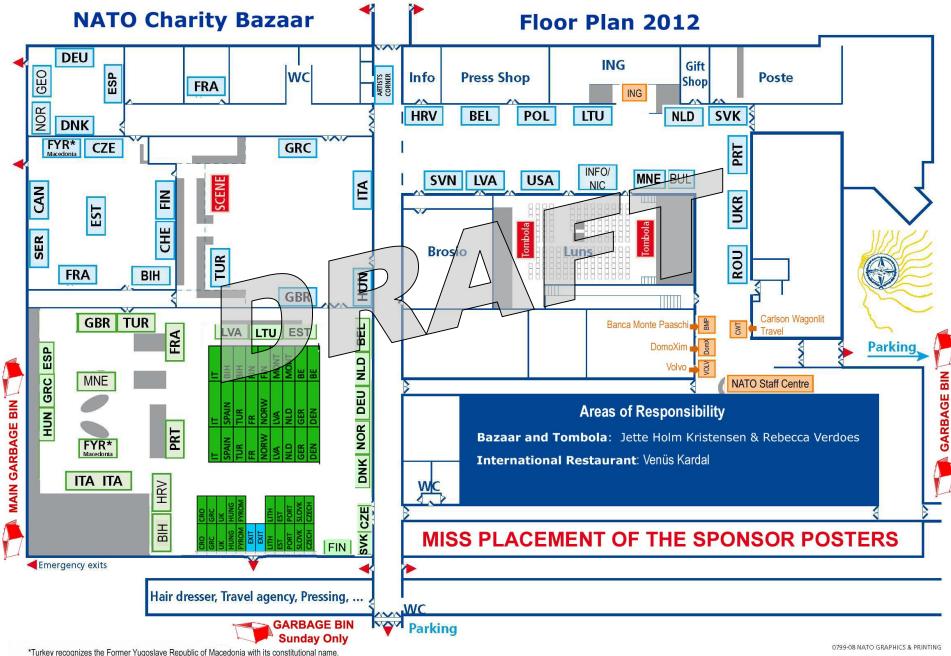


## **Bazaar Schedule**

Jette Holm Kristensen - Bazaar Coordinator

- Set Up: Saturday, 17 Nov. 8h to 16h30
- Bazaar: Sunday, 18 Nov. 9h to 16h30





—ASBL—



#### STAND SIZE & TABLES

- NUMBER OF TABLES: You will receive the same number of tables as last year. If you need more tables, just ask.
- ASSEMBLING TABLES: Some tables will need to be assembled. We will try to limit these to the stands located in the café (UK, Italy, Turkey, Greece & Hungary), but that may not be possible.

Please be prepared to assemble the tables by bringing bring an adjustable wrench or a socket wrench (size 13, 14 and 17).





#### **DECORATING YOUR STAND**

You can decorate your stands as you wish. However we must follow the following rules from NATO:

- No nails, tacks or glue on the walls
- No staples or other damaging materials on the tables
- Lightweight objects may be suspended from the ceiling
- No candles





