

General Meeting

10h - 12h
24 September 2013



NATO Charity Bazaar

www.natocharitybazaar.org

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Agenda

- **Welcome** by Jimmie Bradshaw
- **Welcome and Farewells to Members**
 - **VOTE: Approval of minutes from the GM at 10th September 2013**
- **Charity Voting result** by Jimmie Bradshaw
- **Tombola Update** by Carla Bucalossi
- **Membership & Bake Sale** by Linda Aziz Skou

Coffee Break (15 minutes)

- **Bazaar Update** by Jette Holm Kristensen
- **Restaurant Update** by Christina Arvanitaki
- **Invitations, Lists and Passes** by Richard Vaught
- **Sponsorship & Event Update** by Dionysia Leolei
- **Treasurer Update** by Alessandra Bertozzi
- **Fundraising** by Jimmie Bradshaw & Karen Kiærskou
- **Any other Business and Closing** by Jimmie Bradshaw

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Welcome

Jimmie Bradshaw - President



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VOTE

Jimmie Bradshaw - President

- **Approval of:**
 - **Minutes from 10th September 2013**

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Farewell to Members

Jimmie Bradshaw - President

- **Croatia - 3rd ANR - Martina Kacic**
- **Denmark - ANR - Berit Thorsø Nielsen**
- **Georgia - NR - Tinatin Mzarelua**
- **Georgia - ANR - Ekaterine Mrelashvili**
- **Hungary - NR - Eva Kerekiné Barta**
- **Poland - 2nd ANR - Anna Maciejewska**
- **Slovakia - NR - Jelena Gajdosova**
- **Spain - 2nd ANR - Eny Lopez**
- **Spain - ANR - Cristina Rodriguez Lago**
- **Switzerland - ANR - Regula Giroud**
- **Turkey - 2nd ANR - Nurhan Yildiz**
- **Ukraine - NR - Oleksandra Liashko**
- **USA - ANR - Teresa Harp**





Welcome to Members

Jimmie Bradshaw - President

- **Croatia - ANR - Mira Zunic**
- **Georgia - NR - Tea Karchava**
- **Georgia - ANR - Mariana Mkurnali**
- **Germany - ANR - Sabine Pia Rohrmann (former 2nd ANR)**
- **Germany - 2nd ANR - Anette Rustenbach**
- **Latvia - NR - Inga Dilane**
- **Luxembourg - NR - Patrick Fautsch**
- **Romania - ANR - Lenuta Iacobescu**
- **Slovakia - ANR - Markéta Kollárikova**
- **Slovakia - 2nd ANR - Lívia Tornyaiová**
- **Spain - ANR - Carmen Romeo**
- **Spain - 2nd ANR - Marta Fanjul**
- **Turkey - 2nd ANR - Habibe Kizilkaya**



Charity Vote Result

Jimmie Bradshaw - President

- **Not every charity on the lists will be funded.**
- **In 2012 we donated 188,000 € to 26 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 122,200 € to International Charities.

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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	Broeders van Liefde – Effatta Timisoara Project 6 on VB	Belgium / Romania	Update the plumbing and renovate the bathrooms, showers and lavatories (proposed – two (2) cabins each for girls’ and boys’ lavatory + one (1) handicap cabin/lavatory).	9.940 €	20	12	2	50	9.940 €
2	VZW Ten Desselaer Project 5 on VB	Belgium	Provide surveillance cameras to promote safety, educational material to teach social interaction as well as laptops and specially designed software to help with special needs such as dyslexia and ASD.	10.000 €	19	12	3	52	19.940 €
3	VZW Solidarite, Sante, Developpement Project 4 on VB	Belgium / Togo, Africa	Drill a well and install a water tower/pump next to a free clinic to provide them with access to running water for the existing sinks, basins and toilets.	9.800 €	20	9	5	53	29.740 €
4	VZW Voedselbank West-Vlaanderen Project 3 on VB	Belgium	Install a hygienic food storage room from which to distribute food supplies to 80 charity institutions, who in turn distribute the food to people in need.	10.000 €	17	11	6	57	39.740 €

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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
5	ASBL Les Samaritains Project 2 on VB	Belgium	Renovate, improve and make repairs throughout the building and secure access to the building of the organization which provides home less people with food packages on a weekly basis and at the end of the year.	4.000 €	13	15	6	61	43.740 €
6	ASBL Autrement-Dinant Project 1 on VB	Belgium	Refurbish the building where children who have been separated from their families can meet by renovating the bathroom facilities available to them and by providing them with toys and education and learning games.	10.000 €	8	19	7	67	53.740 €

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International Charities Results

Page 1 of 3

Last year we were able to fund up to 122,200 €

VOTE RANKING	ORGANIZATION	COUNTRY	PROJECT	AMOUNT	1	2	3	TOTAL WITH WEIGHT	Running Subtotal
1	Childhood Cancer Fund Rugute Project 14 on Voting Ballot (VB)	Lithuania	Provide necessary medication, supplies and tools for treatment of children suffering from cancer.	6.400 €	32	2	0	36	6.400 €
2	Supporting Fund of Liepaja Regional Hospital Project 11 on VB	Latvia	Purchase an infant incubator + train personnel in its use, reducing the death rate/improving health care of newborns.	8.580 €	29	4	1	40	14.980 €
3	Estonian Autism Society Project 2 on VB	Estonia	Purchase and install Boardmaker software, which develops speech and interaction skills of children with autism.	7.000 €	18	14	2	52	21.980 €
4	Civic Association Club of Hope Project 13 on VB	Slovakia	Install a new communication system within a hospice to allow permanent communication between staff and patients.	8.826 €	19	10	5	54	30.806 €
5	Sina Nitra Project 5 on VB	Slovakia	Purchase and install specially designed furniture and miniatures of famous and important buildings to provide daily living skills training for the visually impaired.	7.100 €	15	16	3	56	37.906 €
6	Csanyert Foundation Project 9 on VB	Hungary	Construct a therapeutic facility to prevent health problems (salt room / yurt) and improve physical / mental conditions.	3.980 €	18	9	7	57	41.886 €
7	Gauss Institute Project 17 on VB	FYROM*	Equip the gym with adaptive basic equipment for fitness training for persons with physical disabilities.	8.000 €	18	9	7	57	49.886 €

