

General Assembly Meeting

10h - 12h30

6 November 2012

Annual BAZAAR Annuel



NATO Charity Bazaar
www.natocharitybazaar.org —ASBL—

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



OUVERT à tous les membres détenteurs d'un laissez-passer OTAN et Shape. • **OPEN** to NATO and Shape id holders



NATO Charity Bazaar

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—ASBL—

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



Agenda

- **Welcome** by Susanne Christtreu
- **Welcome and Farewells to Members**
 - **VOTE: Approval of minutes**
- **Bazaar Update** by Jette Holm Kristensen
- **Opening Ceremony** by Susanne Christtreu
- **Tombola Update** by Rebecca Verdoes

Coffee Break (15 minutes)

- **Restaurant Update** by Venüs Kardal
- **Invitation Lists and Passes** by Katia Abinader
- **Donation Ceremony** 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 2 x minutes**



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Farewell to Members

Susanne Christtreu - President

-
- **Nicolette Ferrier, NATO International Club (NIC)**

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Welcome to new Members

Susanne Christtreu - President

- **Sabrina Janssens, 2nd ANR for Belgium**

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FINAL Bazaar Instructions

Jette Holm Kristensen - Bazaar Coordinator

- **Final Instructions**
- **Saturday and Sunday Agendas**
- **Reminders**
- **Stage Schedule (draft)**
- **Trash Dealing & Clean Up**
- **Thank you NATO Staff**
- **Bazaar After Sale**

NATO Charity Bazaar

FINAL INSTRUCTIONS & TIMETABLES

Bazaar 2012



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FINAL INSTRUCTIONS & TIMETABLES BAZAAR 2012

Final Instructions

- Food/drinks are allowed only in the International Restaurant area. This also applies to taste samples. You are still free to sell unopened or wrapped bottles/food from your National Stands.
- The whole area of the Bazaar is Non Smoking. Ashtrays are provided outside the building in front of the main entrances only.
- Nations are allocated a number of tables. Your allotted tables will be placed in your assigned space. You are responsible for assembling and dismantling the tables. Make sure that your volunteers bring an adjustable wrench or a socket wrench size: 13, 14 and 17 to assemble tables.
- On Sunday, tables and chairs must be dismantled, put in the designated place, and your area cleaned.
- The NATO Building is expected to be handed back to the NATO authorities in exactly the same state as we found it. Therefore, each Nation is asked to fold boxes and dispose of their rubbish/waste in the designated containers. We recommend that you bring a vacuum cleaner and a broom for cleaning up your area.
- The NCB Board will have an information desk in front of the Luns theatre.
- No food, drinks or unaccompanied children will be allowed in the Luns theatre where the Tombola will take place.

Reminders

- **ACCESS TO NATO:** The following people will have access to the Bazaar: NATO/SHAPE/NCBA Pass holders and their close family (mother, father, children, brothers and sisters. No aunts, uncles, cousins or neighbors) in the same car, Staff Centre members, guests with kids under the age of 12 (with 1 Guest Card per guest), helpers on the list (with their Helper Card), people delivering as long as their name was submitted in advance.
- **HELPERS:** Helpers will access with their car through Gate Z. Guests will leave their car on the Guest Car Park and will access through the main entrance.
- **NATIONAL STAND SPACE:** When you arrive on Saturday, your National Stand space will be delineated by the placement of the tables. The Fire Inspector and the Bazaar Coordinator will do a walk through of all the stands on Saturday beginning at 12h. If a stand is blocking an entrance or some other walkway needed for fire safety, the stand must be modified to meet all fire safety requirements.



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- **NAME PLATE:** Each nation will be provided a name plate showing the country's name and national flag. The card will be hung above the stand and needs to be returned when the Bazaar is over. Only name plates can be hung from the ceiling.
- **DECORATIONS:** Nations are free to decorate their Stands as they wish, but there are to be no nails, tacks or glue on the walls, and no staples or other damaging materials on the tables. Please bring a free-standing frame.
- **FOOD ON SATURDAY:** There will be the opportunity to purchase lunch and drinks on Saturday from the International Restaurant where some nations will open their Stand.
- **SELLING ON SATURDAY:** Each nation may decide if they wish to sell items on Saturday. Pre-sale of food/drink tickets might be possible for use on Sunday from some nations.

Timetable Saturday 17 November:

- 08.00: Set-up of the Stands starts with volunteers from each nation.
- 09.00 to 11.00: Handing in of Tombola prizes at Luns Theater.
- 11.00: Opening Ceremony Rehearsal.
- 12.00: Walk through with Fire/Facilities
- 14.00: Closing of the Restaurant area.
- 16.30: Closing of the whole Bazaar area. (Note: If you are finished before 16.30, it is your own responsibility to ensure the security of your Stand until the area is closed).

Timetable Sunday 18 November:

- 08.00: Opening of the Bazaar area.
- 09.15: Photo session at the stage.
Note! All National & Assistant National Representatives in place no later than 9:10h.
- 09.45: Opening Ceremony on the Podium in the small cafeteria.
- 10.00: Bazaar Officially Opens to Public
- 10.15: Patrons preview International Restaurant
- 10.45: Patrons preview National Stands
- 13.00: Tombola Ticket Sales ends
- 14.00: Tombola starts.
- 16.00: Return of nation plates to NCB information desk.
- 16.30: Closing of the Bazaar. (**Note!** All stands need to follow the clean up procedure and be checked out by the Bazaar Coordinators before they can leave).

Final Instructions

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NATO Charity Bazaar

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TIMETABLES

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Note! All National & Assistant National Representatives in place on time.
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- 10.00:** **Bazaar Officially Opens to Public**
- 10.15:** Patrons preview International Restaurant
- 11.00:** Patrons preview National Stands
- 13.00:** Tombola Ticket Sales ends
- 14.00:** Tombola starts.
- 16.00:** Return of nation plates to NCB information desk.
- 16.30:** Closing of the Bazaar. (**Note!** All stands need to follow the clean-up procedure and be checked out by a NCB Board Member before they can leave).

FINAL INSTRUCTIONS & TIMETABLES

Bazaar 2012



NATO Charity Bazaar

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Have a great time.

Together we're raising money to support wonderful Belgian and International Charities

CONTACT NUMBERS:

Should you have any questions or problems during the Bazaar, please contact the appropriate member of the NCB Board by GSM or go to the NCB Info Table in front of the Luns Theater. Help yourself by typing these phone numbers in your telephone 😊

Vice-president & Bazaar

- Jette Holm Kristensen – GSM 0498-036-601

Tombola

- Rebecca Verdoes – GSM 0499-728-883
- Stephanie Matthews – GSM 0474-170-843

International Restaurant

- Vënus Kardal - GSM 0487-567-491

President

- Susanne Christtreu – GSM 0491-355-806



Saturday Agenda

- **8:00h** - Set-up of National Stands starts with volunteers from each nation.
- **9:00h-11.00h** - Handing in of Tombola Prizes and ALL tickets at Luns Theater.
- **11:00h** - Opening Ceremony Rehearsal.
- **12:00h** - Walk through with Fire/Facilities
- **14:00h** - Closing of the Restaurant area.
- **16:30h** - Closing of the whole Bazaar area.

NATO Charity Bazaar



Sunday Agenda

- 8.00h** - Opening of the Bazaar area for **SETUP ONLY**
- 9.15h** - Photo session in the Cafeteria area (**Note!** All National & Assistant National Representatives in place on time).
- 9:45h** - Opening Ceremony on the Podium in the small Cafeteria.
- 10:00h** - Bazaar Officially Opens to Public
- 10:15h** - Patrons preview of International Restaurant.
- 11:00h** - Patrons preview of National Stands
- 13:00h** - Tombola Ticket sales ends
- 14:00h** - Tombola starts.
- 16:00h** - Return of signs and flags to the information desk.
- 16:30h** - Closing of the Bazaar.