## **NATIONAL STANDS**

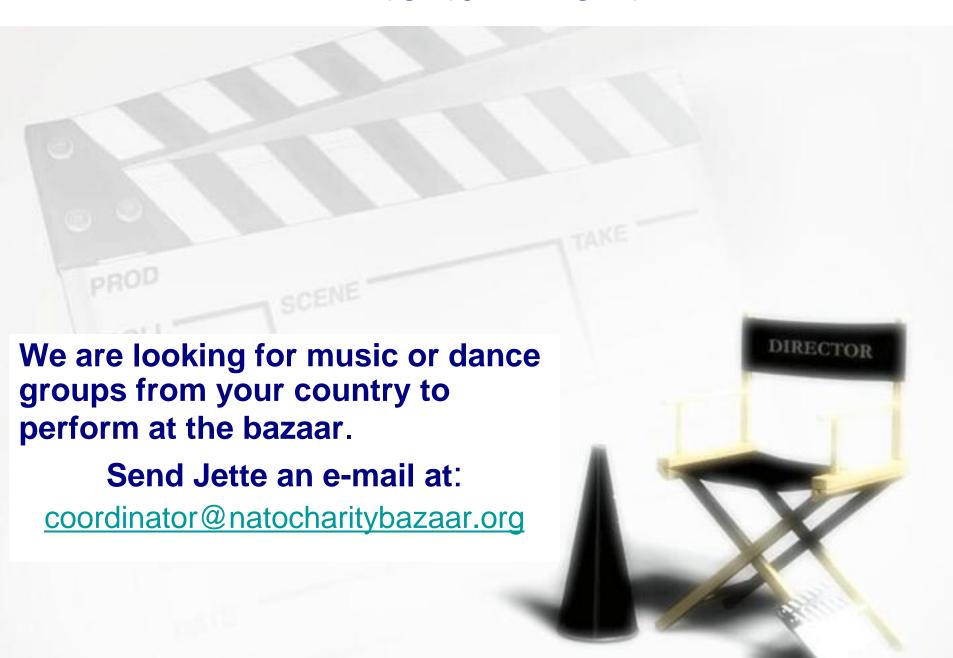
### **WE PROVIDE**

- Tables
- 4 chairs
- Nation Name Plate
- Access to Electricity (only if requested)

## **YOU PROVIDE**

- Power cords/ extension cords
- Decorations for table
- Decorations for walls
- Tools to put up your decorations
- notice boards
- Vacuum to clean up floor

## **Entertainment**



## **Thanking NATO Staff**

#1



#2



### **Thank You Gift**

1 Bottle Per Nation

**DUE**: 23 Oct.

**General Meeting** 



## **Confirmed Sponsors for 2012**

### Susanne Christtreu **President / Sponsorship**

#### PLATINUM

NATO Staff Centre

#### **GOLD**

- Aramark
- DomoXim/Brussels Business Flats
- Carlson Wagonlit Travel
- AC Brussels SA (Volvo)
- Allianz Worldwide Care
- ING

#### **SILVER**

- Forax
- **Brussels Capital Concierge**

#### **BLUE**

- Baldi
- Concordia
- Banca Monte Paschi
- Chacalli
- Courtyard by Marriott Hotel, Brussels



#### SILVER SPONSORSHIP PACKAGE

- Logo on our official brochure for 2012
  - Company ad on a shared Silver Sponsor poster (120x85cm) displayed at the 2012 Bazaar and at the Donation Ceremony.
  - Company ad on the screen in the Luns Theatre (Tombola Room) throughout the Bazaar
  - Logo on the NATO Charity Bazaar
- ASBL Web site with a link to your website. (for the 2012 Bazaar season) Company logo on the Tombola Prize Winner poster displayed at NATO HQ
- for 2 weeks vitation to the 2012 Bazaar Opening
- Ceremony Invitation to the Charity Donation Ceremon
- (Event will occur in Jan. 2013)
  - "Proud Sponsor of the 2012 NATO Charity Bazaar" button for displaying on your website

Button for Web Site

#### BLUE SPONSORSHIP PACKAGE

- Logo on our official brochure for the 2012 Bazaar season Logo on a shared Blue Sponsor poster (120x85cm) displayed at the 2012 Bazaar and at the Donation Ceremony (Jan 2013)
- Logo on the screen in the Luns Theatre (Tombola Room) throughout the Bazaar.
- o Logo on the NATO Charity Bazaar ASBL Web site with a link to your website. (for the 2012 Bazaar season)



NATO Charity Bazaar | ASBL: 874,358,592 | Ave Jules Bordet 66, Boîte 10, 1140-Evere, Belgir



## **Treasurer's Report**

Alessandra Foresti Bertozzi - Treasurer

- Treasurer update
- Payment of funds into the NCB account





## **Treasurer Update**

Alessandra Foresti Bertozzi - Treasurer

### **TOTAL INCOMING 2012**

- **Sponsors** 8.250 €
- Bake Sales 2.209 €
- Kids Days 678 €
- Out door life 235 €



