

## Mini-Conference Chair

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### The Mini-Conference Chair will:

- Extend an invitation to all FSMTA members at the final General Session of the present full State Conference.
- Appoint the remaining Chairs of the conference committee including the Advertising, Exhibits, Program, Registration, Scheduling (to include Monitors/Ushers), Fundraising, Student Honors Recital, Banquet, and Secretary. The FSMTA Treasurer serves as the Conference Treasurer. Each Committee Chair should be responsible for establishing subcommittee chairs, as they find it necessary.
- Delegate authority, but clear all programs, activities, and reports through the position of conference chair.
- Call and preside over Committee meetings. One or more post-conference meetings will be needed to finish reports and settle finances. Business may be conducted via online video meetings or email if necessary.
- Prepare reports for the FSMTA Executive Board meetings prior to and following the Conference. The post-conference report must include a financial report and may be presented by the Vice President of Conferences if the Mini Conference Chair is unable to attend.
- Settling registration fees will be discussed with the FSMTA Treasurer, and will be based on the past year's fees, and expectations of funds that will be needed for concert costs, extra transportation, presenters' honorariums, and other costs.

### Hotel Selection:

- As soon as the city or area that the Mini Conference will be determined, review information archived on the FSMTA website from previous conferences to determine:
  - Number of rooms to be booked for each night during the conference
  - Conference meeting and recital rooms
  - Hospitality room (or area within the Exhibit hall)
  - Exhibit hall
  - Banquet hall
  - Food/Restaurant availability
- Negotiate for a reasonable group hotel room rate, include some complimentary rooms based on the total number of paid rooms actually reserved. Other concessions (room upgrades and/or other amenities) may be included. A minimum food and beverage amount may be required and should be within the range spent on the previous Mini Conference. Banquet, the President's Luncheon, Receptions, etc. will figure into this total.
- Review hotel contract and consult with Conference Committee Chairs and the FSMTA Treasurer Before signing.
  - Registration is handled directly with the hotel registrants. Hotel information should be placed on the website as well as any other

- conference communication.
- Secure MTNA liability insurance documents if requested (available on the MTNA website).
- **Banquet**
  - Determine the cost for food including decorations or flowers. Consider offerings that include vegetarian and gluten-free options, especially if buffet presentation. Plan for a cash bar and designate the location in the facility.
  - Secure a Master of Ceremonies, Invocation Official, Guest Speaker, Entertainment. Be aware of time limits and scheduling.
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  - Determine seating at the head table to include: Conference Chair(s) and spouses; FSMTA President (seek suggestions from President) VP for Conferences and spouse, Master of Ceremonies and spouse; Banquet Speaker and spouse.
  - Consider inviting past FSMTA Presidents to be seated at a special reserved table(s) with their spouses. Check with the Secretary/Registrar for final counts to be sure there are enough tables/seats reserved.
- **Hospitality**
  - Secure a location in the hotel where coffee/tea/water is available throughout the conference.
  - This area can be a section of the exhibit hall.
  - Display a notice board for attendees to utilize.
- **Meetings Requiring Food Service**
  - Arrange for access to water in session rooms and Executive Board and Committee Meetings.
  - Contact VP for District/Local Associations to arrange food service for luncheon meeting.
  - Contact the Wellness committee (if a luncheon presentation is scheduled) to arrange food service.
  - Contact FSMTA President to arrange for location of informal meal to follow the Executive Board meeting.
- **Receptions**
  - Arrange for reception for the Student Honor's Recital and guest Artist Concert. These may include coffee and desserts.
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- **VIP Amenities**
  - Arrange for a gift of flowers, fruit basket or other to be placed in the FSMTA President's suite.

## **Fund Raising:**

- **Grants**
  - Affiliate Grants may be available through MTNA, the Division of Cultural Affairs of Florida, Gannet Corporation, Musicians Club of America, Prudential Insurance Company, tourist and convention bureaus, colleges or universities.
- **Underwriting**
  - District or Local Association involved in planning may be asked to donate to the Conference fund. Specific events may be underwritten by local or national music stores/publishers, or businesses for artist and student receptions, luncheons, etc.
- **Drawings**
  - Items may be donated for drawings at the Mini Conference.
  - FSMT Foundation and MTNA Foundation may also contribute.