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|  **Important Notes**  |
| **Overnight accommodations/Master bill (no alcohol on any) Tax and incidentals included unless noted*** **Hospitality Suite: Suite H690, 6th Floor. Ryan Pelletier & Scott Morelli (Arrival Monday 8/7, departure Friday 8/11)**
* **President – Christine Landes – comp 1 bedroom suite -(Arrival Monday 8/7, departure Friday 8/11)**
* **Melissa White, comp suite MMA staff -(Arrival Monday 8/7, departure Friday 8/11)**
* **Superior queen – MMA staff, Sandy Barry – Tue and Wed night, Chelsea Carll Thur night**
* **Survey says/DJ overnight accommodation, 1 double room (2 beds) – Pending name(s) (Arrival, Thursday, August 10th, departure Friday August 11th) Master bill – except incidentals and alcohol.**
* **Speaker – David Tripp -** **david@wpileadership.com** **– Superior Queen, (Arrival Tuesday 8/8, departure Wednesday 8/9 – LATE CHECK OUT)**
* **Speaker – Kelly Axtell -**  kaxtell@lexingtonma.gov -  **Superior Queen, (Arrival Thursday 8/10, departure Friday 8/11 – LATE CHECK OUT)**
* **Comedian – Juston McKinney** **-jjrproductions@comcast.net** **- Standard room, (Arrival Thursday 8/10 late arrival possibly, departure Friday 8/11) can include one meal on his room bill, no alcohol.**

**Board Member Thank You Gifts – Melissa will bring to Sugarloaf and give to Christine****Student Scholarship Recipient (Edward F. Dow Award): Jacob Bradley and guest & Demertria Pellegrino and guest****Internship Grants: Two awarded – Chelsea and PI****Meal tickets:****MMA will provide meal tickets for Wednesday Banquet and Thursday night event ONLY: For the banquet, attendees will put ticket on table at seat so that staff will know what meal choice was ordered.** **Sugarloaf to provide Activities tickets – Zip Line, beer tasting & Golf: Melissa will provide final count and coordinate redemption with Taylor. Golf counts (20 min) must be provided 10 days out.****Other Thursday Activities: MMA will provide tickets for wine & cheese and bowling.****Complimentary drink tickets: Sugarloaf will provide and collect tickets. (Will need drink Tickets for Tuesday, 8/9 in 45 North Restaurant & Bar, and for Wednesday 8/10 for the Pre-Banquet Reception). 100 tickets for each event. Drinks will be charged based on consumption/redemption of tickets – soda, beer and wine only. Provide Tuesday tickets to Melissa on Monday.****Banquet Tickets: Haddock (YELLOW); Chicken ( PURPLE ); Poblano Pepper ( ORANGE )****Non-perishable Food items: Attendees are asked to bring a non-perishable food item for charity – if they turn in to the conference registration staff, they will get one ticket for the grand prize. Items will be donated to local food bank.** **Conference Giveaway: Window clings – Added To attendee packet****Prizes: gift cards****Community Showcase raffles: MMA staff will make up name tickets for local product raffles. Must be present to win. Can only win once for the community showcase.** **Sugarloaf will provide gifts for speakers. Approx. $30 budget per person. – Sugarloaf rubber cups at $13.95 each – assorted styles/colors****Floral centerpieces for Dinner Banquet: Taylor ordered – 25 arrangements at $49.95 apiece to be delivered on 8/7****Directional Signage: Sugarloaf will provide signage throughout hotel/resort directing attendees to Base Lodge/King Pine Room and Competition Center****Hospitality Suite: Suite H690, 6th Floor.****MMA Staff – Primary Event Contact:****Melissa White 207-620-6083****MMA Add’l Staff:** **Peter Osborne – day events only****Sandy Barry – WED day and evening and overnight (Tue and Wed nights)****Chelsea Carll – THUR day and evening and overnight****Nancy Martin – Thur day only****MTCMA Institute Chair:****Ryan Pelletier:****Scott Morelli****President:****Christine Landes:** **FUN Enterprises Contact:**Kim ForsterFUN Enterprises, Inc.**See book for comedian contact Jim** |
| **Monday 8/7/23** |
| **Melissa arrives/unloads approx. 4pm on Monday 8/7** |
| **Monday 8/7/23** |
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| **Time** | **Room** | **Activity** | **Notes** |