NATO Charity Bazaar



Reminders

Jette Holm Kristensen - Bazaar Coordinator

NO COMMERCIAL VENDORS

Items offered by nations at the Bazaar must be presented on a non-commercial basis. That is, no commercial vendors are allowed to participate as part of a nation's stall.

ALL PROCEEDS GO TO CHARITY

All proceeds (less legitimate overhead costs) must be transferred to the NATO Charity Bazaar ASBL Bank account.

FINAL AUTHORITY

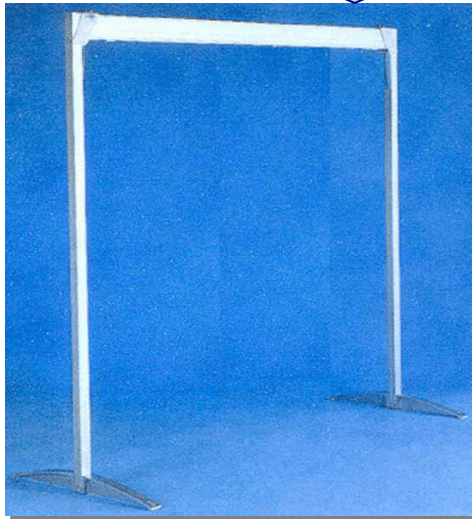
The final authority for all aspects of the Bazaar rests with the President of the NATO Charity Bazaar ASBL in consultation with the appropriate NATO authorities.



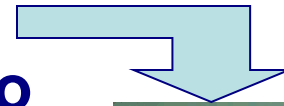
NATO Charity Bazaar

REMINDERS

No Material may be attached to NATO walls or ceiling



If you would like to hang posters or a backdrop, you need to bring something to hang it from such as a freestanding frame or shelving



Name Plates

Each nation will be provided a name plate showing the nations name and national flag. Please hang your name plate so that it is visible.

NOTE: This is the **ONLY** item that can be hung from the ceiling





When you Arrive on Saturday

Your area will have:

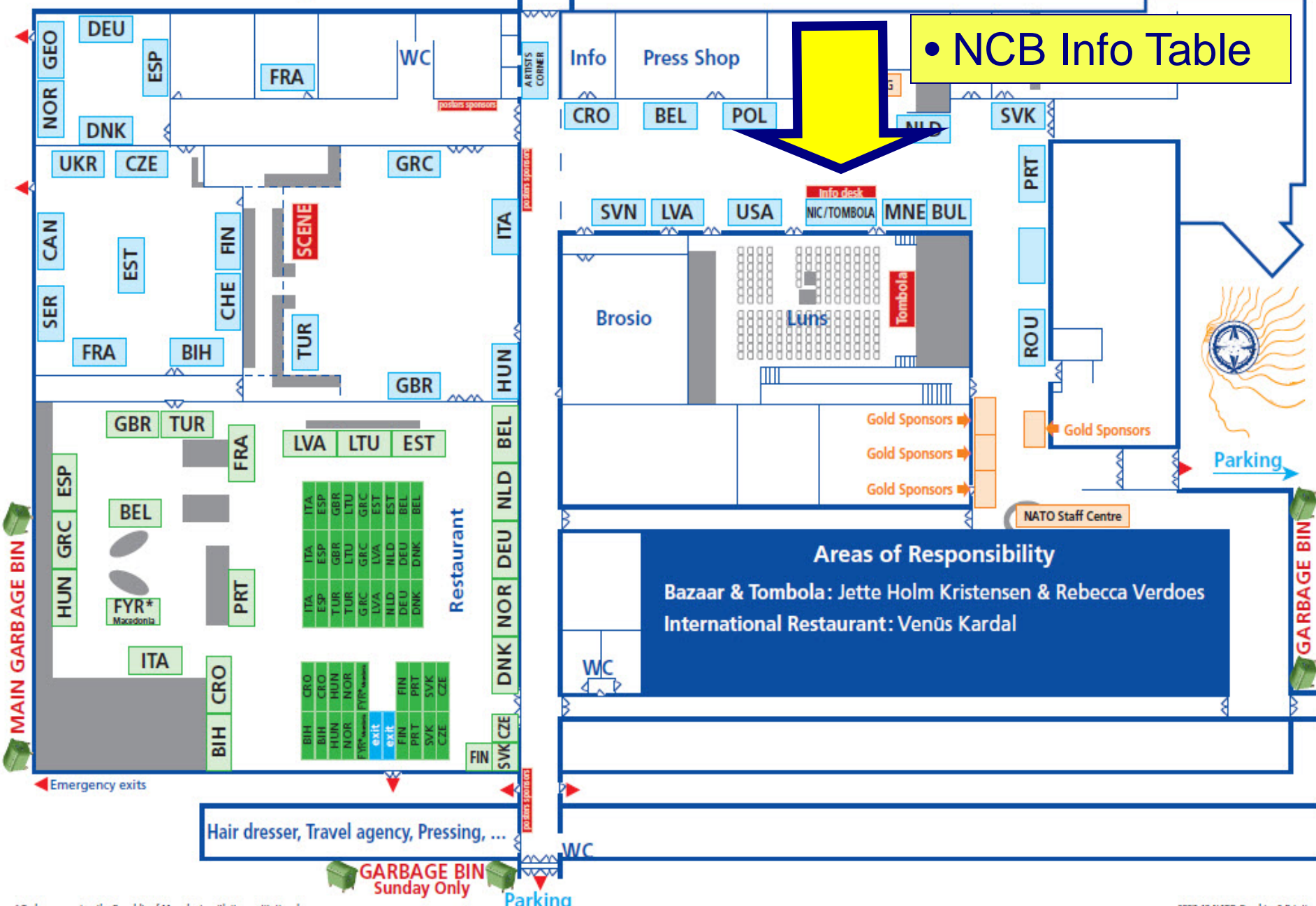
- 1. Tables + Chairs**
- 2. Name Plates ready to be displayed prominently.**
- 3. 2 white garbage bags.**
- 4. 'Clean Up Check List' with the number of tables you were provided.**