**11.372 EUROS** 

On 23 September 2012

## NATO Charity Bazaar





Alessandra Foresti Bertozzi - Treasurer

### Bazaar funds transfer instructions



NATO Charity Bazaar

www.natocharitybazaar.org

-ASBL-



Alessandra Foresti Bertozzi - Treasurer

### Bazaar funds transfer instructions



NATO Charity Bazaar

www.natocharitybazaar.org

--ASBL-



Alessandra Foresti Bertozzi - Treasurer



First step - Transfer funds

You can make payment by



Bank transfer from your bank

Online account transfer





Cash directly at the BMP Belgio at NATO HQ

NATO Charity Bazaar





Alessandra Foresti Bertozzi - Treasurer



### First step - Transfer funds

## NATO Charity Bazaar ASBL Bank Account Details:



## **Banca Monte Paschi Belgio**

- IBAN BE69 6434 0149 2878
- BIC BMPBBEBB

NATO Charity Bazaar





Alessandra Foresti Bertozzi - Treasurer



First step - Transfer funds

### IMPORTANT

Include in the communication section of your transfer

the message:

"Contribution to the NCB in 2012 by ...

(specify your Nation's Name)".

NATO Charity Bazaar





Alessandra Foresti Bertozzi - Treasurer



First step - Transfer funds

### IMPORTANT

Any transfer must be completed by:

Tuesday, 4 December 2012



NATO Charity Bazaar





Alessandra Foresti Bertozzi - Treasurer



## Second step – Accounting Form

Nation's Name:				
Person making the Bank Transfer:				
Phone .		E- Mail:		
.			ONAL	CONTRIBUTION
	Tombola	Ticket S	Sales :	
ı	nternational Rest	aurant S	tand:	
	Na	ational S	tand:	
	Total Bank Tran	sfer Am	ount:	

## NATO Charity Bazaar

www.natocharitybazaar.org

--ASBL-



Alessandra Foresti Bertozzi - Treasurer



## Third step - Email

As soon as possible send via email to the NCB Treasurer (<u>treasurer@natocharitybazaar.org</u>.) a scanned copy of :



- your bank transfer transaction receipt;
- the completed "2012 Financial Accounting Form".







Alessandra Foresti Bertozzi - Treasurer

If you have any questions regarding this "Bazaar funds transfer", please don't hesitate to contact the treasurer, Alessandra, via e-mail at treasurer@natocharitybazaar.org



## NATO Charity Bazaar



## **International Restaurant 2012**

Venüs Kardal- restaurant@natocharitybazaar.org







NATO Charity Bazaar

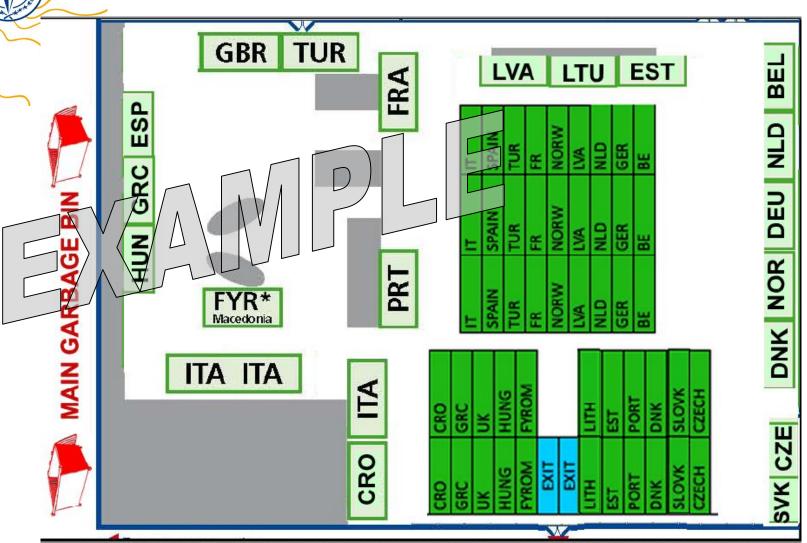


## Nations Participating in 2012 International Bazaar Restaurant

Venüs Kardal - restaurant@natocharitybazaar.org

1.	Belgium	12	Italy
			•
2.	Bosnia and	13.	Latvia
	Herzegovina	14	Lithuania
3.	Croatia		
4.	Czech Republic	15.	Netherlands
	•	16.	Portugal
5.	Denmark		Slovakia
6.	Estonia		
7.	Finland	18.	Spain
	France	19.	The Former Yugoslav
9.	Germany		Republic of Macedonia
10.	Greece	20.	Turkey
11.	Hungary	21.	UK