International Charities Results

Page 2 of 5

Last year we were able to fund up to 122,200 €

VOTE RANKING	ORGANIZATION	COUNTRY	PROJECT	AMOUNT	1	2	3	TOTAL WITH WEIGHT	Running Subtotal
8	Asociatia Romano-Germana Alsterdorf Project 1 on VB	Romania	Purchase and install a central heating furnace and a boiler for hot water at two dwellings which house and occupy mentally and physically disabled people.	9.720 €	15	14	5	58	59.606 €
9	Improvement of Hospital Equipment Project 8 on VB	Hungary	Purchase and install new medical equipment (patient heating system and BEMER equipment) to improve the therapy .	7.100 €	13	17	4	59	66.706 €
10	Rana Pece Diakonie Stodulky Project 6 on VB	Czech Republic	Enable families with disabled children to use and test special toys - which can help improve the children's mobility and communication skills - before buying their own.	6.000 €	17	8	9	60	72.706 €
11	Aspres Petaloudes Project 4 on VB	Greece	As part of a 3-part project - replace the windows in the men's dormitory, thereby saving money to be spent on treatment for projects for mentally disabled people.	10.000 €	12	18	4	60	82.706 €
12	Udruzenje Zena "MOST" Visegrad Project 10 on VB	Bosnia and Herzegovina	Refurbish a therapeutic playroom for disabled children and their parents and purchase new furniture, equipment and educational material.	7.342 €	13	15	6	61	90.048 €
13	Afghan Appeal Fund Project 12 on VB	Afghanistan	Build and equip 24 classrooms at a school for primary and secondary education – 60% of the project is already funded.	8.333 €	13	15	6	61	98.381 €

International Charities Results

Page 3 of 5

Last year we were able to fund up to 122,200 €

VOTE RANKING	ORGANIZATION	COUNTRY	PROJECT	AMOUNT	1	2	3	TOTAL WITH WEIGHT	Running Subtotal
14	Foundation Zante Family Crisis Centre Project 7 on VB	Latvia	Construct a playground to improve free-time activities and safety for children from a Family Crisis Centre as well as from the surrounding area.	4.783 €	15	9	10	63	103.164 €
15	Friends of Paradis des Indiens, Inc. Project 3 on VB	USA (Haiti)	Donate 50 cooking banana seedlings and stock a tool bank from which families may borrow to cultivate the plants.	7.400 €	13	12	9	64	110.564 €
16	Educational Foundation of Sister Wanda Garczynska Project 16 on VB	Poland	Redecorate an existing space within a girls' school into a sports facility in an extremely poor part of town.	8.000 €	7	17	10	71	118.564 €
17	The Planet of the Little Prince Project 15 on VB	Romania	Redesign and equip an existing playground to improve free-time activities and safety for the children in the community.	4.710 €	5	12	17	80	123.274 €

*Turkey recognizes the former Republic of Macedonia with its constitutional name

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Tombola Update

Carla Bucalossi Quatrini - Tombola Coordinator

- **List of Prizes** incl. pictures of the prizes for Prize List Books and screen asap
- **Tombola Tickets distribution**
- **Tombola Instructions**
- **Tombola Tickets Sales** begin - 1 October
- **SMS service** for prize winners



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Submitting Prize List

- **DUE NOW:** tombola@natocharitybazaar.org
- **TEMPLATE:** Use file in Members Only area: Forms → Tombola Prize List Form - 2013
- **NAMING FILE:** Rename file with your country in file name: “USA-Tombola Prize List”

Received Prize List from:

Canada,
Czech,
Denmark,
France,
FYROM*
Italy,
Slovakia,
The Netherlands,
Portugal,
Slovakia,
Switzerland & United States

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2013 Tombola Prize List
[as of Monday, 23 September 2013]

NATION	TOMBOLA PRIZES	DONATED BY	PHOTOS
CANADA	Gift basket	The Canadian Community	
CANADA	Painting created by the artist Claire Chevarie, from New Brunswick, Canada	The Canadian Community	
DENMARK	Ceramic vase made by Ninna Gotzsche	The Danish Community	
DENMARK	Ceramic vase made by Ninna Gotzsche	The Danish Community	

EXAMPLE



Tombola Prize List

Carla Bucalossi Quatrini - Tombola Coordinator

NATO Charity Bazaar

2013 Tombola Prize List

[Write Your Nation Here]

[as of Tuesday, 18 June 2013]

INSTRUCTIONS:

1. Fill in the form following the example: Nation, prize description, and who donated the prize.
2. Rename the file beginning with the name of your country. For example: >FranceTombolaPrizeList.doc<
3. Email your prize list to tombola@natocharitybazaar.org

NATION	TOMBOLA PRIZES	DONATED BY

- An e-mail including these information is accepted
- Please remember pictures of the prizes as attachments 😊



BAG CONTENT

There will be 2 bags

- One instruction sheet
- Extra Tombola Tickets (if a nation ask for more)
- Tombola Prize List (updated weekly)
- Laminated Sales Dates Sheet
- Charity Book for the 2013 Belgian selected Charities
- Charity Book for the 2013 International selected Charities

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ALL TOMBOLA TICKETS NEED TO BE SIGNED FOR

2013 International Tombola Ticket Allocations

Page 1 of 8

Nation Name	Amount Allocated	Ticket Series #	Signature of person accepting the tickets	Date	Total Allocation
AUSTRIA	(330)				
AZERBAIJAN					
BELGIUM	(250)				
BOSNIA & HERZEGOVINA	(150)				
BULGARIA	(170)				



2013 Tombola Ticket Sales Dates

Carla Bucalossi Quatrini - Tombola Coordinator

SALES DATES:

- **October: 1, 2, 3, 4, 7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25**
- **November: 4, 5, 6, 7, 8, 11, 12**

LOCATIONS:

Press Hall

October: from 1st to 4th + from 7th to 11th

November: from 4th to 8th + 11th and 12th

NATO Cafeteria (right next to the entrance to the Self Service Restaurant)

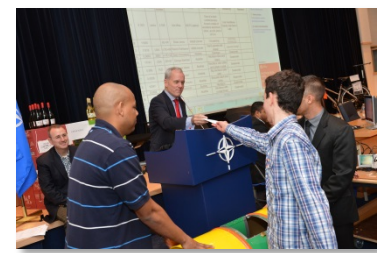
October: from 14th to 18th + from 21st to 25th

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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



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Prize List & Charity Books

You will have 2 copies of the each Book to display during Ticket Sales

Contains:

- Prize List (updated weekly)
- List of 2013 Sponsors
- Charities we are supporting (one page per charity)



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Ticket Sales Ideas

- Prizes for buying large amounts of tickets
- Homemade Collage featuring pictures of charities



Hungary is selling



Bulgaria is selling

Clean Up After Your Ticket Sales



- Be sure to leave the area clean for the next group: vacuum or sweep the floor and wipe down the tables.

– BRING:

- Broom
- Vacuum



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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.

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Tombola Instructions Parts 1-3

Available in **Members Only** area



2013 International Tombola Instructions (Part 1)

The International Tombola takes place on the day of the annual Bazaar. Prizes are donated by participating nations (at least two (2) prizes per nation worth minimum 100 € each). Tombola tickets are sold by members of each National Group within their delegations, to friends and at NATO during the weeks preceding the Bazaar, as well as by the Tombola Coordinator on the actual Bazaar day.

PRIZES

1. See "Bazaar 2013 | Preliminary Instructions" regarding "Getting support from sponsors".
2. Make sure that all vouchers are valid for a reasonable period (no less than 6 months) after the prizes are drawn. Remember to tell the person or company from whom you ask for prizes their name, as the sponsor of a prize, will be displayed at NATO. Ask for any advertising pictures, information or posters that we could use to promote prizes at the Tombola.
3. Notify the Tombola Coordinator as soon as you have received any prize (or promise of prizes). She will add that item to the updated prize list. We need a detailed description of the prize as well as the name of the sponsoring nation and the name of the company, business or individual donating the prize. Please **fill in the specific file that you received by e-mail** and send it back **by e-mail** to the Tombola Coordinator tombola@natocharitybazaar.org.
4. An updated list of prizes will be posted on the web weekly. Printed versions will be brought to you during Ticket Sales times.

TICKETS

Each participating nation is expected to sell Tombola tickets at NATO in the last few weeks before the Bazaar. The number of tickets given to each nation reflects the number sold by the nation in 2012. A drawing (lottery) will be held to assign dates and times for the selling of the tickets at NATO.

Should you have any question regarding the Tombola, please email tombola@natocharitybazaar.org

NATO Charity Bazaar | ASBL: 874.358.592 | Avenue Victor Gilsoul 1, 1200-Brussels, Belgium
Updated 02/09/2013

International Tombola Instructions (Part 2)

Tombola tickets may be sold at NATO Headquarters as well as to the public. Each nation is given tickets to sell based on the number sold the previous year. However, if you find that you require more tickets, please contact the Tombola Team; Carla or Mariëna on mail: tombola@natocharitybazaar.org to arrange a collection.

Please make every effort to ensure that the NAMES, TELEPHONE NUMBERS and E-MAIL ADDRESS on the Tombola tickets are easy to read.

Updated list of Prizes

Updated list of prizes will be posted online regularly.

Selling at NATO HQ

Arrive 15 minutes before you are to begin selling tickets. Tables and chairs will be set up in the Press Hall (ING Bank area) or in the Cafeteria. Another nation may set up in the sales area, so you may need to wait until they have finished. An list of Tombola prizes will be available on site so you can tell customers what you have. Money from tickets sold at NATO HQ, is to be turned in with the rest of the money from your national participation AFTER the bazaar. It might be a good idea to have a list of your Tombola prizes during your sale of tickets at NATO.

Make the area clean for the next group.

November 2013

Tombola prizes, all books of tickets (sold or unsold) and the Tombola Accounting sheet that you received with your tickets to the Luns Theatre (across the street) on 9h00 to 11h00.

The Accounting sheet should be filled in accurately to indicate the number of prizes and the number of any tickets remaining. Be sure that the Accounting sheet of your prizes and the tickets turned in. Please **DO NOT** tear the Accounting sheet!

All ticket sales will be transferred to the NATO Charity Bazaar together with your National Stand and/or Restaurant Stand

All prizes must be handed over before this time.

192 | Avenue Victor Gilsoul 1, 1200-Brussels, Belgium
Updated 02/09/2013

International Tombola Instructions (Part 3) Handing in of Prizes

Prizes must be handed in on Saturday 16 November from 09h00-11h00 at the Joseph Luns Theatre, ING Bank. No prizes will be accepted before that date. All prizes must be handed in on time for the attractive display of the prizes.

Prizes must be handed in with the following information:

- Name of the prize
- Description (if wrapped)
- Telephone number of contact person or national representative

Prizes must be handed in on a voucher, please ensure that the envelope containing the voucher is clearly marked with the name of the prize and bring it to the attention of the Tombola Team.

Returning Tickets

Both sold and unsold, and the tombola ticket accounting sheet are to be returned to the Tombola Team on Monday 18 November from 09h00-11h00. **No money will be collected at the time of returning tickets.**

Day – 17 November 2013

The tombola ticket sale on the day of the Bazaar. There will be no ticket sales on Monday 18 November. The draw will begin at 14h00.

Timing of Prizes

The draw on Sunday. A complete list of winners, including the prizes, will be distributed throughout NATO by Monday 19 November. Prizes will be included in the list of prize winners.