NATO Charity Bazaar

NATO Charity Bazaar

Floor Plan 2012

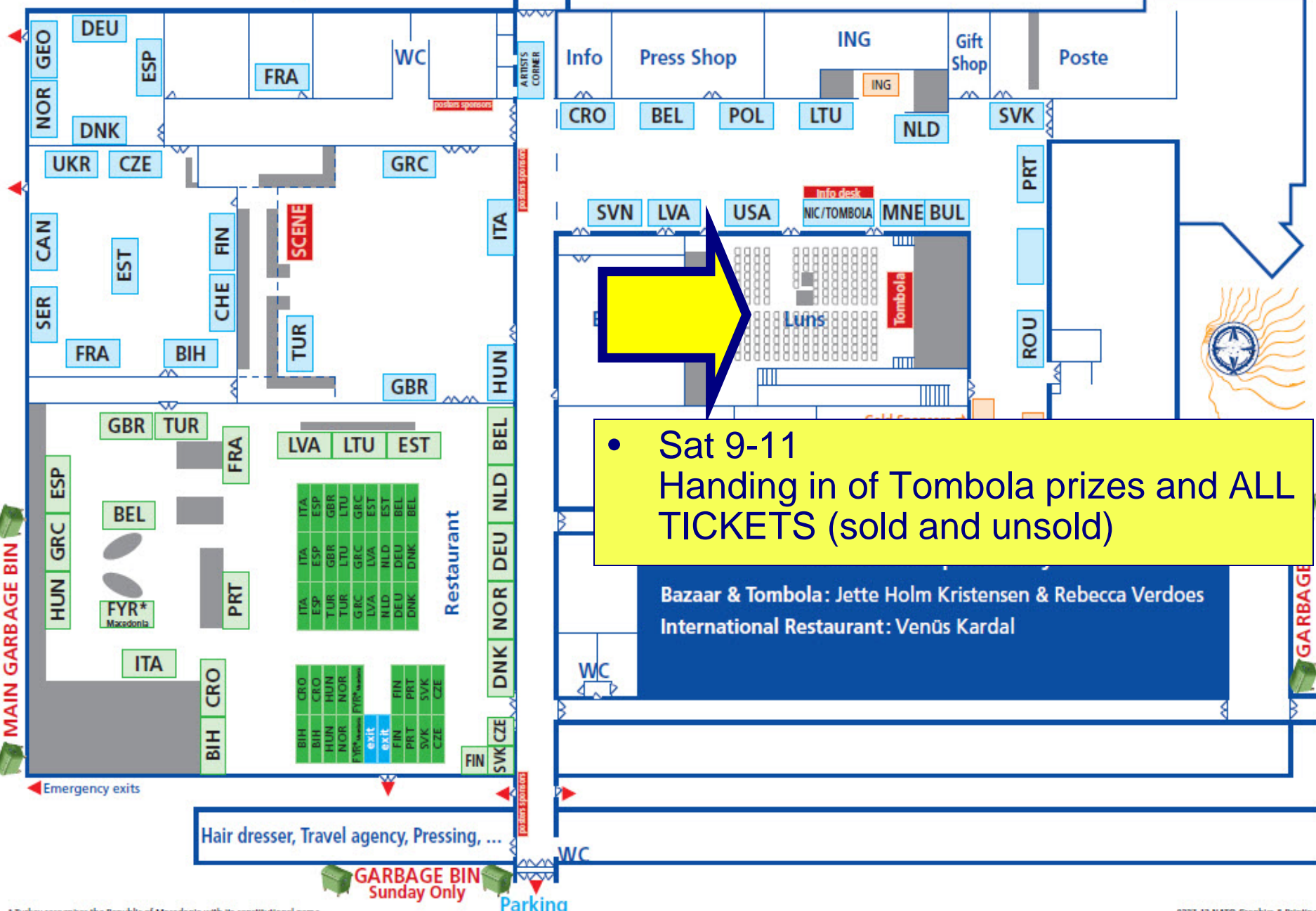
• NCB Info Table



* Turkey recognises the Republic of Macedonia with its constitutional name.

NATO Charity Bazaar

Floor Plan 2012



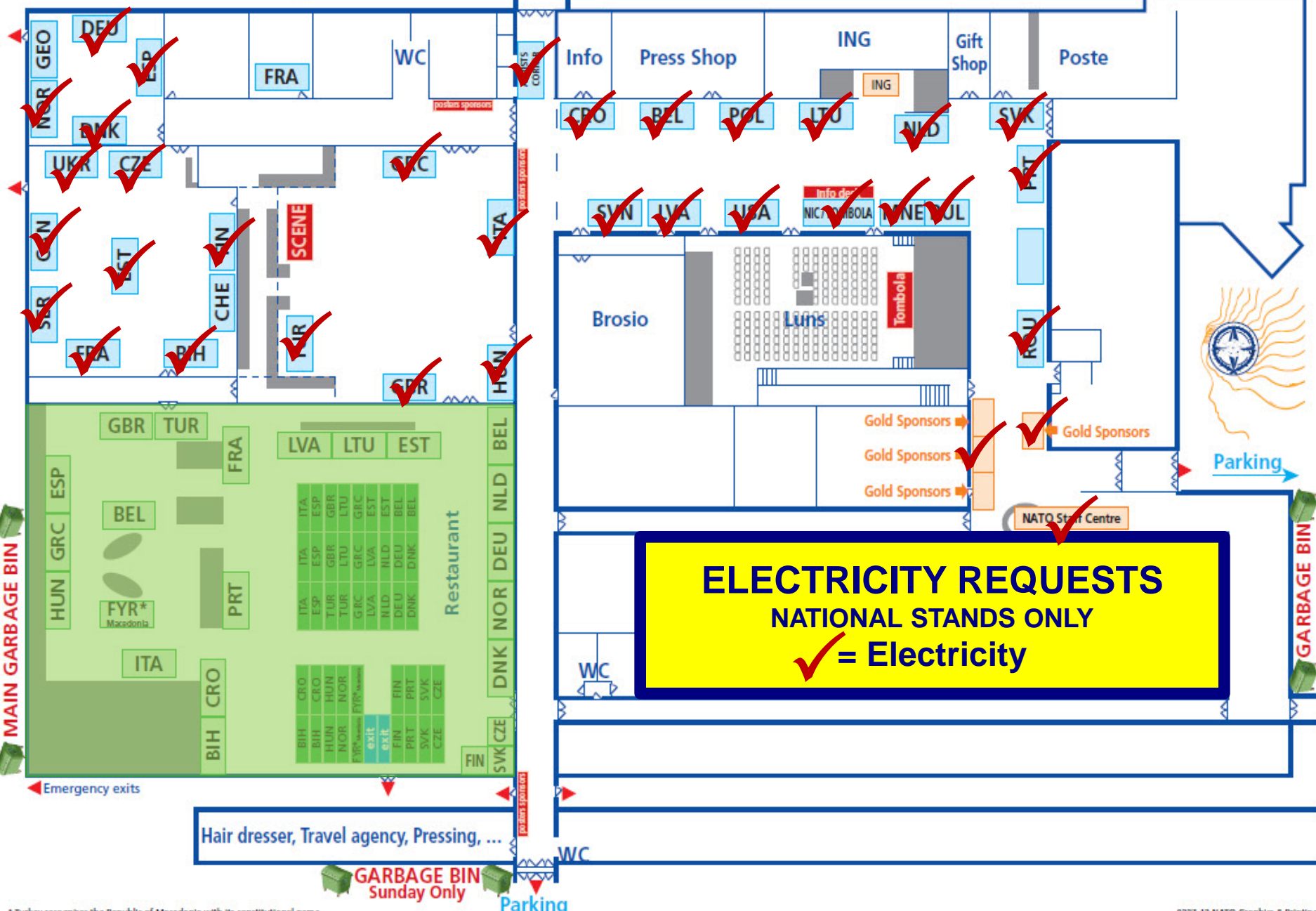
• Sat 9-11
Handing in of Tombola prizes and ALL TICKETS (sold and unsold)

Bazaar & Tombola: Jette Holm Kristensen & Rebecca Verdoes
International Restaurant: Venūs Kardal

* Turkey recognises the Republic of Macedonia with its constitutional name.

NATO Charity Bazaar

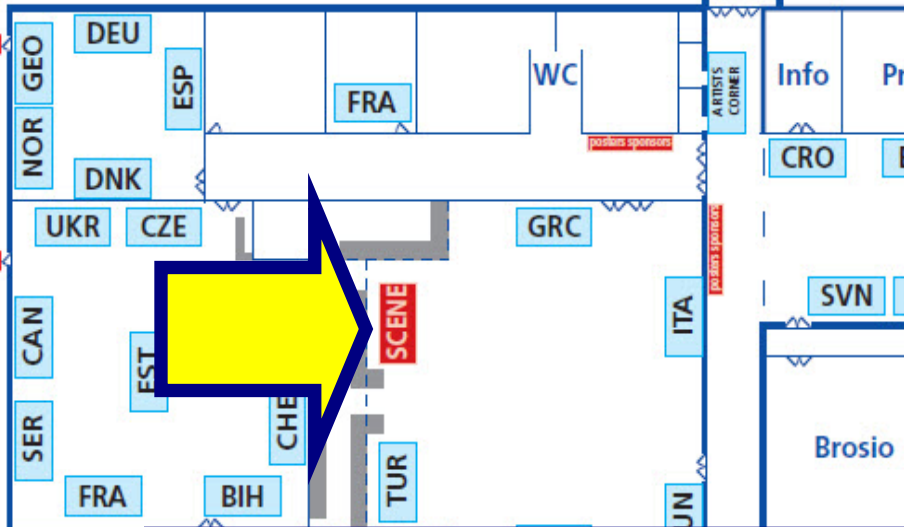
Floor Plan 2012



* Turkey recognises the Republic of Macedonia with its constitutional name.

