

Exhibit 1 -- Convention Time Line sample

Target Date	Actual Date	Item	Name	Chair	Cmpl	Comments
1-Jun		Date and Hotel Selection for Coming Year Convention		Conv. Ch/Hotel Accom. Chair		
1-Jun		Theme for convention		Convention Chair		
15-Jun		Coming Year Convention article including Teachers instructions and application, Vendor instructions and application, Chair/Volunteer needs, and MBG Membership application in July Twining Times		Convention Chair with Teacher and Vendor Liaison input		
15-Jul		Complete list of Committees and description of jobs		Convention Chair		
25-Jul		Coming Year Convention information ready to display at current year MBG Convention including Chair and Volunteer sign-up sheet		Convention Chair		
Aug		Current Year MBG Convention				
1-Sep		Draft Timeline		Convention Chair		
1-Sep		Convention Co Chairs meeting		Convention Chair		
15-Sep		Coming Year Convention article including Teachers instructions and application, Vendor instructions and application, Chair/Volunteer needs, and MBG Membership application in July Twining Times		Convention Chair with Teacher and Vendor Liaison input		
1-Oct		Finalized Timeline		Convention Chair		
15-Oct		Research Printers		Convention Book		
1-Nov		Finalize Committee Chairs		Convention Chair		
1-Nov		Convention Logo ware items researched		Logo Wares		
1-Nov		Transportation to and from Airport		Hotel Accommodations		Need to include in Convention Book
4-Nov		Teachers submit Baskets & application, \$5.00 jury fee (Teachers must be member or submit membership at time of basket submission)		Teachers		
15-Nov		Select Printer and coordinate dates for printing completed Mar 5				
15-Nov		Logo design finalized		Logo Design		
15-Nov		Jury baskets, take pictures, schedule workshops		Jury, Workshop Schedule, Convention Chair		Printer is doing photography included in cost of printing book.
25-Nov		Return Teacher's baskets (UPS Insured)		Jury		
1-Dec		Start Convention Book with general information and start registration form		Convention Book		
1-Dec		Finalize Convention Budget		Treasurers & Convention Chair		

Target Date	Actual Date	Item	Name	Chair	Cmpl	Comments
1-Dec		Contracts to selected teachers		Workshop Selection		
1-Dec		Draft Convention Schedule		Convention Chair		
15-Dec		Article - January Twining Times		Convention Chair		
15-Dec		Teachers return contracts		Teachers		
1-Jan		Start basket descriptions in Convention Book		Convention Book		
25-Jan		Tax Exempt copies for purchases to committee chairs		Treasurer		
25-Jan		Logo Ware items selection finalized		Logo Wares		
26-Jan		Souvenir Gift item selection finalized		Logo Wares		
25-Jan		Finalized Convention Schedule		Convention Chair		
26-Jan		Finalize Meal plans with hotel		Hotel Accommodations		
31-Jan		Envelopes for Convention Packet Mailing				
1-Feb		Convention Book & Registration Form to Proofreader		Convention Chair		
7-Feb		Convention Book & Registration Form Proofed		Poof Reader		
14-Feb		Convention Book & Registration Form to Printer		Convention Book		
15-Feb		Donation flyer for items for Raffle Room and Welcome Bag to include in Convention Packet mailing to Proofreader		Voluntary Donations		
17-Feb		Donation flyer & Logo ware order form Proofed		Poof Reader		
18-Feb		Donation flyer & Logo ware order form to Printer		Convention Book		
FEB		COMMITTEE CHAIR MEETING		Convention Chair		
5-Mar		Convention Packet back from Printer		Convention Book		
5-Mar		Prepare Mailing Labels for Convention Packet				
6-Mar		Mail Convention Brochure Packet to Members				Packet includes Book, Logo ware order form, Donations flyer, Volunteer Flyer
15-Mar		Twining Times article for donations and donated items for Raffle Room, Volunteer Raffle and Welcome Bag		Voluntary Donations		
15-Mar		General Convention Article for Twining Times		Convention Chair		
1-Apr		Access Database built for Registration tracking, Name Tags, Class assignments, and Class letter notifications.		Registration (mail-in) /Student Workshop Assignments		
1-Apr		Create/edit Evaluation Forms -- Workshop, Convention, Committee		Convention Chairs		