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|  | King Pine Room | Conference Setup | Rounds for **175** with black tableclothsWater pitchers and glasses on tables (add for 8/11)Mints, notepads and pens on tables (add for 8/11)American and State of Maine FlagsRaised stageHead table for **4** draped and skirted6 or 8 foot table to the side draped and skirted for Awards and giftsEasel for Sponsor Sign2 handheld mics (one for podium, one for panelists)2 lavaliere mics2 ScreensA/V table with extension cords2 LCD ProjectorsLaptopAudio for presentations**Sponsors: 3**, 8’ tables draped and skirted with two chairs

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|  | King Pine Room Lobby  | Registration Setup | Registration:L-Shaped registration, draped and skirtedTwo ChairsWastebasketInternet and electrical outlet accessEaselCommunity Showcase & Food Drive:3, 8’ tables along opposite wall from registration, draped and skirtedThis will be set up for the entire conference. |

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| **Tuesday 8/8/23** |
| **Time** | **Room** | **Activity** | **Notes** |
| 9:00 – 10am | Serve in MapleEat in King Pine Room | Breakfast | **Breakfast** – The Birches $17++ per personAssorted whole fruit, muffins, pastries, granola, assorted cereals, flavored yogurts, bagels, and cream cheese. **Dark Coffee**, tea, water, juicesCount: 20 |
| 930-10am | King Pine Room Lobby  | Registration Setup | Registration:L-Shaped registration, draped and skirtedTwo ChairsWastebasketInternet and electrical outlet accessEaselCommunity Showcase & Food Drive:3, 8’ tables along opposite wall from registration, draped and skirtedThis will be set up for the entire conference. |
| 10am to 12:30 | King Pine Room | New Managers training  | Rounds for **20** with black tablecloths (We will have people sit in the front of the room, near the stage)Water pitchers and glasses on tables Mints, notepads and pens on tables American and State of Maine FlagsRaised stageHead table for 5 draped and skirted6 or 8 foot table to the side draped and skirted for Awards and giftsEasel for Sponsor Sign2 handheld mics (one for podium, one for panelists)2 lavaliere mics2 ScreensA/V table with extension cords2 LCD ProjectorsLaptopAudio for presentations**Sponsors: 3**, 8’ tables draped and skirted with two chairs |
| 12:30 – 1:15pm | Serve in MapleEat in King Pine Room | LUNCH | **Lunch** – Sugarloaf deli $24++ per personGarden salad, Smoked turkey, roast beef and ham. Cheddar, American and swiss cheeses, assorted breads and wraps, lettuce, tomato, onions, pickles, mayo, mustard. House made chips, assorted whole fruit, chefs choice dessert selection. Coffee, tea and iced tea.Count: 20 |
| 1:00pm | King Pine Room | Pre-Con Meeting with Sugarloaf staff | If needed |
| 1:15 – 2:30pm | King Pine Room | Session | Existing set up |
| 2:30-2:45pm | King Pine room/maple room | BREAK | Assorted sodas on consumption, coffee water, tea refills |
| 2:45 – 400/430 | King Pine Room | Session | Existing set up |
| 4:30pm | Kennebec (Board Room) | MTCMA Executive Board Meeting | Board room style for 12Will need table for materials and food/drink-8’ draped skirtedInternet accessProjector/screenFood and Beverage ready for 2:15pm***Menu:*****Fruit & cheese platter****Regular and decaf coffee, assorted hot teas****Assorted sodas and bottled water on consumption.****Dark coffee please!****FINAL COUNT: 12** |
| 4pm Monday to 6pm Tuesday | Registration | Monday & Tuesday Check-ins | Please give each conference attendee (registered hotel guests) envelope with welcome letter and drink ticket upon check-in. Melissa will provide to Front Desk upon arrival. |
| 6:00-9:00pm | 45 North Restaurant & Bar | Networking Opportunity | **MTCMA will provide one complimentary drink ticket to all attendees and guests checking in on Monday or Tuesday to use on Tuesday night only. Wine/Beer/Soda only. MTCMA will provide notice of drink tickets with welcome letter.** **Final count for tickets: 100****Will be charged on consumption** |
| **Wednesday, 8/9/23** |
| **Time** | **Room** | **Activity** | **Notes** |
| 8:45am | King Pine Room  | Break & Beverage Service | **Beginning at 8:45 AM!** All day coffee, tea on consumption. |
| 9:00am-10:00am | King Pine/Maple | Breakfast Buffet | Rounds for **150** draped (black linens and napkins) – in King PineBreakfast buffet tables – in MapleCoffee Service – in King Pine**Breakfast** – **The Birches $17++ per person**Assorted whole fruit, muffins, pastries, granola, assorted cereals, flavored yogurts, bagels and cream cheese. Coffee, tea, water, juices ***–*** add dark roast coffee**FINAL COUNT: 130**10 overSet up by 8:45am |