## **FLOOR PLAN FOR 2012 RESTAURANT**



NATO Charity Bazaar





#### 2012 GUIDELINES

#### FOR NATIONAL RESTAURANT COORDINATOR AND ASSISTANT

The responsibilities of the National Coordinator and Assistant are as follows:

- The Restaurant Coordinator organizes and coordinates his/her nation's contribution to the International Restaurant during the Bazaar and works with the International Restaurant Coordinator.
- The Coordinator will take part in all meetings called by the International Restaurant Coordinator (usually 2-3 times before the Bazaar) or send an Assistant.
- The Coordinator submits the menu, kitchen, and utensil requirements in due time.
- The Coordinator should manage helpers from his/her country in the serving area and the kitchen.
- 5. The Coordinator should arrange for the volunteers from his/her nation to decorate and clean the tables in the dining area and also to help carrying and cleaning the garbage.
- The Coordinator should make certain that the work place assigned in the kitchen and the serving area is left clean at the end of the Bazaar.
- 7. The Coordinator should offer support and guidance to all volunteers from his/her country participating in the International Restaurant and ensure that they are aware of their responsibility.
- 8. The Coordinator reports to his/her National Representative.
- The Coordinator ensures that when he/she leaves the position the substitute is aware of his/her responsibilities.

NATO Charity Bazaar | ASBL: 874.358.592 | Avenue Du Maréchal 20B - 1180 Uccle - Belgium

## Please find the '2012 Guidelines' on the NCB Website → Members Only Area

### **International Restaurant Guidelines 2012**



#### International Restaurant 2012

#### National Restaurant Coordinator Contact Form

Nation:	
First name:	
Surname:	
Phone/GSM:	
E-mail (personal):	
Postal address (husband's office):	
Phone: (husband's office):	

Please return the completed form as soon is rossible and no later than 9 October 2012 to restan antiona vcharity bazaar.org

If you have any questions, please contact:

 Venüs Kardal, International Restau int Coordinator restaurant@natocharitybazaa or GSM: 0487 567 491

NATO Charity Bazaar | ASBL: 874.358.592 | Avenue Du Maréchal 20B - 1180 Uccle - Belgium



#### International Restaurant 2017

#### Assistant National Restaurant Coordinator Contact Form

Nation:	
First name:	
Surname:	
Phone/GS 1:	
P stal address (husband's office):	
Phone: (husband's office):	

Please return the completed form as soon as possible and no later than 9 October 2012 to restaurant@natocharitybazaar.org

If you have any questions, please contact:

Venüs Kardal, International Restaurant Coordinator.

restaurant@natocharitybazaar.org GSM: 0487 567 491

## Please find the '**Forms**' on the NCB Website → Members Only Area

NATO Charity Bazaar | ASBL: 874.358.592 | Avenue Du Maréchal 20B - 1180 Uccle - Belgium

## **Contact Form 2012**



#### International Restaurant 2012

#### Facility/Equipment Request Form

Name of National Restaurant Coordinator:
Nation:
Will you need facilities for cooking?YESNO
Which of the following pieces of equipment will you need? (please tick)OvenMicrowaveFrit UseGrillStove/Gas
Will you need refrigeration?YESNO  If yes, please specify
Will you need electrical outlets?YESNO  If yes, please specify how many
Total power required:
Overall Length needed for your stand (each service counter is 0.8m long)  Number of Tables required for selling Food tickets / Other food Charles:
On the backside of this form is a list of cooking at usils available for use.  Please indicate the items and grant or we will need.
(Note: You are allowed and encour get to bring your own equipment)
Please return the completed orm <b>as soon as possible</b> and <b>no later than 9 October 17.22</b> to restaurant@natocharitybazaar.org
If you have any quistion, please contact:  • Venits Kurda, Livernational Restaurant Coordinator - GSM: 0487-567-491
NATO Charity Bazaar   ASBL: 874.358.592   Avenue Du Maréchal 20B – 1180 Uccle - Belgium

#### Cooking Utensils

Below is a list of cooking utensils available for use from the NATO cafeteria kitchen. Identify the utensils and quantity you will need. Please remember that you are responsible for the equipment. All equipment must be returned by the end of the Bazaar clean and in good condition.