NATO Charity Bazaar

Floor Plan 2012



Saturday

- 11h00 Opening Ceremony rehearsal

Sunday

- 9.15 Group photo
- 9.45 Opening Ceremony



Hair dresser, Travel agency, Pressing, ... WC

GARBAGE BIN Sunday Only Parking

* Turkey recognises the Republic of Macedonia with its constitutional name.



Supplies

- **Extension Cord**
- **Power strip**
- **Broom and dustpan**
- **Tape, pens, string**
- **Small ladder**
- **Rubbish container for your stand**
- **Vacuum**

NATO Charity Bazaar



Supplies

- **Bring a Vacuum**
VERY IMPORTANT FOR SUNDAY CLEAN UP





Stage Schedule Draft

- 09:45 – 10:15 OPENING CEREMONY
- 10:30 – 10:45 11 year old American violinist, Hannah Elisabeth Davis
- 11:00 – 11:30 Greek Dancers
- 11:45 – 12:15 Estonia Chorus
- 12:30 – 13:00 Latvian Dancers
- 13:15 – 13:45 11 year old American violinist, Hannah Elisabeth Davis
- 14:00 – 14:30 Spanish Flamingo Dancers
- 14:45 – 15:00 Ms. Edit Kiss – Hungarian Belly Dancer
- 15:05 – 15:30 Slovenian Singers & Singing Children **Awaiting confirmation**
- 15:45 – 16:30 Still free



NATO Charity Bazaar, asbl Entertainment Info Sheet

Performer: Flamenco, The Academy of Brussels "GRANA Y ORO"

Nation: SPAIN

Thank you for your assistance in finding entertainment for the NATO Charity Bazaar 2012.

Please have a representative from the performers contact our Stage Manager, Peder G. Holm, by November 14th at peder@gahner-holm.dk to discuss the following:

- Audio needs
- Arrange a practice time on Saturday if desired

Also, please email me at coordinator@natocharitybazaar.org with the official name of the act for the agenda and preferences for time for the performance (max 30 min).

And lastly, please email the completed Musician pass request form to Katia Abinader charity@natocharitybazaar.org right away. The Musician pass form is on the NCB web site in the Members Only area.

Sincerely yours,

Jette Holm Kristensen
Vice-president & Bazaar Coordinator

Dealing with Trash

**A Primer on
disposing of
waste before,
during, and
after the Bazaar**





Blue Bins

Contents: Paper & Cardboard
Boxes





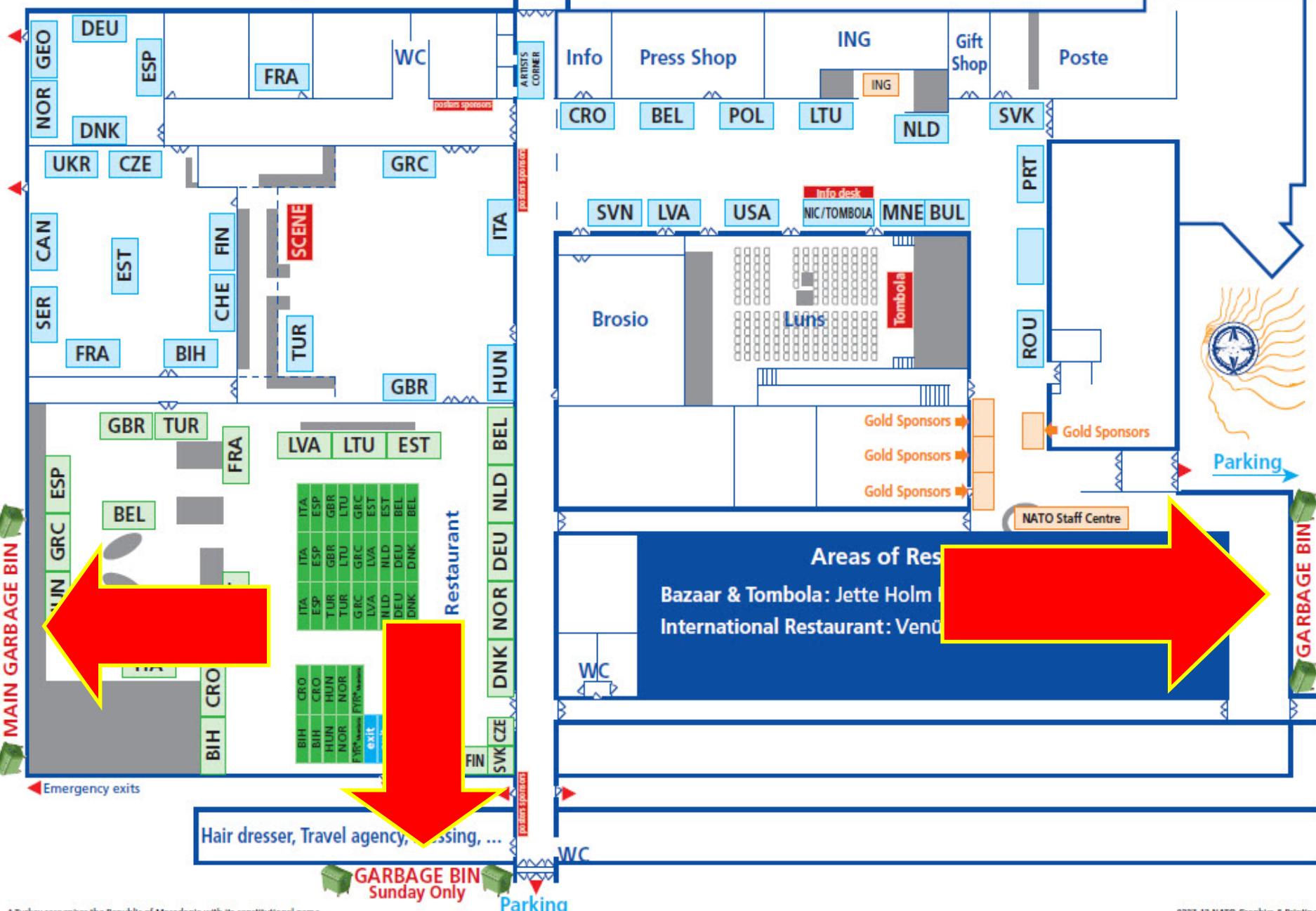
Red Bins

Contents: General Waste
including plastic



NATO Charity Bazaar

Floor Plan 2012



* Turkey recognises the Republic of Macedonia with its constitutional name.

Trash Containers inside Bazaar

CLEAN UP

- We are responsible for the garbage bins closest to our stands
- Check the yellow garbage pails near your stand hourly
- Remove full white bag and take to outside **RED BIN**
- Replace white bag





Keeping the Bazaar Clean

MONITOR TRASH - EMPTY OFTEN





NATO Charity Bazaar 2012
> Clean-Up Check List <



NATION: _____

NATIONAL STANDS

- Dismantle and/or stack tables in designated area. _____ Number of tables
- Return Name Plates to INFO table
- Take all garbage to designated garbage dumpsters
 - o Empty white bags from yellow garbage cans into Red bins.
 - o Dispose of paper and cardboard boxes in Blue bins.
- Sweep and/or vacuum floor (please bring a broom, dustpan and vacuum).
- Wait for sign off below from NCB Board Member before leaving for the day.