| 9:00am-10:00am | King Pine Room/Lobby | Conference Registration, Networking, Visit with the Sponsors | Existing set up from Tuesday |
| 10:00-10:10am | King Pine Room  | Institute Kickoff and WelcomePresider(s): Welcome: Christine Landes, MTCMA PresidentInstitute Kickoff: Ryan Pelletier & Scott Morelli, Institute Co-ChairsDavid Cota – Town Manager, Carrabassett Valley | No setup changes |
| 10:15-Noon | King Pine Room  | Keynote Speaker: David Tripp | No setup changes |
| 12:00pm-1:30pm | King Pine Room/Maple  | Luncheon Buffet & MTCMA Annual Business MeetingMMA Staff will seat guests upon arrival.Dow Scholarship: Demetria Pellegrino; TBD will announce/presentDow Scholarship: Jacob Bradley; TBD will announce/presentInternship Grant: Presque Isle, Chelsea TBD will announce/presentChristine Landes will begin program at 12:45pm, after everyone has gone through buffet line. Will introduce Sandra Fournier, Scholarship Chairs. Sandra will announce awards as applicable. (see Presider Notes).Christine will resume as emcee for annual meeting.Sponsor remarks – IIMC Address Gerald (Jerry) Giaimis, Northeast Regional Director | Existing seating & A/VReserved signs for Guests - will be provided and set up by MMA staff.MMA staff will put Annual reports on tables.Double-sided buffet in Maple**Lunch –** The Timbers $38 ++ per personFresh melon panzanella salad, maine seafood scampi over pasta, marinated chicken and veggies over lemon herb orzo, veg lasagna, tri colored carrots, fresh bread, lemon blueberry bread pudding. Coffee, tea and lemonade.Please **no** clearing of dishes during awards presentations and annual business meeting.**FINAL COUNT: 130** |
| 1:30pm-2:45pm | King Pine Room | Concurrent session**Personnel Matters: Recruiting & Retaining a Talented Workforce**Presenter(s): Ann Freeman, Tara WalkerBernstein Shur | No setup changesRoom should be cleared following lunch. |
| 1:30pm-2:45pm | Competition Center | Concurrent session**How to Work with an Engineer: Yes, It Can Be Done!**Presenter(s): Bethany Ordung, PE, VP, Regional Project Manager and Justine Drake, EI, Civil Engi­neer, Haley Ward | Rounds for **80** with white tableclothsHead table for **4** draped and skirtedWater pitchers and glasses on tablesMints, notepads and pens on tablesPodium1 handheld mic1 lavaliere micScreenLCD ProjectorsLaptopAudio for presentations |
| 2:45-4:00pm | King Pine Room | Concurrent sessionRegionalizationPresenter(s): Sandra Fournier, Town Manager, Mapleton, Chapman, Castle Hill & Chief Craig Bouchard, New Gloucester Fire and Rescue Facilitator: John Bellino, Town Manager, Town of Clinton | No setup changes |
| 2:45-4:00pm | Competition Center | Concurrent session-Managing Employee Performance through EvaluationPhyllis Moss, IPMA – SCP, Director of Human Resources, Town of Windham, Maine | No setup changes |
| 5:00-6:15pm | The Beach (weather permitting)/ Maple | Attendee Social/Pre-Banquet ReceptionEntertainment: Piped in music | *Staff: Melissa White**Sandy Barry*Existing high top tables with cushions and white linensMMA will provide centerpieces (heavy for outside)Light fire pitSet out corn holeCash Bar – in Maple**Complimentary drink tickets to use at this cash bar at this event only. Wine/Beer/Soda only.** **One drink ticket per person, then cash bar.****Sugarloaf will create 100 tickets; must note date and event.****Will be charged on consumption.****Last call for drinks at 6:00pm – please announce and start to move people inside restaurant****Stationary & Passed Hors d’oeuvres:****FINAL COUNT: Charcuterie Board for 100****FINAL COUNT: sweet sausage stuffed cremini mushrooms – 75 pieces****FINAL COUNT: Sriracha Deviled Eggs – 100 pieces** **FINAL COUNT: Chicken lollipop – 100 pieces****FINAL COUNT: Vegetable spring rolls – 100 pieces** |