For more information, please contact our Tombola Team at tombola@natocharitybazaar.org

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Updated 02/09/2013

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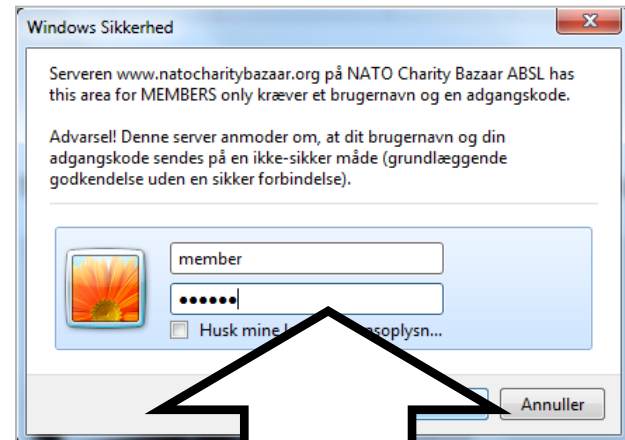
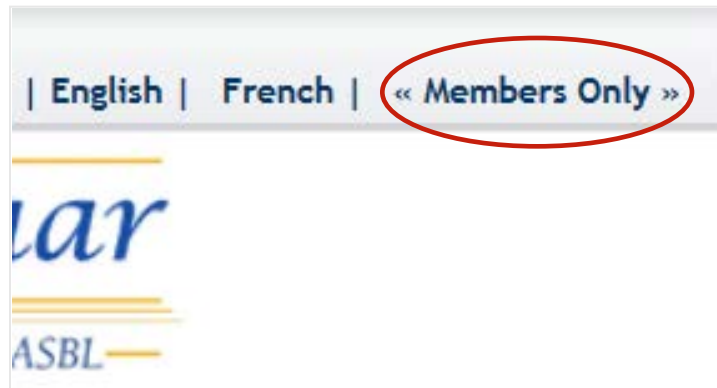
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NCB Web Site

www.natocharitybazaar.org



User Name: member
Password: member

User Name: members
Password: members

User Name: membre
Password: membre



NCB Web Site

www.natocharitybazaar.org

Tombola

- [International Tombola Instructions](#)
- [Instructions for Tombola Ticket Sales](#)
- [Announcement of Tombola Ticket Sales Dates 2013](#)
- [Tombola Ticket Sales Dates and Locations 2013 \(New\)](#)
- [Ticket Sale Schedule as of 22-09 2013 \(New\)](#)
- [Tombola Prize List as of 22-09-2013 \(New\)](#)

ANY QUESTIONS ?

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Membership Database

Linda Aziz Skou – Secretary / Membership

PLEASE PRINT CLEARLY

NATION you are representing: DENMARK				Date: 28 MAY 2013	
National Representative (NR)		Assistant National Representative (ANR)		2 nd Assistant National Representative (2 nd ANR)	X
Surname (Last Name): AZIZ SKOU				First Name: LINDA	
Home Telephone / GSM: 0473-644-379			E-mail: SECRETARY@NATOCCHARITYBAZAAR.ORG		
NATO Contact Person: MYSELF			NATO Contact Number: 6104		
Have you been officially welcomed at a NCB General Assembly Meeting?				X Yes	No
Are you leaving Brussels within the next 3 months?	Yes	X No	If yes, when? (dd-mm-yyyy)		

Return the completed form to our Secretary Linda A. Skou at secretary@natocharitybazaar.org

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Membership Database

Linda Aziz Skou – Secretary / Membership

2013 Material for Distribution

Here are electronic versions of all material distributed document and choose "**Save as**" when the download r

Organization Info

Invitations

- 19 March
- 30 April
- 28 May (New)

PowerPoint (slides)

- 19 March
- 30 April (New)

Forms

- Participation Questionnaire - 2013 (New)
- Fund Application Form - 2013 (New)
- **Membership Contact Form - 2013 (New)**
- Belgian Charity Visit Form - 2013 (New)
- Tombola Prize List Form - 2013

| English | French | « Members Only »

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NATO Charity Bazaar

VENTE de PÂTISSERIES BAKE SALE 26/9/2013

NATO Charity Bazaar
www.natocharitybazaar.org

Home Made!
Fait Maison!



de **10:00** à **14:00**
from to

En face de ING (Hall de presse) / In front of ING (Press Hall)

Next Bake Sale 26 Sept.: 10:00 – 14:00



Setup from 08:00 to 10:00

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BAKE SALE REMINDERS

Linda Aziz Skou – Secretary / Membership

WHAT TO BRING



Baked Good(s) Sweet or Savory
Gluten-free - Lactose-free - Diabetic friendly

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BAKE SALE REMINDERS

Linda Aziz Skou – Secretary / Membership

A SHORT DESCRIPTION



(i.e. Apple Crumb Cake with Walnuts, Spinach and Cheese Pie)

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BAKE SALE REMINDERS

Linda Aziz Skou – Secretary / Membership

SMALL COUNTRY FLAGS



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BAKE SALE REMINDERS

Linda Aziz Skou – Secretary / Membership

- Paper plates
- Napkins
- Plastic spoons or forks
- Cutting/serving utensils
- Small or medium, sturdy,
(labeled with your name,
country and phone number)



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BAKE SALE REMINDERS

Linda Aziz Skou – Secretary / Membership

DELIVER NO LATER THAN **09:30**



IN THE PRESS HALL IN FRONT OF LUNS
THEATRE (ING BANK)

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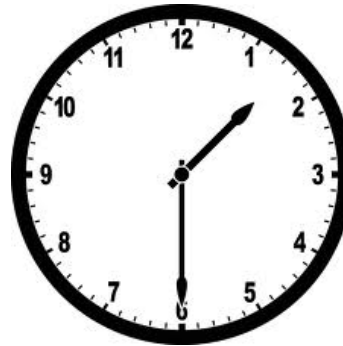
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BAKE SALE REMINDERS

Linda Aziz Skou – Secretary / Membership

PICK UP NO LATER THAN **13:30 (1:30 pm)**



IN THE PRESS HALL IN FRONT OF LUNS
THEATRE (ING BANK)

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BAKE SALE REMINDERS

Linda Aziz Skou – Secretary / Membership

REMEMBER !