NCB Board Member Sign Off

KITCHEN

- Clean cooking area
- Return all borrowed cooking utensils
- Return Name Plate and flags to INFO table
- Clear and clean tables used for your stand with wet towels or sponges.
- Clear and clean restaurant tables with wet towels or sponges.
- Garbage (dumpsters behind kitchen)
 - o Empty bags from yellow garbage cans in Red bins.
 - o Dispose of paper and cardboard boxes in Blue bins.
 - o Put glass in appropriate boxes
- Sweep floor around your tables (please bring a broom and dustpan).
- Wait for sign off below from NCB Board Member before leaving for the day.

NCB Board Member Sign Off

NATO Charity Bazaar 2012
> **Clean-Up Check List** <



NATION: **YOUR COUNTRY**

NATIONAL STANDS

- Dismantle and/or stack tables in designated area.
- Return Name Plates to INFO table
- Take all garbage to designated garbage dumpsters
 - Empty white bags from yellow garbage cans into Red bins.
 - Dispose of paper and cardboard boxes in Blue bins.
- Sweep and/or vacuum floor (please bring a broom, dustpan and vacuum).
- Wait for sign off below from NCB Board Member before leaving for the day.

SIGNATURE

NCB Board Member Sign Off

KITCHEN

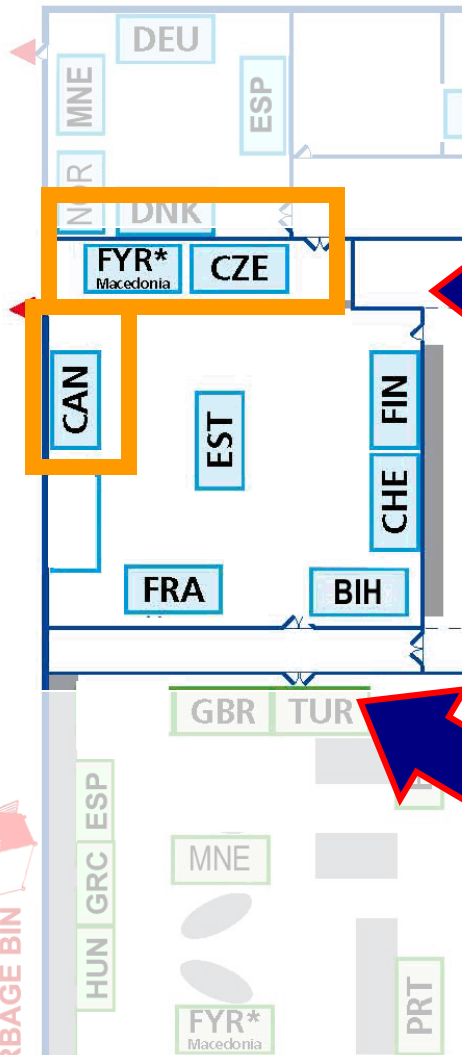
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- Clear and clean restaurant tables with wet towels or sponges.
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SIGNATURE

NCB Board Member Sign Off

Clean Up

NATO Cha

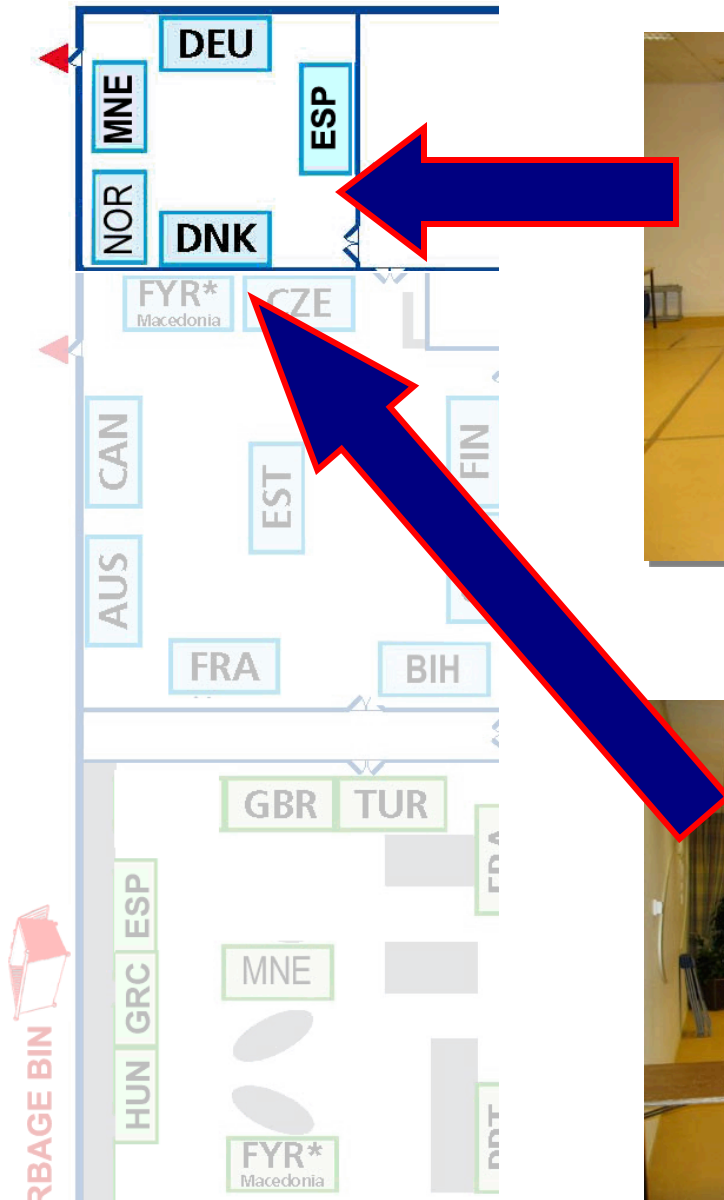


All tables need to be stacked unless they are permanent tables for the room.

Clean Up

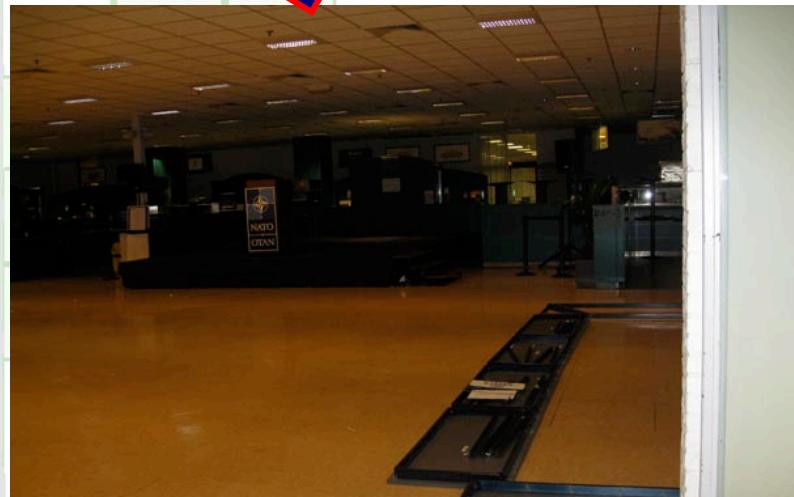


Most tables stay in room unless they were extras that needed to have legs attached.



