

	Assign To	Completed	Task
November	ASG	✓	Get draft proposals from facilities and present to the board for approval.
	ASG	✓	Finalize contract with facility and send in deposit-secure room block
	ASG		Create to-do list and <b>function sheet</b> → will send to president, Hilton
	ASG/JS	ongoing	Work with Sponsorship Chair to secure sponsors-enter sponsorship, generate invoice, send with letter
	ASG		Prep Board meeting agenda for 3/15 → send draft to Larry by 2/1; ask about dinner reservation
December	ASG/JC		Begin working on brochure
January	ASG/JC/CS		Finalize brochure and complete mailing-put on MMA website, MTCMA website & send out to Staff Business → send to sponsors upon completion
February	ASG		Draft confirmation and get correct directions to facility.
	ASG		Order LL Bean Gift Certificate for Evaluation Drawing (\$50) → <b>ask group!</b> Order \$200 LL Bean GC for CO speaker
	JS	✓	Save the date postcards for the Institute-have drafted
	ASG		Send out meeting notice for board members with agenda
	JS/CS	1/15	Set up Interchange product in Personify and test → need brochure
	CS	All set	Set up Registration binder
	ASG		Register Speakers and send out speaker letters
	ASG/JS	1/15	Contact sponsors re: table, presentations; register representatives
	ASG		Send out facility letter/function sheet
	JS/ASG	1/26 – 1/29 for hard copies	Send out email blast – hard copies to members without email and also to sponsors
	CS	ongoing	Enter and proof all registrations.
	ASG/JC		Draft All signage: name badge template, sponsor poster, packet labels, reserved signs, door registration form
	JS	1/26	Order Speaker ribbons, badge holders, gold stars for certified managers, new member ribbons (as of July of previous year), green dots for 1 <sup>st</sup> time attendees
	ASG		Request ICMA member stickers and credentialed manager ribbons from ICMA contact for name badges
	ASG		Senior Advisers/Ambassadors: contact Bert Kendall to find out if they are having a meeting/reserved table, and draft table plaque for meeting.
	JS	2/16 – done 2/20	Make sure all sponsors are paid-if not, let sponsorship chair or president know to make follow up phone calls.
	ASG/JC/JS	3/5 – done 3/5 JS	Order Sponsor sign. (2'x3' foam core color) from Quality Copy-Have Jaime draft.
	ASG/JS	3/5 – done 3/2 ASG	Draft sample attendee packet-agenda, evaluation, pad of paper, attendee list (with email addresses and phone numbers), Save the Date Postcard for Institute and any handouts/PPTs from speakers, speaker bios
	JS/CS	3/8	Stuff name badges with stickers and ribbons
	JS	3/9	Send out confirmations one week prior to event with directions.
JS/CS	3/09	Prep attendee certificates	
JS/CS	3/09	Prep door prizes/giveaways (complimentary certificates)	

	ASG		Release room block → March 1 <sup>st</sup>
	JS/CS	3/09	Have all packets made up (15 extra for door registrations)
	JS	3/12	Save presentations on flash drive
	ASG		Prep notes for Larry
	ASG		Organize Interchange binder
	ASG	3/9	Send out meeting attachments to Board
	ASG & MW	3/14	<p>Week of event: start event boxes and pack the following:</p> <p>Registration folder:  Membership List by Pay Status x 1  Attendee List x 2  Sponsor List x 1  Receipt Book  Receipt Forms  Door Registration Forms</p> <p>Blue supply box (make sure fully stocked)</p> <p>Special folder for President, VP, Chair:  Attendee List  Sponsor List  List of New Members since July  Attendee packet information</p> <p>For registration table:  Citizen Education Items – half sheet, MMA bookmarks  Completed Name Badges with raffle tickets for door prizes  Container for raffle tickets  Evaluation box  Membership Applications  Code of Ethics  Certification Forms  Membership Brochures - updated  Publication Forms  Extra Evaluation Forms  Upcoming Workshop Brochures – Institute Save the Dates  MMA Training Catalog  Updated Goals &amp; Mission handout  Helpful Hints handbook - updated  Pens  Final Attendee Packets</p>
April	JS	ongoing	Send thank you letters to sponsors – as needed
	JS	3/23	Complete evaluation summary for Interchange and email to chair.
September	ASG		Find out from chair names of facilities to market for the next Interchange and begin to secure proposals.
October	ASG		Work on summarizing proposals to give to the board for review in November.