LABEL ALL SERVING DISHES/UTENSILS WITH

NAME, PHONE NUMBER, NATION

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Coffee Break

15 min



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Bazaar Update

Jette Holm Kristensen - Bazaar Coordinator

Annual BAZAAR Annuel



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SUNDAY - DIMANCHE
17 NOV. 2013 • 10.30 - 16.30

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

Proceeds in aid of Belgian and International Charities Au profit d'œuvres caritatives Belges et Internationales



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



General Bazaar Instructions

Jette Holm Kristensen - Bazaar Coordinator

- **Participation Questionnaire**
- **Bazaar Schedule**
- **Draft Floorplan 2013**
- **National Stands**
 - Stand size and tables
 - Decorating your stand
 - We provide & You provide
- **Entertainment**
- **Thank you NATO Staff**

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SUNDAY - DIMANCHE
17 NOV. 2013 • 10.30 - 16.30

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

Proceeds in aid of Belgian
and International Charities

Au profit d'œuvres caritatives
Belges et Internationales



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

Participation Questionnaire Responses

[as of 10 September 2013]

- National Stands: **34**
- International Restaurant: **21**
- Nations that haven't responded: **3**

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National Stands 2013

- Artist Corner
- Austria
- Azerbaijan
- Belgium
- 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

*Turkey recognizes the former Republic of Macedonia with its constitutional name

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Countries that **Did Not** Submit a Participation Questionnaire

- Iceland
- Luxembourg
- Sweden

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Bazaar Schedule

Jette Holm Kristensen - Bazaar Coordinator

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

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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).

NATO Charity Bazaar



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**

NATO Charity Bazaar



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

NATO Charity Bazaar

Entertainment 2013

Stage Manager: **Peder G. Holm**



We are looking for music or dance groups from your country to perform at the bazaar.

Send Peder an e-mail at:
entertainment@natocharitybazaar.org





Thanking NATO Staff

#1



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

NATO Charity Bazaar

www.natocharitybazaar.org

— ASBL —

#2

Thank You Gift

1 Bottle per Nation

DUE: 22 October
General Meeting



NATO Staff
FOOD VOUCHER

- 1 x Main Dish
- 1 x Dessert
- 1 x Drink



Confirmed Sponsors for 2013

Dionysia Leolei Sponsorship & Events

PLATINUM

- NATO Staff Centre

GOLD


- Aramark SA/NV
- Bis-Rent
- AC Brussels SA (Volvo)
- Salon Laurent Patrick

SILVER

- Damasec

BLUE

- Salon Baldi de Coiffure
- Brussels Marriott Hotel
- Concordia Insurance




NATO Charity Bazaar
www.natocharitybazaar.org — ASBL

2013 NATO Charity Bazaar Sponsorship Packages


For General Businesses (following security clearance)

The NATO Charity Bazaar ASBL is a private and independent non-profit making Association, run by volunteers drawn from NATO Staff, national delegations, family members and friends. (For more information, see our website above). Its members hold an Annual Bazaar, traditionally called the "NATO Charity Bazaar", now in its 45th year. The proceeds are donated to charitable projects. In 2012 over 188.000 € was raised and distributed to 26 charities (8 Belgian charities and 18 international charities). Additional monies raised by other fundraising events throughout the year contribute to these donations.


DATE: Sunday – November 17, 2013 | LOCATION: NATO Headquarters, Brussels



Event Brochure




Opening Ceremony




Gold Sponsor's
Coffee with Patrons

GOLD SPONSORSHIP PACKAGE PRICE: 1500€

- Ads
 - Premium placement of your logo on our official brochure for the 2013 Bazaar season.
 - company full-page ad on a poster (120x85cm) displayed at the 2013 Bazaar and at the Donation Ceremony.
 - Company full-page ad on the screen in the Luns Theatre, (Tombola Room) throughout the Bazaar.
 - Premium placement of your logo on the NATO Charity Bazaar ASBL Web site with a link to your website or full-page ad. (for the 2013 Bazaar season).
 - Company logo on the Tombola Prize Winner poster displayed at NATO HQ for 2 weeks.
- An invitation to the 2013 Bazaar Opening Ceremony and coffee with patrons before ceremony.
- An invitation to the Charity Donation Ceremony. (Event will occur in Jan. 2014.)
- Sponsorship Identification Material:
 - "Proud Sponsor of the 2013 NATO Charity Bazaar" button, for displaying on your website.



Silver Sponsorship
Button for Web Site



Gold Sponsor Full Poster Display
Ads at Donation Ceremony

NATO Charity Bazaar ASBL | No. 874.388.992 | Avenue Victor @Gisoul 1 - 1200 Brussels - Belgium

SPONSORSHIP PACKAGE PRICE: 750€

FOR:

- Logo on our official brochure for the 2013 Bazaar season.
- Company ad on a shared Silver Sponsor poster, (120x85cm) displayed at the 2013 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 2013 Bazaar season).
- Company logo on the Tombola Prize Winner poster displayed at NATO HQ for 2 weeks.
- Invitation to the 2013 Bazaar Opening Ceremony.
- Invitation to the Charity Donation Ceremony. (Event will occur in Jan. 2014.)

Sponsorship Identification Material:
"Proud Sponsor of the 2013 NATO Charity Bazaar" button, for displaying on your website.



Silver Sponsorship
Button for Web Site



BLUE SPONSORSHIP PACKAGE PRICE: 500€

FOR:

- Logo on our official brochure for the 2013 Bazaar season.
- Logo on a shared Blue Sponsor poster, (120x85cm) displayed at the 2013 Bazaar and at the Donation Ceremony. (Jan 2014.)
- Logo 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 2013 Bazaar season).