Clean Up

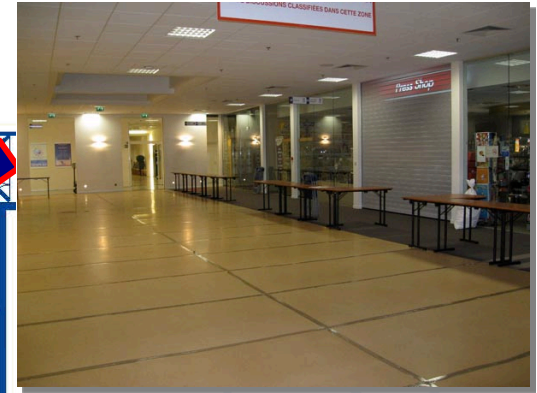
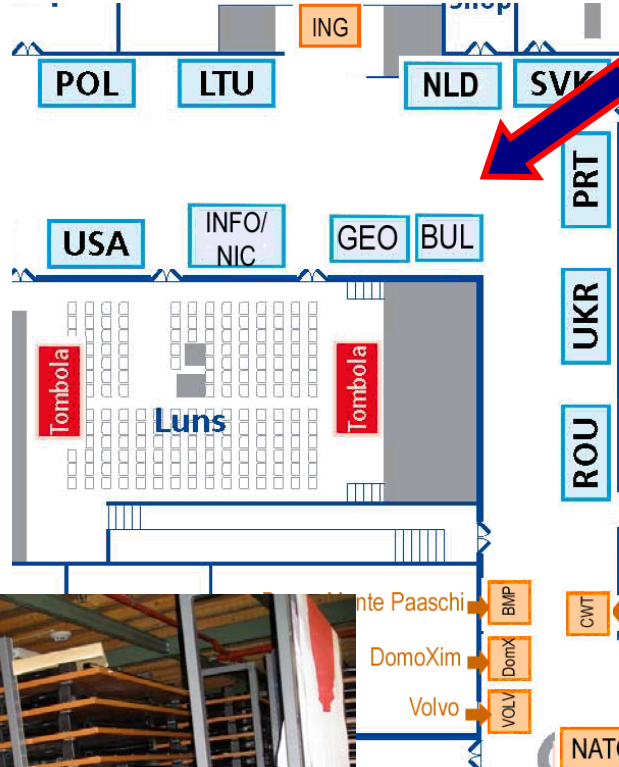
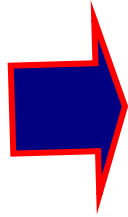
Legs need to be removed from table and stacked on pallets



GARBAGE BIN

DNK NOR DEU NLD BEL

Clean Up



Tables need to be folded and put on cart

USA tables need to be pushed against wall



responsibility

amer, Heike Muehlmann & Linda Skou
Demir

GARBAGE BIN

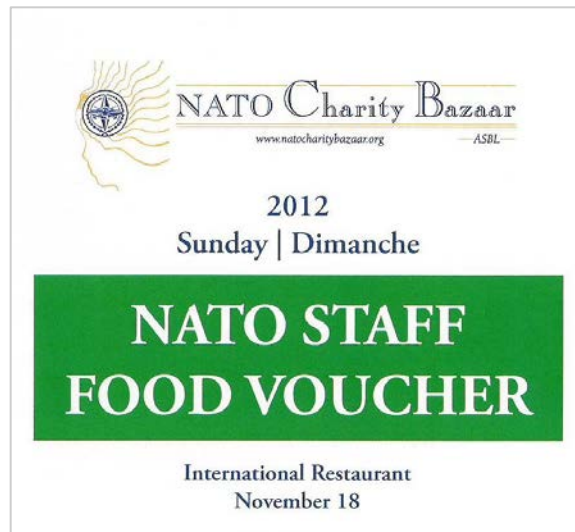
**SHARE THIS INFORMATION
WITH YOUR TEAM**





Thanking NATO Staff

#1



**Sign on the back for:
1 x Food (main dish),
1 x Dessert, 1 x Drink**

#2

Thank You Gift

**1 BOTTLE PER
NATION**



**If you have not
provided your
bottle, bring it to
the NCB Info Desk
Saturday, 17th
November**

NATO Charity Bazaar

www.natocharitybazaar.org

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Opening Ceremony

Susanne Christtreu – President

09:00 Dignitaries and sponsors arrive and go to Cafeteria for coffee and photo session

09:10 Members arrive at stage area

09:30 Photos with Dignitaries and Members

09:45 Opening Ceremony

- Remarks

- Mrs. Rasmussen**
- Chairman of the Military Committee,
General Knud Bartels**
- NCB Honorary President, Ms Elisa Harris**

- Roll Call of Participating Nations

- Ribbon Cutting

The Bazaar is declared officially opened.

10:15 International Restaurant preview

11.00 National Stands preview

Roll Call of Participating Nations

Honorary President, Ms. Elisa Harris, and Honorary Vice-President, Ms. Katalin Schmidt will alternate calling the role of participating nations and clubs, who will then take a step forward and answer *Present* in their own language.





Ribbon Cutting

When the ribbon is cut the Bazaar is declared officially opened.

10:15 International Restaurant preview

11:00 National Stands preview



Bazaar After Sale

Dates: Nov 19 - 21 + 26 | Mon, Tues, Wed & Mon

Time: 10h00 – 14h00

Location: Press Hall (ING Bank Area)

Participants: 3 nations per day

Sign In Today

Mon 19 Nov	Tues 20 Nov	Wed 21 Nov	Mon 26 Nov
1.	1.	1.	1.
2.	2.	2.	2.
3.	3.	3.	3.

Each nation gets 1 table
Everyone needs to be self sufficient



Tombola Instructions

Rebecca Verdoes - Tombola Coordinator

- **Final instructions**
 - Ticket Sales Schedule
 - Turning in tickets (pre-bazaar)
 - Saturday & Sunday Instructions
 - What to do with Prizes + sold and unsold tickets
 - Members drawing and Tombola Winners
 - Picking up Prizes



NATO Charity Bazaar

Ticket Sales Schedule

NATO CHARITY BAZAAR - Tombola Ticket Sales
as of 16 October 2012

NOVEMBER – NOVEMBRE NOVEMBER – NOVEMBRE NOVEMBER - NOVEMBRE					
	0830-1000	1000-1130	1130-1300	1300-1430	1430-1600
MON. 5 Nov	UK	Ukraine	Hungary	Spain	Spain
TUES. 6 Nov	Italy	Croatia	France	France	Finland
WED. 7 Nov	0830-11h30 Czech Republic		11h30-14h30 Serbia		
MON. 12 Nov	Lithuania	Estonia	Croatia	Portugal	Canada
TUES. 13 Nov	UK	UK	UK	Austria	Romania
WED. 14 Nov	0830-11h30		11h30-14h30 Belgium		

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Turning in Your Tombola Tickets Pre-Bazaar

Date: Thursday, November 15th

Time: 11h30 – 15h00

Location: Press Hall (ING Bank Area)

