



Preservation Trades Network  
PO Box 151  
Burbank, Ohio 44214-0151  
Phone: 866-853-9335  
Fax: 866-853-9336  
E-Mail: info@PTN.org

## Shop Stop Guidelines

The Shop Stop program was developed to introduce Preservation Trades Network (PTN) members to the different trades people, skills and networking needed for the successful and knowledgeable preservation professional. The Shop Stop is a gathering of trades people and professionals dedicated to furthering their understanding of the structures that we are working on, and the skills it takes to do it.

PTN envisions the Shop Stop to be a series of informal hands on meetings that moves from shop to shop. Any PTN member can host an event, and all are welcome to attend. A short demonstration will generally be held at each meeting followed by questions and most importantly networking with colleagues from your region (typically about a 2 hour driving radius). A Shop Stop does not have to be held in your shop, it can be at an interesting job site, a museum site, basically anywhere that will work for you. Attendees do not have to be PTN members.

### PTN Shall:

- Assist with developing Shop Stop (i.e., topic, contacts, location, refreshments and food selection)
- Provide sign in sheet
- Provide PTN related material; bumper stickers, fliers, brochures, etc.
- Provide Shop Stop application
- Take host provided information and put into appropriate marketing context.

### Host Shall:

- Fill out Shop Stop application and submit to PTN office for approval
- Provide location for event
- Organize event
- Provide morning coffee/snack and lunch
- Collect entrance fee
  - \$20 to host for food
  - Remaining funds to be sent to PTN
- Speaker compensation upon request and approval.
- Sign in sheet
  - Please forward to PTN office
- Marketing
  - Email, phone, post cards, press release
  - Provide a copy of all marketing to PTN office before sending

### General Guidelines:

- This is a PTN event, while it is perfectly acceptable to mention your business/organizations name as the host, specific or directed marketing of any business/organization or proprietary material or service is prohibited. This event is meant as a teaching tool and networking event.
- Fill out Shop Stop application and submit to PTN office for approval



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- Marketing should be sent on electronic PTN letterhead with PTN Shop Stop in email subject line.
- General event hours are 8 am to 3 pm. Can be any day of the week.
- Host must use provided PTN sign in sheet for attendees
  - Sign in sheet to be turned in to PTN office
  - Create regional email lists for broadcast messages about PTN events.
  - Attendee name, company, email, PTN membership, Donation, Can PTN contact you about future events
- Demonstration
  - Should be as hands on as possible
  - Doesn't have to be trade related
    - Accounting, IT, business management, safety training, etc.
  - Compensate speaker-if needed/variable cost
- Region
  - Approximately a 2 hour radius (or what makes sense for your geographic location)



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### PTN Shop Stop Application Form

Application Date:

Host	
Location	
Date of Event	
Contact Name	
Phone Number	
Email	
Demonstrator Name	
Phone Number	
Email	
Proposed Demonstration	

