

Timetable for State Mini-Conference Planning

15 Months

- Chairperson(s) selected
- Location

14 Months

- Committee chairs selected
- Begin research into possible sites for Conference – hotels or universities
- Discuss theme for Conference

13 Months

- Assign jobs and responsibilities to all members of Districts/Local Associations involved

12 Months

- Conference Chair extends invitation to all members at the final General Session of Conference
- Consider local concert artist and check with Treasurer on budget allotment
- Establish contact with FSMTA webmaster to place information on website

11 Months

- Apply for grants
- Begin to locate financial supporters – send grant letter to prospective local donors
- Coordinate with FSMTF President regarding possible Foundation event
- Update website information monthly
- Sign contract with the hotel or university
- Exhibit chair begins solicitation
- Extend an invitation for workshop presenters with priority consideration in local district

10 Months

- Coordinate with FSMTF President if plans for the event
- Write an article for the state newsletter
- Request liability insurance for conference from MTNA
- Arrange for exhibit set-up and take down including timelines
- Work with FSMTA Treasurer to prepare a budget and set fees for the Mini Conference

9 Months

- Work closely with the state chairs for:
 - State President (General Session arrangements and Executive Board meetings)

- o Consider possible sessions featuring, if time allows – Arts Advocacy Chair, VP for Non Competitive State Student Events, Membership Chair, Certification Chair, Wellness Chair
- o VP for District/Local Association – Arrange Luncheon Meeting
- Plan for email news blasts to all members

8 Months

- Acquire food information from banquet personnel at hotel and/or catering company
- Work with VP for District/Local Associations for President’s Luncheon
- Request letters from MTNA President, MTNA Southern Division President, FSMTA State President, Governor, and any local officials for program booklet
- Solicit advertising for Program booklet from schools and music businesses

7 Months

- Obtain banquet speaker, entertainment and finalize banquet theme

6 Months

- Finalize contract with Conference Artist
- Contact Student Concert participants for photos, bios and program
- Begin to compile program booklet

5 Months

- Plan regular email news blasts to members, check with webmaster
- Assign budget for the Banquet Chair for purchase of decorating supplies
- Schedule room assignments for all sessions

4 Months

- Continue regular new blasts to all members
- Finalize exhibitors and workshop presenters.
- Confirm signed contracts for exhibitors

3 Months

- Finalize all banquet plans
- Prepare printed tickets – concerts and meals
- Finalize registration details including supplies for all events for registration packets.
- Obtain supplies to make badges
- Finalize arrangements of storage for any exhibitors’ supplies that may be shipped ahead
- Arrange gift baskets for President, Special Guests, Presenters and Artist if budget allows.

2 Months

- Arrange for any possible transportation requests for artist

- Review plans for hotel meals, receptions, meeting room set-up and equipment needs
- Begin organizing program booklet
- Prepare signs as needed
- Schedule rehearsal times when appropriate

1 Month

- Send all information to webmaster for printing
- Prepare printed artist recital program if applicable
- Complete signage
- Final check with caterers and all supplies needed for set-ups.

Post Conference

- Write thank-you notes
- Settle all accounts with FSM TA Treasurer
- Report on final grants received
- Send copies of all recital programs to MTNA to comply with their ASCAP agreement
- Prepare final report for FSM TA Executive Summer Board meeting, to include:
 - List number of rooms reserved for each night, including King vs. Queen preferences
 - Number of attendees
 - Number of paid/comp guests
 - Number of Exhibitors
- Update Timetable for Conference Planning and send revisions to the FSM TA webmaster After the state conference.