

Timetable for State Conference Planning

15 Months

- Chairperson(s) selected
- Location

14 Months

- Committee Chairs selected
- Work with Conference planner to reserve hotel/University personnel for university reservations
- Discuss Theme for Conference
- Establish a Conference checking account

13 Months

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

12 Months

- Chair extends invitation to all members at the final General Session of Conference
- Obtain convention artist
- Assist VP for MTNA competitions in reviewing space usage at hotel and/or university or college for MTNA competitions
- Establish contact with FSMTA webmaster to place information on website
- Obtain orchestra for concerto winners program

11 Months

- Apply for grants
- Begin to locate financial supporters
- Coordinate with FSMTF President concerning a Foundation event
- Update website information monthly
- Sign contract with hotel
- Exhibit chair begins solicitation

10 Months

- Present name of conference artist to FSMTA at Winter Executive Board meeting
- Coordinate with FSMTF President plans for an event
- Extend invitation to members for workshop presenters
- Begin articles in state newsletter
- Request liability insurance for conference from MTNA
- Hire company for exhibit set-up and take down
- Prepare a budget and set fees for the conference

9 Months

- Work closely with state chairs for:
 - President (General Session arrangements and Executive Board meetings)
 - VP for MTNA Student Events (if in conjunction with State Conference)
 - Independent Music Teachers Forum (workshop session)
 - Arts Advocacy Chair (workshop session)
 - Vice Presidents for Non and Competitive State Student Events (Sat a.m. meeting)
 - VP for Membership (Sat a.m. meeting)
 - Student Chapters Chair (special meeting of students)
 - VP for Districts/Local Associations (luncheon meeting)
 - Certification Chair (certified teachers reception - possible testing - Sat a.m. mtg)
- Plan for brochure/postcard mailing to members

8 Months

- Acquire food information from potential caterers and hotel information
- Work with President on President's reception for Exec Board held before dinner on Friday p.m.
- Work with Certification Chair on reception
- Work with VP for Districts/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
- Solicit advertising for Program booklet from schools and music businesses

7 Months

- Obtain banquet speaker, entertainment and finalize banquet theme

6 Months

- Contact concerto winners for photos, bios and program
- Begin to compile program book

5 Months

- Finalize brochure/postcard to members
- Banquet chair purchases supplies for decorating
- Schedule room usage at all facilities

4 Months

- Mail brochure/postcard
- Finalize exhibitors and workshop presenters
- Organize volunteers to serve as monitors for sessions and competitions

3 Months

- Finalize all banquet plans
- Print all tickets - concerts and meals
- Finalize registration details and all supplies for all events for registration packets
- Obtain supplies to make badges
- Finalize arrangements of storage of any exhibitors' supplies that are shipped ahead
- Arrange for gift baskets needed for President, special guests, presenters, and artist

2 Months

- Arrange any needed transportation
- Review with hotel plans for meals, receptions, set-up for meeting rooms including equipment needs
- Begin to finish program book
- Arrange for Conference photographer
- Make necessary signs
- Schedule rehearsal times for all recitals

1 Month

- Print program book
- Print recital program
- Complete signage
- Final check with caterers and supplies needed for hospitality room
- Obtain any parking permits from the University

Post Conference

- Write thank you notes
- Settle all accounts
- Final report for all grants received
- Prepare final report for FSMTA Executive Winter Board meeting