Blue Sponsorship
Button for Web Site



NOTE: Any arrangement, gentlemen's or written, between the NATO Charity Bazaar ASBL, (hereafter to as the NCB ASBL) and your company, is a totally private arrangement and not directly related to an Organisation, or to any of its activities or operations. Sponsoring the 2013 NATO Charity Bazaar is not bringing any advantage or disadvantage to your company or personnel in relation to any agreement your company may have with NATO Headquarters/Staff Centre.

The NCB ASBL reserves the right to terminate any sponsorship agreement, gentlemen's or written between the NCB ASBL and any company or its representatives, whose presence at the NATO premises is deemed inappropriate by NATO, with immediate effect, without notice and without being required to give grounds for this decision. Moreover the NCB ASBL and NATO shall in no circumstances be held liable for the consequences of such a decision.

NATO Charity Bazaar ASBL | No. 874.388.992 | Avenue Victor @Gisoul 1 - 1200 Brussels - Belgium



Treasurer's Report

Alessandra Foresti Bertozzi - Treasurer

Treasurer update

NATO Charity Bazaar

www.natocharitybazaar.org

—ASBL—



Treasurer Update

Alessandra Foresti Bertozzi - Treasurer

TOTAL INCOMING 2013

- Sponsors 6.250 €
- Bake Sales 3.503 €
- Out door life 251 €



10.004 EUROS

On 23 September 2013

NATO Charity Bazaar

www.natocharitybazaar.org

— ASBL —



International Restaurant 2013

Christina Arvanitaki - Restaurant Coordinator



NATO Charity Bazaar

www.natocharitybazaar.org

— ASBL —



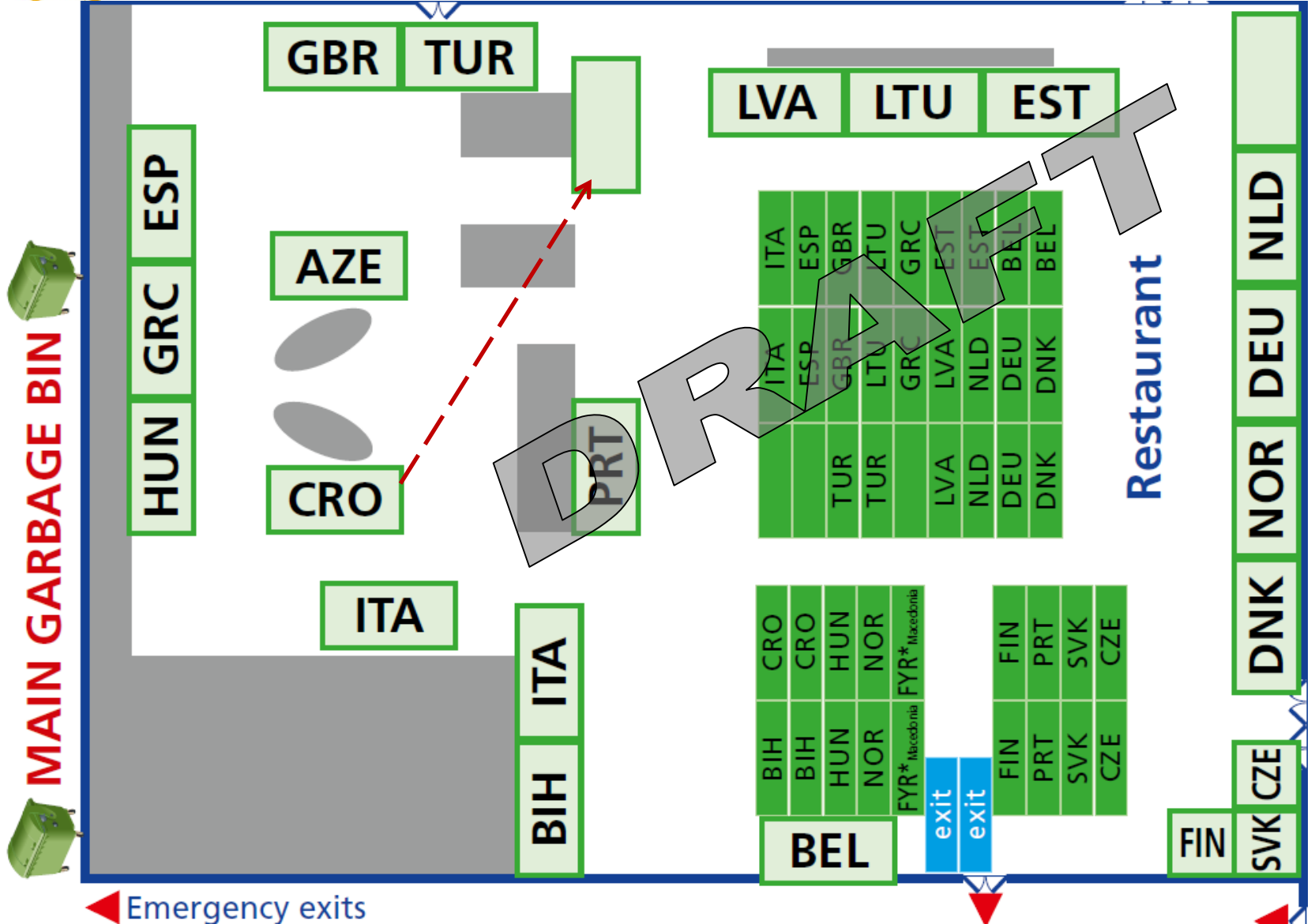
Nations Participating in 2013 International Bazaar Restaurant

Christina Arvanitaki - restaurant@natocharitybazaar.org

1. Azerbaijan
2. Belgium
3. Bosnia and Herzegovina
4. Croatia
5. Czech Republic
6. Denmark
7. Estonia
8. Finland
9. Germany
10. Greece
11. Hungary
12. Italy
13. Latvia
14. Lithuania
15. Netherlands
16. Norway
17. Portugal
18. Slovakia
19. Spain
20. Turkey
21. United Kingdom