	Utensils	Quant
- 1	Utensiles de la cuissine	uant
	Pressure cooker /	
ı	Autocuiseur pour bouillon	
	Baking tray	
	Plat au four	
	Colander / large sieve	
	Passoire	
	Cooking pot for stock a poil or	
	Casserole	
	Stainles steel co (ai) ars	
	Récipients d'asie	
	Large se ling , at	
	Gran a p teaux	
	Clean q dis	
	hauft plats	
	Chip baskets/scoops	
N		
٦	Tongs	
	pinces	
	Spatulas to stir or toss.	
	Pelle à remuer	
	Long handled skimmer	
	Longes écumoires	
	Others	
Į		

Please find the '**Form**' on the NCB Website → Members Only Area

NATO Charity Bazaar | ASBL: 874.358.592 | Avenue Du Maréchal 20B - 1180 Uccle - Belgium

## **Equipment/ Facilities Form 2012**



## **Equipment/Facilities Forms**

#### 2010 NCB INTERNATIONAL RESTAURANT FACILITY/EQUIPMENT NEEDS

	Nation	Cooking		Cooking		Cooking		Refrigeration	Elec	trical	Overall Length	No of Tables	No of	Pressure	Baking	Colander / Large	Cooking pot for	Stainless Steel	Large Serving	Chafing	Chip	Tongs	Spatulas to stir or	Long handled	Others
		Oven	Micro	. Frit	Grill	Store	Herrigeration	How many	Total power	for stand	for stand	Chair	Cooker	Tray	Sieve	boiler	Containers	Platters	dishes	Baskets	Tollys	toss	skimmer	Others	
1	Belgium	-	-	-	-	-	20 cakes from <i>Friday</i>	8	8000W	3.6 m	6	3	-	-	-	-	-	- 1	-		-	-	-	-	
2	Crotia	-	-	-	-	-	medium	2	?	8	10	26	-	-	-	-		-	- [		-	-	-	-	
3	Czech Rep	-	-	-	-	-		2	220 v		2	2	-	-	ست	1 F	-	-	-	-	-	-	-	-	
4	Denmark	-	-	-	-	-	Herrings, meat balls, salad	4	220W	2×2 m	-	5			-		2	2	- [	-	-	-	-	-	
5	Estonia	-	-	-	-	-		2	220W		<b>_</b> 5	12	7 -		/ - <b>/</b>	-	P - /	-	سا۔	-	-	-	-	-	
6	France	-	-	-	-	-	1 individual fridge	3	2		/ -	/ - 🛕	-	<del> </del>	14	-			2_		-	-	-	-	
7	FYROM	-	-	-	-	-		2	P	$\bigvee$	3 /	4/\	\-	1	V  -	-	-		-	6	10	-	-	-	
8	Germany	-	-	-	-	-	35 cakes	-3-	3500 V	3.2	8 /	1	1 /	-\	-	-	-	-	-	-	-	-	-	-	
9	Greece	1	-	-	1	-	4 shelves		220V	8	1/	2	-\	6	3	-	5	4	3	-	5	5	2	-	
10	Hungary	-	-	-	-	1	For some drinks		-/	<b>^</b> 4		12	1-1	-	-	-	-	-	-	-	-	-	-	-	
11	Italy	2	-	-	-	4	2 freezer for drinks	2	2 <b>7</b> 0v		<u> </u>	4	-	-	-	-	-	-	-	-	-	-	-	-	
12	Latvia	-	-	-	-	-	1 refregeration with glass doors	3	2204	4	4	4	-	-	-	-	-	-	-	-	-	-	-	-	
13	Lithuania	-	1	-	-	-	standard refregarator	6	2kW	6	5	5	-	-	-	-	-	-	-	-	-	-	-	-	
14	Netherlands	-	-	-	-	-		2	3000W	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
15	Norway	-	-	-	-	-		4	??	-	9	2	-	-	-	-	-	-	-	-	-	-	-	-	
16	Portugal	1	1	-	-	-	3 fridge shelf and 3 freezer shelf at the italian restaurant	3	220 W				-	-	-	-	4	-	4	4	-	4	-	-	
17	Slovakia	-	-	-	-	-	-	3	220 W	1	5	5	-	-	-	-	-	-	-	-	-	-	-	-	
18	Spain	-	-	2	-	-	1 cold storage room	3	220w	3	1	2	1 cooking pot (200L)	-	1 sieve	2 buckets	8 iron containers (20L)	12 large serving platters				1scoop	4 long and 4 short fish slices	3 spoons, 1 big ashcan, 5 large iron tables	
19	Turkey	-	-	-	-	-	2 fridge	2	220W	-	-	2	-	-	-	-	-	-	-	-	-	-	-	-	
20	UK	-	-	2	-	-		-	-				-	-	-	-	4	-	-	4	-	-	-	-	
		4	. :	2 4		1 5	5 0	55	0	37.2	61	72	0	6	3	0	15	6	9	14	15	9	2	0	



