

SAMPLE ONLY ---- Pre and Post Convention Timeline

Target Date	Actual Date	Item	Name	Chair	Cmpl.	Comments
1-Jun	7/31/11	Date and Hotel Selection for Coming Year Convention.	Susan, Sandy, Doris & Mona	Convention Chair & Hotel Accomodations Chair		Marriott St. Louis West, Aug 2-5, 2012
1-Jun	7/24/11	Theme for convention .	Susan & Sandy	Convention Chair		Weaving Friendships
1-Jun	5/31/11	Recruit artist for logo and Catalog cover.	Sandy	Convention Chair		Tony Stubblefield
1-Jun	3/30/11	Convention Co Chairs planning meeting	Susan, Sandy, Pat W. & Bev McK.	Convention Chair		Transition planning meeting
15-Jul	5/2/11	Complete list of Committees and description of jobs.	Susan & Sandy, Mona & Marilyn	Convention Chair		
25-Jul	7/15/11	Coming Year Convention information ready to display at current year MBG Convention including Chair and Volunteer sign-up sheet.	Susan & Sandy	Convention Chair		
25-Jul	9/8/11	Set deadlines for Teacher and Vendor applications.	Mona, Elaine, Susan & Sandy	Convention Chair		Jan 4, 2012 for teacher apps
Aug		Current Year MBG Convention.				
15-Sep	9/8/11	Coming Year Convention article for October issue including Teachers instructions and application, Vendor instructions and application, Chair/Volunteer needs, and MBG Membership application Due 8/25.	Mona, Elaine, Susan & Sandy, Pat	Convention Chair with President (and possibly Teacher and Vendor Liaison) input		Revised Teacher Application
1-Sep	9/18/11	Draft Timeline .	Susan	Convention Chair		Obtain excel timeline and begin revisions.
1-Sep	10/3/11	Committee Chair Meeting w/ Jury Chair	Susan, Sandy, & Elaine	Convention Chair		Formulate Jury Plans and target dates.
1-Oct	11/15/11	Finalized Timeline .	Susan & Sandy	Convention Chair		
15-Oct	10/15/11	Research Printers if necessary.	Marilyn Margrave	Convention Brochure		Plan to use the printer used in 2011
Oct - Jan 4, 2012		Teachers submit Baskets & application w/ return postage. (Teachers must be member or submit membership at time of basket submission.)	Elaine Bidstrup	Jury		
21-Oct		Select Jury members and alternate and notify them of Jury date/time and location	Elaine Bidstrup	Jury		
28-Oct		Finalize convention budget & get approved	Susan, Sandy, & Board	Convention Chairs & Board		Need draft for Board review on 10/29/11.
31-Oct	10/24/11	Hold mock jury process to become familiar w/ process & deliverables	Elaine, Susan & Sandy	Convention Chairs & Jury Chair		
31-Oct		Inventory convention supplies	Susan & Sandy	Convention Chair		
1-Nov		Arrange transportation to and from Airport, if needed	Doris	Hotel Accommodations		Include in Convention Brochure
1-Nov	10/10/11	Send teacher applications & membership application to prospective teachers.	Bev McKenna	Teacher Liaison		
15-Nov	11/5/11	Finalize Committee Chairs.	Susan & Sandy	Convention Chair		
1-Nov	11/5/11	Send list of Committee chairs/e-mail addresses to Marilyn for setup on web site for communication.	Susan & Sandy	Convention Chair		
18-Nov		Newsletter to chairpersons w/ status and next steps	Susan & Sandy	Convention Chairs		
30-Nov		Make registration fee decisions	Susan, Sandy, & Mona	Convention Chairs & Mona		Revisions required due to changes in teacher compensation.