FLOOR PLAN FOR 2013 RESTAURANT





NATO Charity Bazaar

www.natocharitybazaar.org —ASBL—

**2013 GUIDELINES
FOR NATIONAL RESTAURANT COORDINATOR AND ASSISTANT**

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

1. 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.
2. 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.
3. The Coordinator submits the menu, kitchen, and utensil requirements in due time.
4. 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.
6. 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.
9. 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 Victor Gilsoul 1 - 1200 Bruxelles - Belgium

Please find these '**2013 Guidelines**' on the NCB Website → Members Only Area

International Restaurant Guidelines 2013



NATO Charity Bazaar

www.natocharitybazaar.org ASBL

International Restaurant 2013

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 as possible and **no later than 8 October 2013** to restaurant@natocharitybazaar.org

If you have any questions, please contact our International Restaurant Coordinator:

- Christina Arvanitaki at restaurant@natocharitybazaar.org or GSM: +32 (0)486 805 636



NATO Charity Bazaar

www.natocharitybazaar.org ASBL

International Restaurant 2013

Assistant 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 as possible and **no later than 8 October 2013** to restaurant@natocharitybazaar.org

If you have any questions, please contact our International Restaurant Coordinator:

- Christina Arvanitaki at restaurant@natocharitybazaar.org or GSM: +32 (0)486 805 636

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

NO LATER THAN 8 OCTOBER 2013

Contact Forms 2013



NATO Charity Bazaar

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International Restaurant 2013

Facility/Equipment Request Form

Name of National Restaurant Coordinator: _____

Nation: _____

Will you need facilities for cooking? YES NO

Which of the following pieces of equipment will you need? (please tick)

Oven Microwave Frit Use Grill Stove/Gas

Will you need refrigeration? YES NO

If yes, please specify _____

Will you need electrical outlets? YES NO

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 foods: _____ Chairs: _____

On the backside of this form is a list of cooking utensils available for use. Please indicate the items and quantity you will need.

(Note: You are allowed and encouraged to bring your own equipment)

Please return the completed form as soon as possible and **no later than 8**

October 2013 to restaurant@natocharitybazaar.org

If you have any questions, please contact our International Restaurant Coordinator:

- Christina Arvanitaki, at restaurant@natocharitybazaar.org or GSM: +32 (0)476 805 636

NATO Charity Bazaar | ASBL: 874.358.592 | Avenue Victor Gilsoul 1 - 1200 Bruxelles - 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 <i>Utensiles de la cuisine</i>	Quantity <i>Quantité</i>
Pressure cooker / <i>Autocuiseur pour bouillon</i>	
Baking tray <i>Plat au four</i>	
Colander / large sieve <i>Passoire</i>	
Cooking pot for stock / braise <i>Casserole</i>	
Stainless steel colander <i>Récipient en acier</i>	
Large serving tongs <i>Pincettes</i>	
Chafing dishes <i>Chaudières</i>	
Chauha plats	
Chop baskets/scoops	
Tongs <i>pincettes</i>	
Spatulas to stir or toss. <i>Pelle à remuer</i>	
Long handled skimmer <i>Longes écumeuses</i>	
Others	

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Equipment/ Facilities Forms 2013



Equipment/Facilities Forms

2010 NCB INTERNATIONAL RESTAURANT FACILITY/EQUIPMENT NEEDS

	Nation	Cooking					Refrigeration	Electrical		Overall Length for stand	No of Tables for stand	No of Chair	Pressure Cooker	Baking Tray	Colander / Large Sieve	Cooking pot for boiler	Stainless Steel Containers	Large Serving Platters	Chafing dishes	Chip Baskets	Tongs	Spatulas to stir or toss	Long handled skimmer	Others	
		Oven	Micro	Frit	Grill	Stove		How many	Total power																
1	Belgium	-	-	-	-	-	20 cakes from <u>Friday</u>	8	8000W	3.6 m	6	3	-	-	-	-	-	-	-	-	-	-	-	-	
2	Croatia	-	-	-	-	-	medium	2	?	8	10	26	-	-	-	-	-	-	-	-	-	-	-		
3	Czech Rep	-	-	-	-	-	-	2	220 v	-	2	2	-	-	-	-	-	-	-	-	-	-	-		
4	Denmark	-	-	-	-	-	Herrings, meat balls, salad	4	220W	2x2 m	-	5	-	-	-	-	2	-	-	-	-	-	-		
5	Estonia	-	-	-	-	-	-	2	220W	-	5	2	-	-	-	-	-	-	-	-	-	-	-		
6	France	-	-	-	-	-	1 individual fridge	3	?	-	-	-	-	-	-	-	-	2	-	-	-	-	-		
7	FYROM	-	-	-	-	-	-	2	-	-	3	4	-	-	-	-	-	-	6	10	-	-	-		
8	Germany	-	-	-	-	-	35 cakes	3	3500 W	3.2	8	2	-	-	-	-	-	-	-	-	-	-	-		
9	Greece	1	-	-	1	-	4 shelves	1	220V	8	1	2	-	6	3	5	4	3	-	5	5	2	-		
10	Hungary	-	-	-	-	1	For some drinks	-	-	4	-	2	-	-	-	-	-	-	-	-	-	-	-		
11	Italy	2	-	-	-	4	2 freezer for drinks	2	220v	-	7	4	-	-	-	-	-	-	-	-	-	-	-		
12	Latvia	-	-	-	-	-	1refrigeration with glass doors	3	220v	4	4	4	-	-	-	-	-	-	-	-	-	-	-		
13	Lithuania	-	1	-	-	-	standard refrigerator	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	-	-	-	1 scoop	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		0	55	0	37.2	61	72	0	6	3	0	15	6	9	14	15	9	2	0



International Restaurant 2013

Christina Arvanitaki - Restaurant Coordinator

International Restaurant

Presentations

Guidelines

- [Restaurant Coordinators \(New\)](#)