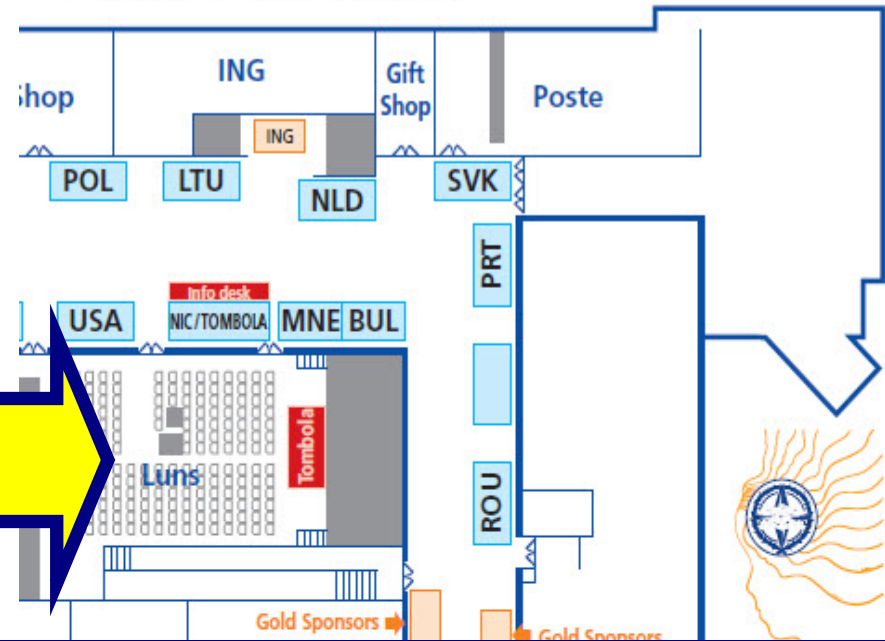
BRING:

- **All sold and unsold tickets**
- **Accountability Sheet**

No Money

NATO Charity Bazaar

Floor Plan 2012



BRING

- Prizes to Luns Theater on Saturday Between 9 – 11
- All Sold and UnSold tickets with Accountability Sheet

Tombola Instructions

SATURDAY



TURNING IN PRIZES

- Turn in prizes between 9-11am along **back wall** of Luns Theater
- **All prizes need to be wrapped (preferably in cellophane) and ready for display.**
- Prizes will be available for viewing beginning Saturday afternoon

TURNING IN TICKETS

- Bring unsold and sold tickets AND Accountability Sheet to **front** of the Luns Theater between 9-11am

Tombola Instructions

SUNDAY



- **TICKET SALES:** Tombola Tickets available for sale in front of Luns Theater at NCB Info Booth 9h-12h
- **BEGINS:** Tombola begins at 2pm
- **ENDS:** Tombola ends at 4pm
- **WINNERS:** Winning ticket numbers will be displayed on the big screen and against side wall

IMPORTANT

Members Draw Tombola Winners



- Drawing begins at 2pm
- Every nation can send one or more representatives to draw their prizes.
- We will go in alphabetical order. If you are not there when your nation is called, we will call someone from the audience.
- The Dignitaries will be the first group to draw.

PICKING UP PRIZES

PICK UP: Tombola prizes will be available for pick up during the bazaar.

LIST OF WINNERS: Winning numbers will be posted on Minerva and on Posters beginning Tuesday, November 20th

AFTER BAZAAR: Tombola prizes available at NATO HQ during After Sale.





Coffee Break

15 min



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International Restaurant 2012

Venüs Kardal- Restaurant Coordinator



Reminders



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International Restaurant 2012

Venüs Kardal- Restaurant Coordinator

Nations selling out Saturday

- | | |
|-------------------------|---------------------|
| 1. Belgium | 9. Greece |
| 2. Bosnia & Herzegovina | 10. Italy |
| 3. Czech Republic | 11. Latvia |
| 4. Denmark | 12. Lithuania |
| 5. Estonia | 13. Portugal |
| 6. Finland | 14. Slovakia |
| 7. FYROM* | 15. The Netherlands |
| 8. Germany | 16. Turkey |
| | 17. United Kingdom |

*Turkey recognizes The Republic of Macedonia with it's constitutional name

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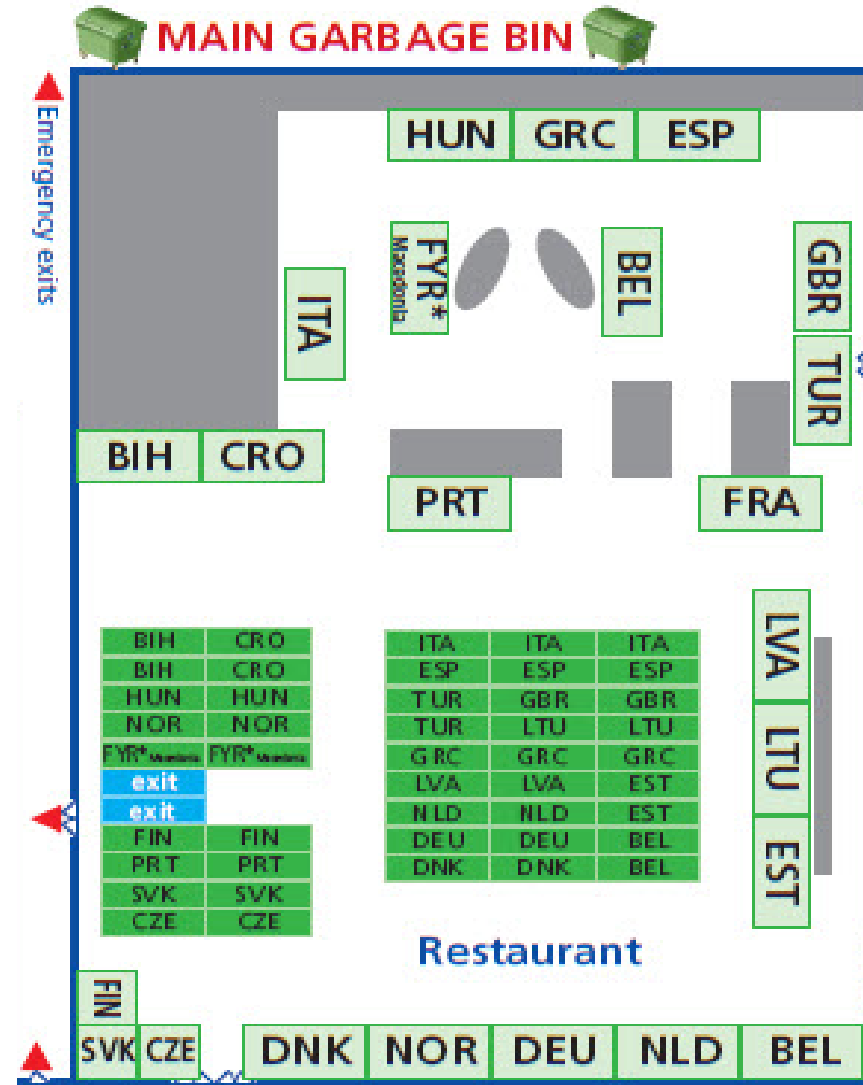
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Restaurant Floorplan 2012

Venüs Kardal- Restaurant Coordinator



*Turkey recognizes The Republic of Macedonia with it's constitutional name

BAZAAR SETUP IN RESTAURANT ON SATURDAY

- **Set Up:** Begins at 8:00h
- Decorating the Tables in the Dining Area
- Placing your nation's Name Plate
- Checking Helper and Delivery Passes
- Checking Electricity Outlets
- 17 nations selling food and drink on Saturday
- Don't forget to clean up!
- Shop, eat and enjoy the day!
- **Closing on Saturday:** 14:00h

**Be sure you leave everything
clean and ready for **Sunday** 😊**

When you arrive on Saturday;



You will have:

- Tables & chairs labeled with Flags
- Fridges/Shelves labeled with Flags
- Your Country Name Plates
- 2 white garbage bags.
- Clean Up Check List





Keeping the Tables Clean

Everyone please help





Donating Leftover Food Pick Up at 16:30h



The Samaritans

Not-for-Profit Org

Help for those most in need

[More info](#) For all volunteers who wishes to be registered for the New Year's Eve [More info](#)

Menu

- [Version française](#)
- [Nederlandse versie](#)
- [Shoe-box.be](#)
- [Our Actions](#)
- [Our volunteers](#)
- [Our donors](#)
- [Useful addresses](#)
- [Press-Media](#)
- [Megaphone](#)
- [Collect points](#)
- [Photos gallery](#)

Contact

The Samaritans Not-for-profit Org.
Chaussée de Haecht 1016
1140 Brussels
☎ +32 (0)472 330 330
☎ +32 (0)2 243 08 48
✉ info@the-samaritans.org

The Samaritans

The organization "The Samaritans" is an not-for-profit organization under Belgian law. "The Samaritans" asbl was created in 1994 by Mr. Claude Vander Elst. The main purpose of the organization is to provide assistance to the homeless and other needy people in Brussels through a weekly distribution of soup and sandwiches in the corridor of Central Station.