| 5:30-6:15pm | Narrow Gauge | Secret Social for Leadership and Rising Star Award Winner’s guestsMMA Staff will have the guest names and their meal tickets and will distribute upon arrival.5 comp tickets each – master bill for all drinks | *Staff: Melissa White**Please add table for hors D’oeuvres.**It is important that these guests stay out of sight so that the people receiving the Awards do not see them before the presentation-it is a surprise.* ***Server to take drink orders-master bill****MMA staff will greet secret social guests at 5:30pm in hotel lobby and escort to Narrow Gauge.* ***Menu:* Fruit & Cheese Display****FINAL COUNT SECRET SOCIAL: 12** |
| 6:15-6:45pm | King Pine Room | Awards Ceremony for the Linc Stackpole MOY, Rising Star, awardsLeadership and Distinguished Service AwardOpening remarks by Christine Landes; will announce schedule change and introduce recipientsEntertainment: Piped in music – turn off during awards presentation.Leadership awardee – NA no awardRising Star: Ryan Pelletier; will announce/presentSTU will present Linc Stackpole 😊Distinguished Service: na | Rounds of 6 for **130** draped – use white linens with black napkinsPodium and microphoneAmerican and State of Maine FlagsAwards on podiumReserved signs for Guests of Award Recipient will be provided and set up by MMA staff.Floral arrangements/centerpieces for each table ordered by Sugarloaf from Richard’s Florist; (25 arrangements at $50 each)Water pitchers & glasses on tables.**CASH BAR – in Maple (during reception); T-Bar in King Pine for dinner****The awards program is from 6:15-6:45pm – if it finishes early, please be ready to go with dinner service! If it runs a little beyond, please hold service until the presentation is over.****Please no clearing of dishes or staff activity during this presentation.** |
| 6:45-8:30pm | King Pine Room | Awards BanquetEntertainment: piped in music | Guests will have tickets placed in front of them to identify meal choice.***Plated Dinner Options:*** Baked Stuffed Haddock (ticket color pending)Caprese Statler Chicken ( ticket color pending)Pablano Pepper ( ticket color pending)Garden salad, chefs choice side, veg, dessertCoffee, tea**Haddock Adult: 67-can sell 7****Chicken Adult: 53-can sell 7****Pepper Adult: 10-can sell 5** |
| **Thursday, 8/10/23** |
| **Time** | **Room** | **Activity** | **Notes** |
| 7:30am-8:30am | King Pine/Maple | Breakfast Buffet  | Rounds for 150 draped (black linens and napkins) – in King PineBreakfast buffet tables – in MapleCoffee Service – in King Pine (in Maple if Sponsors in Maple)**Breakfast –** Superquad $22++ Per personAssorted muffins, sliced fruit, granola, assorted cereal, yogurts, scrambled eggs, home fried, sausage, bacon, toast and bagel station. Dark roast Coffee, tea, water, juices**FINAL COUNT: 125**Can sell 10Set up by 7:15am |
| 8:30am-10:00am | King Pine Room | Session Improving Your Security Posture (King Pine Room)Presenter: Michele Weymouth, Master of Science in Cybersecurity Candidate, Maine Cyber Range Program Coordinator | No changes |
| 10:00am-10:15am | King Pine Room/Lobby | Break, Networking & Visit with the SponsorsGiveaway Drawing: Community Showcase | **Please refresh coffee just before break, add assorted sodas**\*\*Put out leftover pastries from breakfast in King Pine\*\*Please note: Session going on until 10:00am. At break, please refresh water pitchers on tables, and sweep the tables for trash. |
| 10:15am-11:30pm | King Pine Room | Session Best Practices for Employee Discipline & Termination (King Pine Room)Presenter: Stephen Langsdorf & Kristin Collins, Attorneys, Preti Flaherty | No changes |
| 11:30am-12:45pm | King Pine Room | Session Wearing Many Hats?Presenter: Kevin Howell, Town Manager, Town of Carmel, Ben R.K. Breadmore, Town Manager, Town of Holden and Christine Landes, Town Manager, Town of Chelsea | No changes |
| 11:30am-12:45pm | Competition Center | Municipal Valuations & When Is It Time to Reveal? Steve Sullivan, Deputy Director for Municipal Services, Maine Revenue Services | No changes from Wednesday |
| 12:45pm-1:45pm | King Pine Room | Networking Luncheon BuffetCertification Certificates & pins –Ryan PelletierLength of Service Awards – Christine LandesBoard Appreciation Certificate Christine LandesOutgoing President Address – Christine LandesIncoming President Address – Ryan PelletierSponsor remarks – preferably BEFORE 130 – GOLF sponsor SEBAGO TECHNICSSponsor remarks – Franklin Savings | Existing seating & A/VDouble-sided buffet in Maple***Menu:*  Lunch** – Sandwich board - $25 ppTurkey, buffalo chicken and veggie option. Broccoli salad, tomato cucumber salad, house made chips, chefs desserts, coffee, tea, water, iced teaAdd corn chowder $5pp++**FINAL COUNT Lunch Buffet: 125****Can sell 10**  |