Contact Forms

- [National Restaurant Coordinator \(New\)](#)
- [Assistant National Restaurant Coordinator \(New\)](#)

Forms

- [Facility/Equipment Request Form \(New\)](#)
- [Electricity Request Form \(New\)](#)

International Restaurant Meeting Dates

- Two meetings in October and one meeting in November



| [English](#) | [French](#) | [« Members Only »](#)

iar



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International Restaurant 2013

Christina Arvanitaki - restaurant@natocharitybazaar.org

International Restaurant Meetings (2)

15th October

**10.30-11.30 in Grand Chalet, Staff Centre
&**

14th November w/Chef

15.30-17.00 in NATO Self Service Restaurant

NATO Charity Bazaar



**NO CHILDREN ALLOWED
IN THE KITCHEN AREA**





Invitations & Lists

Jette Holm Kristensen

- guest-coordinator@natocharitybazaar.org

List of Ambassadors attending the Bazaar 2013

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

Richard Vaught: guest-coordinator@natocharitybazaar.org
 Jimmie Bradshaw: president@natocharitybazaar.org

If you want to receive your **VIP INVITATIONS** by the October 22nd **later than 18 October** to guest-coordinator@natocharitybazaar.org
 The FINAL deadline for **VIP INVITATIONS** is **Monday 28th October 20**

Nation: _____

Title	Surname	First name	Nationality

Please note that Ambassador to NATO do not need to be listed in the above form

For more information please contact:

Richard Vaught, Guest Coordinator: guest-coordinator@natocharitybazaar.org
 Jimmie Bradshaw: president@natocharitybazaar.org

List of Guests attending the Bazaar 2013

Each Nation is allowed a maximum of **6 Invitation/Access 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 up

Please fill the form below and send it back (**by e-mail only**) to:
If you want to receive your invitations by the October 22nd General Assembly Meeting, submit this list no later than 18 October to guest-coordinator@natocharitybazaar.org
 The FINAL deadline for Guest Invitation Cards is **Monday 28th October 2013**

After the deadline, remaining Invitation Cards will be distributed

Nation: _____

Nr	Title	Surname	First Name
1.			
2.			
3.			
4.			
5.			
6.			

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

For more information please contact:
 Richard Vaught, Guest Coordinator: guest-coordinator@natocharitybazaar.org

List Helpers - Bazaar 2013

Please provide the names of the people (maximum 12 per 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 guest-coordinator@natocharitybazaar.org

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

If you want to receive your HELPER CARDS by the October 22nd General Assembly Meeting, submit this list no later than 18 October to guest-coordinator@natocharitybazaar.org
 The FINAL deadline for HELPER CARDS is **Monday 28th October 2013**

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.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

For more information please contact:
 Richard Vaught, Guest Coordinator: guest-coordinator@natocharitybazaar.org

List of Ambassadors attending the Bazaar 2013

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

Richard Vaught: guest-coordinator@natocharitybazaar.org

Jimmie Bradshaw: president@natocharitybazaar.org

If you want to receive your VIP INVITATIONS by the October 22th General Assembly Meeting, submit this list no later than 18 October to guest-coordinator@natocharitybazaar.org

The FINAL deadline for **VIP INVITATIONS** is **Monday 28th October 2013**

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:

Richard Vaught, Guest Coordinator: guest-coordinator@natocharitybazaar.org

Jimmie Bradshaw: president@natocharitybazaar.org

List of Guests attending the Bazaar 2013

Each Nation is allowed a maximum of **6 Invitation/Access 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: guest-coordinator@natocharitybazaar.org
If you want to receive your invitations by the October 22th General Assembly Meeting, submit this list no later than 18 October to guest-coordinator@natocharitybazaar.org

The FINAL deadline for Guest Invitation Cards is **Monday 28th October 2013**.

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.

For more information please contact:

Richard Vaught, Guest Coordinator: guest-coordinator@natocharitybazaar.org

List Helpers - Bazaar 2013

Please provide the names of the people (maximum 12 per 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 guest-coordinator@natocharitybazaar.org

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

If you want to receive your HELPER CARDS by the October 22th General Assembly Meeting, submit this list no later than 18 October to guest-coordinator@natocharitybazaar.org

The FINAL deadline for HELPER CARDS is **Monday 28th October 2013**

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.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							

For more information please contact:

Richard Vaught, Guest Coordinator: guest-coordinator@natocharitybazaar.org

List Deliveries - Bazaar 2013

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: guest-coordinator@natocharitybazaar.org

Please note that access is through gate Z.

The deadline for submission of this list is **Wednesday 6 November 2013.**

Nation: _____

Deliveries on Saturday 16 November

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

Deliveries on Sunday 17 November

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

For more information please contact:

Richard Vaught, Guest Coordinator - Email: guest-coordinator@natocharitybazaar.org



Invitations & Passes

Visitor Lists

- VIP
- Guest

DUE: ***FRIDAY 18 OCTOBER***

Additional Passes

- Helpers
- Musicians
- Deliveries

DUE: ***FRIDAY 1 November***

DEADLINES: If you want to receive your invitations by the next meeting (22 October), submit lists to us by Friday 18 October. Otherwise, invitations distributed at 12 Nov. Meeting.

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



Fundraising Ideas

Jimmie Bradshaw - President

Out-Door-Life for Charity

NATO Charity Bazaar

www.natocharitybazaar.org

— ASBL —



Closing

Jimmie Bradshaw - President

General Meeting Dates 2013

- 08 October & 22 October
 - Key Focus: VIP & Visitor Passes
- 12 November
 - Key Focus: Final Instructions & After Sales Schedule

Please return voting cards and folders

NATO Charity Bazaar

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Annual BAZAAR Annuel



NATO Charity Bazaar

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SUNDAY - DIMANCHE
17 NOV. 2013 • 10.30 - 16.30

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

**Proceeds in aid of Belgian
and International Charities**

**Au profit d'œuvres caritatives
Belges et Internationales**



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