Target Date	Actual Date	Item	Name	Chair	Cmpl	Comments
20-Apr		Draft Student Workshop Assignment letter		Student Workshop Assignments		
25-Apr		Student Workshop Assignment letter reviewed and print ready		Convention Chair		
15-May		First Day Registration Deadline		Registration (mail-in)		
15-May		Original Registration Form to Workshop Assignment Chair		Registration (mail-in)		
15-May		Student Workshop Assignment begins		Student Workshop Assignments		
21-May		Contact previous winner of Traveling Basket		Convention Chair		
21-May		Coordinate w/ Banquet Decoration Chair; supply logo if needed		Convention Chair		
1-Jun		Name Tag Design proof		Name Tags		
1-Jun		Small version of Convention Schedule proofed		Convention Chair		
1-Jun		Updated MBG membership listing with E-mail address for mass mailing of donations request and Registration verification		Convention Chair		
10-Jun		E-mail message to members for Voluntary Donations (if necessary)		Voluntary Donations		
15-Jun		Traveling Basket Drawing Tickets reviewed and print ready		Convention Chair		
15-Jun		Student Workshop Assignment letter to First Day Registrants		Student Workshop Assignments		
15-Jun		Twining Times Article		Convention Chair		
20-Jun		Finalized Banquet Program to Banquet Decorations Chair		Convention Chair		
20-Jun		Raffle Pattern Book Cover		Convention Chair		
30-Jun		Verify registrants, teachers, vendors are paid members.		Mail-in Registration		
30-Jun		Logo Ware orders Deadline and due to Provider		Convention Logo Wares		
30-Jun		Payment due for Workshop Materials Fees and Extra Hours from First Day Registrants		Student Workshop Assignments		
30-Jun		Registration Cancellation deadline		Mail-in Registration		
1-Jul		Pattern room deadline		Pattern Room Chair		
1-Jul		Coordinate w/ Voluntary Donations and Raffle Room Chair		Convention Chairs, Voluntary Donations & Raffle		

Target Date	Actual Date	Item	Name	Chair	Cmpl	Comments
1-Jul		Student Workshop Assignment letter to Second Round Registrants		Student Workshop Assignments		
1-Jul		E-mail to Business for Raffle and Welcome Bag items. (catalogs, coupons etc.) if necessary		Voluntary Donations		
1-Jul		Vendor notification and Contract Finalized - Membership verified		Vendor		
1-Jul		Teacher workshop patterns for Raffle Book due from teachers		Teacher Liaison		
1-Jul		Teachers workshop space assignments to Workshop Room Chair and Market Place Chair		Student Workshop Assignments		
1-Jul		Volunteer Needs to Volunteer Chair Louise Page		All Chairs		
7-Jul		Payment due for Workshop Materials Fees and Extra Hours from Second Round Registrants		Student Workshop Assignments		
10-Jul		Welcome Book Cover & Contents to Proofreader		Convention Chair		
14-Jul		Welcome Book back from Proofreader		Proofreader		
15-Jul		Print Welcome Books, all Evaluations, Traveling Basket Drawing form, Small Convention Schedule		Convention Chair		
15-Jul		Determine posters, door signs, table top signs needed for convention		Convention Chair		
15-Jul		Student names to Registration (for Name Tags)		Student Workshop Assignments		
15-Jul		Teacher names to Registration (for Name Tags)		Student Workshop Assignments		
15-Jul		Vendor names to Registration (for Name Tags)		Vendor		
15-Jul		Registration and extra hours checks to Convention Treasurer		Mail-in Registration		
15-Jul		List of teachers and hours to Treasurer for Payment		Workshop Assignment		
15-Jul		Access Database built for Workshop & Convention evaluations				
20-Jul		Print Name Tags		Name Tag		
20-Jul		Logo Ware Delivered from Supplier. Verify quantities		Logo Wares		
20-Jul		Teacher Pattern Raffle Book Completed		Teacher Liaison		
24-Jul		COMMITTEE CHAIR MEETING		Convention Chair		
19-Jul		Welcome Book Assembled at 7-24 meeting		Convention Chair		
24-Jul		Logo ware - package orders at 7-24 meeting		Logo Wares		

Target Date	Actual Date	Item	Name	Chair	Cmpl	Comments
24-Jul		Welcome Bag assembly at 7-24 meeting		Welcome Bag		
24-Jul		Registration information to Convention Chairs and On-site Registration (final list & count)		Registration (mail-in)		
24-Jul		Raffle Room Donation Display Signs, Boxes & Tickets		Raffle Room		
24-Jul		Evaluation (Convention & Workshop) Box ready		Convention Chair		
24-Jul		Traveling Basket Drawing Box ready		Convention Chair		

CONVENTION

Target Date	Time	Item	Name	Chair	Cmpl	Comments
THURSDAY						
	12pm-4pm	Convention set up	All Chairs	All Chairs		
	2pm	Name Tags to On-site Registration		Registration (Mail-in)		
	3 pm	Hotel Check-in				
	4pm-7:30pm	Raffle Room set-up and items received at site		Raffle and Voluntary Donations		
	4pm-7:30pm	Exhibit Room Set-up and Baskets accepted		Exhibit Room		
	4 pm 8 pm	Class Room Set-up for classes and Clean-up - Thursday		Workshop Room		
	4 pm	Market Place space assignments, MBG sale agreement/conditions, MO Sales tax forms to sellers		Market Place		
	4pm-7:30pm	On-Site Registration - Teacher, Vendor and early attendee registration open in hotel lobby		On-Site Registration		Registrant verification and issue Name Tag/pouches, Welcome Bag, and meal(?)
	4pm-7:30pm	Extra Workshop Class Sales - Registration Area		Extra Class Sales		Coverage for sales can be coordinated with On-Site Registration Chair
		Vendor Rooms Open - Thursday		Vendor		Vendors may elect to open anytime on Thursday
	4pm-7:30pm	Pattern Room Drop off - Thursday Evening		Pattern Room		