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30-Nov		Obtain information about hotel breakfast, lunch, and snack options.	Susan & Sandy	Convention Chairs		Need to complete before revising registration form information.
30-Nov		Send Marilyn specifications for the registration form	Susan & Sandy, Jena, Doris	Convention, Mail-In Registration, Student Workshop Assignment Chairs		Marilyn will put together the registration form but needs the information for it.
30-Nov		Draft revision of teacher contract	Susan, Sandy, and Mona	Convention Chairs & President		
30-Nov		Finalize Silent Auction process and send to Marilyn	Susan & Sandy ??	Convention Chairs & Silent Auction Chair		Revision required due to change from raffle to silent auction to be included in the brochure and the convention guidelines.
30-Nov		Finalize vendor application process	Mona	President		
30-Nov		Finalize Basket Swap process and send to Marilyn	Martha Kay	Basket Swap Chair		To be included in the brochure.
30-Nov	10/27/11	Select Printer and coordinate dates for printing completed early Feb.	Marilyn Margrave	Convention Chair & Brochure Chair		Will use the same printer used in 2011.
1-Dec		Convention Logoware items researched.	Susan, Sandy, & Karen	Logo Souvenir		
1-Dec		Welcome Gift item researched.		Convention Chair		
5-Dec		Article - January Twining Times -- Due 12-5.	Susan, Sandy, Pat White	Convention, Publicity Chair		
15-Dec	11/5/11	Logo design finalized.	Tony	Logo Design		
15-Dec		Start Convention Brochure with general information, including Convention Schedule.	Marilyn Margrave	Convention Brochure		
5-Jan		Draft Convention Schedule.	Susan & Sandy	Convention Chair		
5-Jan		Finalize teacher contract form and send to Elaine	Susan & Sandy	Convention Chair		
14-Jan		Jury baskets, take pictures, schedule classes.	Elaine, Doris, Jury, Susan & Sandy	Jury, Workshop Scheduling, Convention Chair		
15-Jan		Finalize registration form.	Marilyn Margrave	Brochure Chair		
15-Jan		Tax Exempt copies for purchases to committee chairs.		Convention Chair or Treasurer		
15-Jan		Logo Souvenir items selection finalized and send to Marilyn.	Susan & Sandy, Karen	Convention Chair & Logo Souvenir		
15-Jan		Souvenir Gift item selection finalized.	Susan & Sandy	Convention Chair & Logo Souvenir		
15-Jan		Finalize Convention Schedule and send to Marilyn.	Susan & Sandy	Convention Chair		May need to be changed later in the process of compiling the brochure
16-Jan		Contracts and bio request to selected teachers.	Elaine	Jury or Teacher Liaison		

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18-Jan		Send scanned or original teacher applications and basket photos of selected classes to Marilyn	Elaine	Jury		Marilyn needs the photos and apps as soon as possible because the photos require intensive time. Ensure the name of the basket and teacher's name is on back of the photos.
20-Jan		Return Teacher's baskets (Insured).	Elaine	Jury		
22-Jan		Complete Jury Spreadsheet and send to Marilyn.	Elaine	Jury		
22-Jan		Send class Schedule to Marilyn Margrave	Doris	Workshop Scheduling		Marilyn needs a copy of the class spreadsheet when descriptions are complete.
25-Jan	10/6/11	Send map and driving instructions of Hotel to Marilyn	Susan & Sandy	Convention Chairs		
25-Jan		Send finalized list of vendors to Marilyn .	Tony	Vendor Chair		For list to be included in brochure. May want to send out vendor contract with the teacher contracts to remind and expedite the process.
25-Jan		Finalize Meal plans with hotel.	Doris	Hotel Accommodations		Provide descriptions of meal options to be included in brochure.
28-Jan		Teachers return contracts and bios		Teachers		And new picture if picture sent with application is not clear enough. Need to send to Susan or Sandy in Bev's absence.
30-Jan		Send applications, contracts, bios, and pictures of baskets to Marilyn Margrave	Susan, Sandy, and Elaine	Convention and Jury Chairs		Can scan & send via WeTransfer or by US Mail
1-Feb		Develop Logowear order form	Marilyn	Convention Brochure		
1-Feb		E-mail or letters to Business for Silent Auction and Welcome Bag items (catalogs, coupons etc.).	Pat White	Donations Chair		
1-Feb		Vendor notification and Contract Finalized - Membership verified.	Tony S.	Vendor Chair		Jan Oberlag is Membership Chair.
1-Feb		Convention Brochure, Registration form, Logo Souvenir order & donation form to Proofreader(s).	Marilyn M.	Convention Brochure		Proofreaders are usually convention chairs, Mona, Jan Oberlag & Doris Hynes
4-Feb		Convention Brochure, Registration form, Logo Souvenir order & donation form Proofed.	Susan & Sandy, Jan O., Mona H., & Doris Hynes	Proof Reader(s)		
18-Feb		Convention Brochure, Registration form, Logo Souvenir order & donation form to Printer.	Marilyn M.	Convention Brochure		
16-Feb		COMMITTEE CHAIR MEETING @ Marriott St. Louis West, 6 pm dinner, 7 pm meeting	Susan & Sandy	Convention Chair		Kick-off meeting at Marriott with chairpersons
28-Feb		Convention Packet proof from printer approved.	Marilyn M.	Convention Brochure		
1-Mar		Convention Packet printed and completed.	Marilyn M.	Convention Brochure		
7-Mar		Mail Convention Brochure Packet to Members.		Printer		