At the same time, we try to provide blankets, and sleeping bags, especially to those sleeping in the street. All of this is dependent on the donations that we receive.

The distribution takes places weekly on Tuesday evening at 19:30 in the corridor that connects Central Station with the Brussels metro.

A restaurant provides us the whole year long with soup, our volunteers take care of the sandwiches, and several bakeries provide bread and pastries.

Apart from this main activity, we organize every year, on the evening of December 31, a festive New Year's Eve dinner, including a starter, a main dish, and a dessert. The whole meal is accompanied by soft drinks. Finally, the event is concluded with a present for every participant. Every year, more than 350 people take part in this event, including many children.

We find it important to mention that our organization definitely does not want to judge anybody, whether talking about a person's past, present, or future. Our organization does not spread any political nor religious ideology. Our only goal is to help people in need, whoever they are and wherever they come from.

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FINAL INTERNATIONAL RESTAURANT COORDINATION MEETING



**15th November 2012 at 10.00h NATO Self
Service Restaurant with Chef**



Invitations & Lists

Katia Abinader - charity@natocharitybazaar.org

List of Ambassadors attending the Bazaar 2012

Please provide information on any Ambassador (by e-mail only) to:
 Katia Abinader: charity@natocharitybazaar.org
 Susanne Christreau: president@natocharitybazaar.org

If you want to receive your VIP INVITATION card, please contact us by **19 October** to charity@natocharitybazaar.org.
 The FINAL deadline for VIP INVITATION cards is **19 October 2012**.

Nation: _____

Title	Surname

Please note that Ambassadors to NATO do not receive an invitation card.

For more information please contact:
 Katia Abinader, at 02-707-5448
 Susanne Christreau: president@natocharitybazaar.org

List of Guests attending the Bazaar 2012

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 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: charity@natocharitybazaar.org.
 If you want to receive your invitations by the October 23rd General Meeting, submit this list no later than **19 October** to charity@natocharitybazaar.org.
 The FINAL deadline 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.					
6.					

Please note that Guests will have to park their cars on the Guest Parking outside NATO.

2.

will be helping you on Saturday and/or Sunday. Contact us at charity@natocharitybazaar.org.

3.

If you want to receive your invitations by the October 23rd General Meeting, submit this list no later than **19 October** to charity@natocharitybazaar.org.

Please come by car, or through the main gate for the Bazaar.

Nr	Vehicle type	Plate number

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



**File available in
Members Only Area**

FILE NAME:

**<Entrance-through-Z-Gate
Map-2012.pdf>**

NATO Charity Bazaar

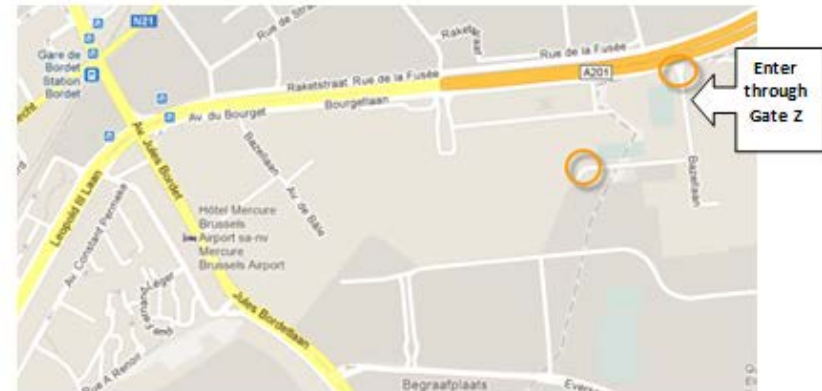
18 November 2012

9h00 – 15h00

Location: NATO Headquarters: Boulevard Leopold III, 1110 Brussels

Bring: Your passes and your Passports

Entrance: Through Gate Z only





Donation Ceremony

Susanne Christtreu – President

28 January 2013

9h30-12h30

NATO Staff Center, Banquet Room

Who may attend:

National Rep. & Assistant National Rep.



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Board 2013

Susanne Christtreu - President

Available Board Positions in 2013

- **Tombola Coordinator**
- **Charity Team Members**
- **International Restaurant Team Members**
- **Sponsor Co Coordinator**

NATO Charity Bazaar



Treasurer's Report

Alessandra Foresti Bertozzi - Treasurer

Treasurer Update

NATO Charity Bazaar

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Treasurer Update

Alessandra Foresti Bertozzi - Treasurer

TOTAL INCOME 2012



18.142 EUROS

On 05 November 2012

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Keep in mind

Alessandra Foresti Bertozzi - Treasurer

I have to
remember to make
the transfer
~~TOMORROW~~

~~TODAY~~

Yesterday !!!!

YOUR GOAL IS :



All transfer should be
completed by:

Tuesday, 4 Dec. 2012



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2012 Financial Accounting Sheet



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2012 Financial Accounting Form

*From all nations contributing to:
The NATO Charity Bazaar ASBL*

Tuesday, 4 Dec. 2012

Nation's Name:			
Person making the Bank Transfer:			
Phone:		E-Mail:	
NATIONAL CONTRIBUTION			
Tombola Ticket Sales :			
International Restaurant Stand :			
National Stand :			
Total Bank Transfer Amount:			



Treasurer's Report

Alessandra Foresti Bertozzi - Treasurer

If you have any questions regarding this

“Transfer of funds”,

please don't hesitate to contact the Treasurer

Alessandra Foresti, via e-mail at

treasurer@natocharitybazaar.org

or call 0488 416 595



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Fundraising Ideas

Susanne Christtreu - President

- 1. Out-Door-Life for Charity**
with Karen Kiærskou
- 2. Fundraising Event - Fashion Seminar**
with Dionysia Leonlei



All Profits Towards Charities in Afghanistan
Bénéfices en faveur des œuvres caritatives en Afghanistan

Winter Charity Ball

December 15th at 19h30 • Le 15 Décembre à 19h30 ... at NATO Staff Centre



MARVELOUS
prizes to be won!
TOMBOLA WORTH 5000€



Music By: *SHAPE*
International Band



Dinner, wonderful dance
show, orchestra & tombola

Dîner, merveilleux spectacle
de danses, orchestre & tombola

Dance Performed by
Mrs Anne-Mette Rasmussen &
Mr Thomas Evers Poulsen

Price includes cocktail, 3 course dinner, wine and entertainment
Dress code: Black tie and evening dress.

Le prix englobe le cocktail, le dîner trois plats accompagné de vin
et le spectacle
Tenue de soirée: smoking/complet et robe longue

TICKETS: 50€ pp
booking at NATO Staff Centre
Reception - call 02 707 4604

December 15th at 19h30



Closing

Susanne Christtreu - President

Upcoming Meetings

- **15 November**
 - Final Restaurant Meeting with Chef (Kitchen)
- **28 January 2013**
 - Donation Ceremony - (NATO Staff Centre Banquet Room)



Please return voting cards and folders

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