Target Date	Time	Item	Name	Chair	Cmpl	Comments
THURSDAY					.	
	4pm-7:30pm	Exhibit Room Drop off - Thursday Evening		Exhibit Room		
	5:30pm-7:30pm	Two hour Workshop Class Schedule - Thursday				
	8pm-9pm	Teacher/Vendor reception		Teacher/Vendor Reception		
FRIDAY						
	7am-8am	Late Pattern Room Drop-off only		Pattern Room		
	7am-8am	Late Exhibit Room Drop-off only		exhibit room		
	7am-5pm	Extra Workshop Class Sales - Registration Area		Extra Class Sales		Coverage for sales can be coordinated with On-Site Registration Chair
	7am-5pm	On-site Registration - Friday		On-Site Registration		
	7am-5pm	Visitor Day Registration		On-Site Registration		
	7 am 7 pm	Class Room Set-up and Clean-up - Friday		Workshop Room		
	7am-5pm	Convention Logo Items Pick-up - Friday		On-Site Registration		
	7am-8am	Exhibit Room Set-up and Baskets accepted		Exhibit Room		
	8am-7pm	Workshop Class hour Schedule - Friday				
	9am-8pm	Raffle Room Open - Friday		Raffle		Raffle Tickets \$1 or 6 for 5\$
		Vendor Rooms Open - Friday		Vendor		
	5:30pm-7:30pm	Two hour Workshop Class Schedule - Friday		Workshop Schedule		
	8:30pm-10pm	Market Place		Market Place		
	10 pm	Vendor Rooms Open - Friday after Market Place		Vendor		
SATURDAY						
	7 am 5 pm	Class Room Set-up and Clean-up - Saturday		Workshop Room		

Target Date	Time	Item	Name	Chair	Cmpl	Comments
SATURDAY						
	7am-5 pm	Basket Swap Drop Off in Registration Area		Basket Swap		
	7am-5pm	Extra Workshop Class Sales - Offerings Posted in Convention Registration Area		Extra Class Sales		Coverage for sales can be coordinated with On-Site Registration Chair
	7am-5pm	On-site Registration - Saturday		On-site Registration		
	8am-5pm	Workshop Class hour Schedule - Saturday		Workshop Schedule		
	9am-5pm	Pattern Room Hours - Saturday		Pattern Room		
	9am-5pm	Exhibit Room Open		Exhibit Room		
	9am-4pm	Raffle Room Open - Saturday		Raffle		
		Vendor Rooms Open - Saturday		Vendors		
	7am-5pm	Visitor Registration		On-site Registration		
	6 pm	Banquet Decorations set-up		Banquet Decorations		
	6 pm	Traveling Basket Drawing Box at entrance to Banquet		Basket Swap		
	6 pm	Traveling Basket Tickets Collected		Basket Swap		
	6:30pm-7:30pm	Banquet Dinner		Hotel		
	7:30pm-9:30pm	MBG Business Meeting and Presentations: Exhibit Room Awards, Scholarships, Basket Swap, Traveling Basket, Raffle Prizes and Thanks & Recognition				
	9:30 pm	Vendor Rooms Open - Saturday		Vendors		Sales closed during MBG Business Meeting and Banquet
	9:30 pm	Pattern Room Pick-up of patterns & baskets		Pattern Room		
	9:30 pm	Exhibit Room Items pick-up after banquet		Exhibit Room		

Target Date	Time	Item	Name	Chair	Cmpl	Comments
SUNDAY					.	
	7am-8pm	Extra Workshop Class Sales - Offerings Posted in Convention Registration Area		Extra Hours Sales		Coverage for sales can be coordinated with On-Site Registration Chair
	7am-8pm	On-Site Registration - Sunday		On-site Registration		
	7 am 12 pm	Class Room Set-up and Final Clean up - Sunday		Workshop Room		
	8am-12pm	Workshop Class hour Schedule - Sunday		Workshop Schedule		
		Pattern, Raffle, Exhibit Room Clean up		Pattern Room Raffle Room		
		Vendor Rooms Open - Sunday		Vendors		
		Hotel Check Out				
		Shipping Service for Attendees				
	12 pm	Convention Ends.				
15-Sep		Twining Times Article	All Chairs	All Chairs		List of Donors, Traveling Basket Winners, Exhibit Room winners, Raffle winners, Basket Swap participants, Volunteers, Convention Treasurer report
15-Sep		Complete Convention and workshop Evaluations Entries in Database - Forward teachers original copies	Convention Chair	Convention Chair		Mail teacher evaluations not previously distributed
20-Sep		Committee evaluations, reports and suggestions due to Convention Chair	All Chairs	All Chairs		
20-Sep		Final submission for reimbursement (original receipts) to convention Treasurer	All Chairs	All Chairs		
30-Sep		Committee evaluations and suggestions to Next years convention Chair & MBG Board	Convention Chair	Convention Chair		
1-Oct		Final Convention report due to MBG Board	Convention Chair	Convention Chair		