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1-Mar		Twining Times article for April issue - Update any info, Reminders, donation requests for Raffle, Volunteer Raffle and Welcome Bag & volunteers needed.	Susan & Sandy, Pat White	Convention Chair		
31-Mar		Organize and cut kits for welcome bag	Susan & Sandy	Convention Chair		
1-Apr		Database built for Registration tracking, Name Tags, Class assignments, and Class letter notifications.	Marilyn M.	Registration (mail-in) /Student Workshop Assignments, Convention		
20-Apr		Draft Student Class Assignment letter.	Marilyn M.	Registration/Student Workshop Assignments, Convention Brochure		Reviewed by Mona.
25-Apr		Student Class Assignment letter reviewed and print ready.	Susan & Sandy	Convention Chair		
1-May		Review Committee Evaluation Form.	Susan & Sandy	Convention Chair		
1-May		Check supply of class evaluation forms and order if more are needed.	Susan & Sandy	Convention Chair		Guild pays for printing.
1-May		Review Scholarship Certificates.	Mona H.	President		Can be moved to nearer convention as scholarship funding is received.
1-May		Review Traveling Basket Drawing form.	Martha Kay	Traveling Basket Chair		
15-May		First Day Registration Deadline.	Jena B.	Registration (mail-in)		Postmarked.
15-May		Original Registration Form to Student Workshop Assignment Chair.	Jena B.	Registration (mail-in)		
15-May		Verify registrants, teachers, vendors are paid members.	Jena B.	Mail-in Registration		Ongoing as registrations are received.
22-May		Student Class Assignment begins.	Jena B.	Student Workshop Assignments		
22-May		Welcome Gift items ordered.	Susan, Sandy, and Karen	Convention Chair or Logo Souvenir Chair		
20-May		Contact teachers if any classes fail to meet teacher's requirements for minimum # of students.	Bev McKenna	Teacher Liaison Chair		
25-May		Twining Times Article for July Issue.	Susan, Sandy, Pat White	Convention and Publicity Chair		
1-Jun		Contact previous winner of Traveling Basket.	Martha Kay	Basket Swap Chair		
1-Jun		File sent to Name Tag chair with list of registrants.	Jena B.	Mail-in Registration		Printed from Registration Information
1-Jun		Provide any updated MBG membership info to Membership Chair and Donations Chair for mass mailing of donations request.	Jan Oberlag	Membership		
1-Jun		Volunteers Needed info to Volunteer Chair.		All Chairs		
7-Jun		Student Class Assignment confirmation letter to Registrants.	Jena B.	Student Workshop Assignments Chair		
10-Jun		E-mail message to members and basket supply companies for reminder on Donations.	Pat White	Donations Chair		
25-Jun		Payment due for Class Fees. Follow-up with for any missing checks.	Jena B.	Student Workshop Assignments Chair		