# International Restaurant Meetings

4<sup>th</sup> + ? October 2012

12.00-13.00 in Grand Chalet, Staff Centre





## **Invitations & Lists**

Katia Abinader - <a href="mailto:charity@natocharitybazaar.org">charity@natocharitybazaar.org</a>

#### List of Ambassadors attending the Bazaar 2011

Please provide information on any **Ambassadors** coming t and send it bagk (by e-mail only) to: Katia Abinader: katiaabinader@hotmail.com Kati Schmidt: president@natocharitybazaar.org

If you want to receive your VIP INVITATIONS by the October 2 later than 15 October to <a href="mailto:katiaabinader@hotmail.com">katiaabinader@hotmail.com</a> The FINAL Thurs. 20 OCT.

#### Nation:

Title	Surname	First name	Nationality
	4		
			9
	-	+	(0)

Please note that Ambassador to NATO do not need to be listed in the above for For more information please contact:

Katia Abinador, at 02-707-5448

Kati Schmidt: president@natocharitybazaar.org

#### List of Guests attending the Bazaar 2011

Each Nation is allowed a maximum of 6 Invitations Cards for guests. The Invitations will only admit one person.

Children under 18 will be admitted without invitations but the invitation.

Invitations Cards have to be shown to the Security Guards u

Please fill the form below and send it back (by e-mail only) t

If you want to receive your VIP INVITATIONS by the Oclater than 15 October to <a href="mailto:katiaabinader@hotmail.com">katiaabinader@hotmail.com</a> The land Thurs. 20 OCT.

After the deadline, remaining Invitation Cards will be distribu

Nation:

+

Nr	Title	Surname	First Name	
I.	10			
2.	li			
3.				
4.				
5. 6.				
6.	Ú.			

Please note that Guests will have to park their cars on the gr

#### List Helpers - Bazaar 2011

Please provide the names of the people (maximum 12 by nation) who will be helping you on Saturday and/or Sunday, please fill the form below and send it back (by e-mail only) to katiaabinader@hotmail.com

Helpers Cards have to be shown to the Security Guards at the entrance.

If you want to receive your HELPER CARDS by the October 20th General Meeting, submit this list no later than 15 October to katiaabinader@hotmail.com The FINAL deadline for VIP INVITATIONS is Thurs. 20 OCT.

Please note that access will be given to Helpers through gate Z if they come by car, or through the main gate for pedestrians.

Nation

	Title	Surname	First name	Date of Birth	Nationality	Vehicle type	Plate number
1.							
2.							
3.					,		
4.							
5.			-		1		
6.							
7.							
8.						*	
9.							
10.							
11.							
12							

For more information please contact: Katia Abinader, Access Coordinator at 02 707 5448

#### List of Ambassadors attending the Bazaar 2012

Please provide information on any **Ambassadors** coming to the Bazaar, please fill the form below and send it back (by e-mail only) to:

Katia Abinader: charity@natocharitybazaar.org

Susanne Christtreu: president@natocharitybazaar.org

If you want to receive your VIP INVITATIONS by the October 23<sup>th</sup> General Meeting, submit this list no later than 19 October to <a href="mailto:charity@natocharitybazaar.org">charity@natocharitybazaar.org</a>

The FINAL deadline for VIP INVITATIONS is Monday 29th October 2012

Nation:			

Title	Surname	First name	Nationality	Position	Plate Number

Please note that Ambassador to NATO do not need to be listed in the above form. Access will be given to them as usual.

For more information please contact:

Katia Abinader, at 02-707-5448

Susanne Christtreua: president@natocharitybazaar.org

#### List of Guests attending the Bazaar 2012

Each Nation is allowed a maximum of <u>6 Invitations Cards for guests</u>. The Invitations will only admit one person.