| 2:00pm-5:00pm | Various | Recreational Activities/Building Connections | **Beer tasting:**Sugarloaf to provide ticketsAdd APP – Housemade chips and spreads - $65**FINAL COUNT (ticket number) for tasting: 15 – can sell 8****Golf:** Sugarloaf to provide tickets?**FINAL COUNT for Golf: 21 (can sell 3 and maybe more!)****Golf is at 130!!!!!!****Zip Line Tour:** Sugarloaf to provide tickets to redeem at The Outpost**FINAL COUNT for Zipline: 12 (can sell 1 onsite to equal 13 for one tour) 230 tour****Bowling at The Sugar Bowl:** Brewster – brewster.cherkis@gmail.com **FINAL COUNT for BOWLING: 18****Wine & Cheese Tasting at Alice & Lulu’s:** Contact: Laura Godin - laura.godin@aliceandlulus.com **FINAL COUNT for Wine & Cheese: 20 (can sell up to 20 more!)** |
| 6:00pm-10:00pm | King Pine Room\*\*light fire pit and add corn hole on The Beach;  | Networking Event: Survey Says and comedianMMA Staff will decorate after lunch on Thursday; MTCMA banner for photos in lobbyEvent: FUN EnterprisesComedian JUSTON MCKINNEY  | 8-10 rounds, draped (black linens)High tops scattered throughoutFood stations around perimeterCash bar, 2 bartendersIce water pitchers & glasses on tables**FUN Enterprises will require:**

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| 1. | Flat, open 15' x 15' area to set-up. |
| 2. | Four 6ft tables. |
| 3. | One small round or square table for laptop. |
| 4. | Standard power outlet. |
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| 6. | Free or validated parking for FUN Enterprise representatives. |
| 7. | Non-alcoholic beverages for the FUN Enterprise representatives. |

***Comedian – Juston McKinney – requirements -*** ***Dinner for the artist*** ***Purchaser to provide a professional sound system with microphone. Stage lighting and a dimly lit room for performance.. Two wireless mics with extra batteries, a stable stool*** ***Menu:***  Carrabassett $39 ++PPGarden salad, smoked pulled chicken, smoked beef brisket, 2 bbq sauces, jalapeno slaw, gouda mac and cheese, baked beans with maple bacon, veggie, corn bread, blueberry crisp**FINAL COUNT: 67 can sell 6** |
| **Friday, 8/11/23** |
| **Time** |
| 7:30am-8:30am | King Pine/ Maple | Breakfast Buffet  | Rounds for **150** draped – in King PineBreakfast buffet tables – in MapleCoffee Service – in King Pine***Menu:*  Breakfast –** Superquad $22++ Per personAssorted muffins, sliced fruit, granola, assorted cereal, yogurts, scrambled eggs, home fried, sausage, bacon, toast and bagel station. Dark Coffee, tea, water, juices Add French toast with blueberry $5pp.Please also set a table to 8 in the Maple room reserved for the President and interns**FINAL COUNT: 120**Can sell 5Set up by 7:15am |
| 8:30am-9:45am | King Pine Room | Overview of New Elected Official Orientation Practices (King Pine Room)Presenters: Nathan Poore, Town Manager, Town of Falmouth, Scott Morelli, City Manager, City of South Portland, & Maggie Fleming, Assistant Town Manager, Town of Falmouth  | No changes from Wednesday/Thursday |
| 9:45am-10:00am | King Pine Room/Lobby | Break, Networking & Visit with the SponsorsGiveaway Drawing: Community Showcase | **Please refresh Coffee Service just before break, add assorted sodas; leave out until after conference.**\*\*Put out leftover pastries from breakfast in King Pine\*\*Please note: Session going on until 9:45amDuring break refresh water pitchers on tables, and sweep the tables |
| 10:00-11:15am | King Pine Room | SheLeads - Women in Government (King Pine Room)Presenter: Kelly Axtell, MBA, Deputy Town Manager,Lexington MA. Facilitators Yanina Nickless; & Laurie Smith; ICMA Rep. TBD  | No changes |
| 11:15am-12:30pm | King Pine Room | Personalities & Politics: How to Survive the Ever-Changing Landscapes in Our Communities (King Pine Room)Presenters: Adam Garland, Town Manager, Town of Oxford & Scott Morelli, City Manager, City of South Portland  | No changes |
| 12:30pm-12:45pm | King Pine Room | Wrap-Up, Drawings and Door PrizesWinners must be present to winRemaining Community Showcase itemsPrizes:TBDCertificates of attendance will be emailed. |  |
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