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30-Jun		Logo Souvenir orders Deadline and due to Provider	Karen	Logo Souvenir Chair		
30-Jun		Registration Cancellation deadline. Checks to Treasurer.	Jena B.	Mail-in Registration Chair		
1-Jul		COMMITTEE CHAIR MEETING (Optional or as needed)		Convention Chair		
1-Jul		Volunteers assigned duties. Notify volunteer and Chairs.	Kathy & Jan	Volunteer Chair		
1-Jul		Coordinate w/ Donations and Silent Auction Chair.	Susan & Sandy, Pat White, & Theresa Hutchinson.	Convention Chairs, Donations & Silent Auction		
1-Jul		Teacher class patterns for Silent Auction Book due. Assemble Silent Auction Pattern book.	Bev	Teacher Liaison Chair		Marilyn will provide cover insert for binder.
1-Jul		Final date for mail-in registration	Jena B.	Mail-in Registration Chair		
1-Jul		Class size and teacher special requirements information to Class Room Chair.	Jena B.	Mail-in Registration Chair		Special requirements info is from the special requirements on jury class sheet.
7-Jul		Student, Teacher and Vendor names for printing Name Tags.	Jena B.	Mail-in Registration chair		
7-Jul		Classes assigned to weaving stations and provide to Marketplace Chair.		Market Place Chair		
7-Jul		All checks due for Class Fees and Extra Hours.	Jena B.	Student Class Assignments Chair		
10-Jul		Determine posters, door signs, table top signs needed for convention and assign printing responsibility.	Susan & Sandy	Convention Chair		
15-Jul		Registration checks to Convention Treasurer .	Jena B.	Mail-in Registration chair		Mail checks to Mary Ann or Jena deposit. Should deposit several times during registration process.
20-Jul		Print Evaluations, Traveling Basket Drawing form, Exhibit ballots, Small Convention Schedule, etc.	Susan & Sandy	Convention Chair		
20-Jul		Print posters needed for convention.	Susan & Sandy	Convention Chair		
20-Jul		Print class work station signs.	Jeannie Dressler-Smith	Class Room Chair		
20-Jul		Print & Stuff Name Tags.	Jan Oberlag	Name Tag Chair		
20-Jul		Logo Souvenir delivered from Supplier. Organize orders.	Karen	Logo Souvenirs Chair		
20-Jul		Souvenir Gift items delivered from Supplier.	Susan & Sandy	Convention Chair		
20-Jul		Pattern Raffle Book Completed	Bev	Teacher Liaison Chair		
24-Jul		Silent Auction display signs, auction sheets, & misc ready	Theresa Hutchinson	Silent Auction Chair		
24-Jul		Evaluation (Convention & Class) Box ready.	Susan & Sandy	Convention Chair		
24-Jul		Traveling Basket Drawing Box ready.	Martha Kay	Traveling Basket Chair		

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31-Jul		Draw Scholarship names from Registration list and Membership list.	Mona	President		
31-Jul		Print Scholarship Certificates.	Mona	President		
31-Jul		Registration information to Convention Chairs and On-site Registration (final list & count).	Jena B.	Mail-in Registration Chair		Upload to Sky Drive
2-Aug		Have on-site registration and on-site class sales documents ready & available.	Jena B.	Mail-in Registration Chair		
August - Convention - see next tab (Convention Timetable)						
After Convention						
15-Sep		Twining Times Article for October Issue: List of Donors, Traveling Basket Winners, Exhibit Room winners, Raffle winners, Basket Swap participants, Volunteers, Convention Treasurer report	Susan & Sandy	Convention Chair		
15-Sep		Complete Convention and Class Evaluations Entries in Database - Forward teachers original copies.	Susan & Sandy	Convention Chair		Mail teacher evaluations not previously distributed
20-Sep		Committee evaluations, reports and suggestions due to Convention Chair.		All Chairs		
20-Sep		Final submission for reimbursement (original receipts) to convention Treasurer.		All Chairs		
30-Sep		Committee evaluations and suggestions to Next years convention Chair & MBG Board.	Susan & Sandy	Convention Chair		
1-Oct		Final Convention report due to MBG Board.	Susan & Sandy	Convention Chair		

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WEDNESDAY	4pm-8pm	Vendor set-up	Tony S.	Vendor	
THURSDAY	8am	Vendor set-up		Vendor	
	12pm-3pm	Convention set up		All Chairs	
	12pm-3pm	Welcome Bag assembly	Lynn Elbert	Welcome Bag Chair	
	2 pm	Name Tags to On-site Registration	Jan Oberlag	Registration (Mail-in)	
	3 pm	Hotel Check-in		Hotel Accommodations	
	1pm-7:30pm	Silent Auction Room set-up and items received at site	Theresa Hutchinson & Pat White	Silent Auction and Donations	
	4pm-7:30pm	Exhibit Room Set-up and Baskets accepted	Cheryl Johner & Connie Aaron	Exhibit Room	
	1pm-8 pm	Class Room Set-up for classes and Clean-up after classes	Jeannie Dressler-Smith	Work Room	
	3 pm	Market Place space assignments, MBG sale agreement/conditions, MO Sales tax forms to sellers	Bob Ingoldsby	Market Place	
	3pm-7:30pm	On-Site Registration - Teacher, Vendor and Chair registration open in hotel lobby	Shirley Ziebold	On-Site Registration	
	4pm-7:30pm	On-Site Registration - Attendee registration open in hotel lobby	Shirley Ziebold	On-Site Registration	Registrant verification and issue Name Tag packet & Welcome Bag
	4pm-7:30pm	Extra Class Sales - Registration Area	Sue Dickey	On-Site Workshop Sales	Coverage for sales can be coordinated with On-Site Registration Chair
	4pm-10pm	Vendor Rooms Open	Tony S.	Vendor	
	4pm-7:30pm	Exhibit Room Drop off	Cheryl Johner & Connie Aaron	Exhibit Room	
	5:30pm-7:30pm	Two hour Classes Scheduled			
	8:30pm-10:30pm	Teacher/Vendor reception	Edie Romvari	Teacher/Vendor Reception	
FRIDAY					
	7am-8am	Late Exhibit Room Drop-off only	Cheryl Johner & Connie Aaron	Exhibit	
	7am-5pm	Extra Class Sales - Registration Area	Sue Dickey	On-Site Workshop Sales	Coverage for sales can be coordinated with On-Site Registration Chair
	7am-5pm	On-Site Registration - Attendees	Shirley Ziebold	On-Site Registration	
	7am-5pm	Visitor Day Registration	Shirley Ziebold	On-Site Registration	
	7am-8pm	Class Room Set-up and Clean-up	Jeannie Dressler-Smith	Class Room	
	7am-5pm	Convention Logo Items Pick-up	Karen Heim	Convention Logo Wares	