Children under 18 will be admitted without invitations but they have to be accompanied by an adult who has an invitation.

#### Invitations Cards have to be shown to the Security Guards upon entrance to the site.

Please fill the form below and send it back (by e-mail only) to: <a href="mailto:charity@natocharitybazaar.org">charity@natocharitybazaar.org</a>
If you want to receive your invitations by the October 26<sup>th</sup> General Meeting, submit this list no later than 22
October to <a href="mailto:charity@natocharitybazaar.org">charity@natocharitybazaar.org</a>

The FINAL deadlines for Guest Invitation Cards is Monday 29th October 2012.

After the deadline, remaining Invitation Cards will be distributed among nations that desire additional cards.

Nation:			
---------	--	--	--

Nr	Title	Surname	First Name	Date of Birth	Nationality
1.					
2.					
3.					
4.					
5.					
б.					

Please note that Guests will have to park their cars on the quest parking outside NATO.

#### List Helpers - Bazaar 2012

Please provide the names of the people (maximum 12 by nation) who will be helping you on Saturday and/or Sunday, please fill the form below and send it back (by e-mail only) to <a href="mailto:charity@natocharitybazaar.org">charity@natocharitybazaar.org</a>

#### Helpers Cards have to be shown to the Security Guards at the entrance.

If you want to receive your HELPER CARDS by the October 23<sup>th</sup> General Meeting, submit this list no later than 19 October to <a href="mailto:charity@natocharitybazaar.org">charity@natocharitybazaar.org</a>

The FINAL deadline for HELPER CARDS is Monday 29th October 2012

## <u>Please note that access will be given to Helpers through gate Z if they come by car, or through the main gate for pedestrians.</u>

Nation:
---------

	Title	Surname	First name	Date of Birth	Nationality	Vehicle type	Plate number
1.							
2.							
3.							
4.							
8.							
9.							
10.							
11.							
12							

For more information please contact: Katia Abinader, Access Coordinator at 02 707 5448

#### <u>List Deliveries - Bazaar 2012</u>

Please provide the name of the people who will make deliveries on Saturday or Sunday, please fill the form below and send it back (by e-mail only) to: <a href="mailto:charity@natocharitybazaar.org">charity@natocharitybazaar.org</a>

#### Please note that access is through gate Z.

The deadline for submission of this list is Wednesday 7 November 2012.				
Nation:				
	Deliveries on Saturday 17 November			

Cat.	Surname	First name	Date of Birth	Nationality	Vehicle type	Plate number	Company	Delivery type
D								
D								
D								
D								
D								

#### Deliveries on Sunday 18 November

Cat.	Surname	First name	Date of Birth	Nationality	Vehicle type	Plate number	Company	Delivery type
D								
D								
D								
D								
D								



## Invitations & Passes

### **Visitor Lists**

- VIP
- Guest

### **Additional Passes**

- Helpers
- Musicians
- Deliveries

DUE: FRIDAY 18 OCTOBER DUE: FRIDAY 2 November

DEADLINES: If you want to receive your invitations by the next meeting (23 October), submit lists to Katia by Thursday 18 October. Otherwise, invitations distributed at 6 Nov. Meeting.

Lists will be available online in Members Only area shortly after this Meeting



## **Fundraising Ideas**

Susanne Christtreu - President

- 1. Out-Door-Life for Charity
- 2. Discover Gyrokinesis with Elena lenco
- 3. Charity Event 8 Nov.





## Closing

Susanne Christtreu - President

## General Meeting Dates 2012

- 25 September
  - Key Focus: Tombola Ticket sales lottery, Bazaar Instructions & Call for Entertainment
- 9 October & 23 October
  - Key Focus: VIP & Visitor Passes
- 6 November
  - Key Focus: Final Instructions & After sales schedule

Please return voting cards and folders

NATO Charity Bazaar

## Annual BAZAAR Annuel



SUNDAY - DIMANCHE 18 NOV. 2012 • 10.30 - 16.30

NATO CAFETERIA DE L'OTAN Boulevard Léopold III - Brussels 1110 Bruxelles

Au profit d'œuvres caritatives Belges et Internationales

Proceeds in aid of Belgian and International Charities