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	7am-8am	Exhibit Room Set-up and Baskets accepted	Cheryl Johner & Connie Aaron	Exhibit Room	
	8am-7:30pm	Classes Scheduled			
	9am-8pm	Silent Auction Room Open	Theresa Hutchinson	Silent Auction	Raffle Tickets \$1 or 6 for 5\$
	10am-8:30pm	Vendor Rooms Open	Tony S.	Vendor	
	5:30pm-7:30pm	Two hour Classes Scheduled			
	8:30pm-9:30pm	Market Place	Bob Ingoldsby	Market Place	
	9:30pm-10pm	Market Place Clean-up and Class Room Set-up	Bob Ingoldsby & Jeannie Dressler-Smith	Market Place and Class Room	
SATURDAY					
	7am-5:30pm	Class Room Set-up and Clean-up - Saturday	Jeannie Dressler-Smith	Class Room	
	7am-5pm	Basket Swap Drop Off in Registration Area	Martha Kay Larsen	Basket Swap	
	7am-5pm	Extra Class Sales	Sue Dickey	Extra Class Sales	Coverage for sales can be coordinated with On-Site Registration Chair
	7am-5pm	On-site Registration - Saturday	Shirley Ziebold	On-site Registration	
	8am-5pm	Classes Scheduled			
	8am-4pm	Exhibit Room Open	Cheryl Johner & Connie Aaron	Exhibit	
	8am-4pm	Silent Auction Room Open	Theresa Hutchinson	Silent Auction	
	10am-7:30pm	Vendor Rooms Open	Tony S.	Vendor	
	7am-5pm	Visitor Registration	Shirley Ziebold	On-site Registration	
	4 pm	Silent Auction winners determined	Theresa Hutchinson	Silent Auction	
	4 pm	Exhibit votes counted, prize envelopes prepared	Cheryl Johner & Connie Aaron	Exhibit	
	7 pm	Traveling Basket Drawing Box at entrance to meeting room	Martha Kay Larsen	Basket Swap	
	7 pm	MBG Business Meeting Agenda at entrance to meeting room	Mona Hartzler	President	
	7:30 pm	Traveling Basket Tickets Collected	Martha Kay Larsen	Basket Swap	
	7:30pm-9:30pm	MBG Business Meeting and Elections; Thanks & Recognition, Exhibit Room Awards, Scholarships, Basket Swap, Traveling Basket, and Raffle Prizes	Mona Hartzler, Susan & Sandy	President and Convention Chair	
	9:30 pm	Exhibit Room Items pick-up after meeting & Exhibit room clean-up	Cheryl Johner & Connie Aaron	Exhibit	
	9:30 pm	Silent Auction Room clean-up	Theresa Hutchinson	Silent Auction	
SUNDAY					
	7:30am-8am	On-Site Registration	Shirley Ziebold	On-site Registration	

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	7am-2 pm	Class Room Set-up and Final Clean up	Jeannie Dressler-Smith	Class Room	
	8am-12pm	Classes Scheduled			
	7:30am-10:30am	Vendor Rooms Open - Sunday	Tony S.	Vendors	
	12 pm	Convention Ends			
	12pm-4pm	Clean-up of all Convention areas		All Chairs	