

Michigan Joint Education Conference for K-12 Educators
 "Making Integrated Education Work for Everyone: Bringing It All Together"

PROJECT/TASK LIST

Project/Task Date	Task Description	Task Responsibility	Date Completed
September	Create call for speaker forms	ALL	
	Logo design/selection for next conference	ALL	
	Select Theme for next conference	ALL	
	Theme for next conference	ALL	
	Colors for next conference	ALL	
	Reserve School for next conference	MAMSE/MCTM	
	Soliciting article for posting in magazines	ALL	
	Update Marketing Poster	MCSS	
October	Create speaker proposal form for distribution	MACUL	
	Booth/sponsorship sales (ongoing)	ALL	
	Develop preliminary conference budget	ALL	
	Mail/e-mail speaker forms	ALL	
	Host/Create text for website to promote joint conference	MACUL	
November	Establish Conference Responsibilities - Publications	MCSS	
	Establish Conference Responsibilities - Exhibitor/Sponsors	MSTA	
	Establish Conference Responsibilities - Volunteers	MAMSE/MCTM	
	Establish Conference Responsibilities - Public Relations	MCSS	
	Establish Conference Responsibilities - Registration	MCTM/MAMSE/MSTA/MCSS	
	Establish Conference Responsibilities - Speaker	MACUL	
	Booth/sponsorship sales (ongoing)	ALL	
	Post Registration Form online	MACUL	
	Registration Database setup	MCTM/MAMSE/MSTA/MCSS	
	Marketing efforts	ALL	
	Layout/Set-up for exhibits	MSTA	
	AMR to host/Setup registration on website	MCTM/MAMSE/MSTA/MCSS	
	Request inserts from Art Craft for exhibitor handbook	MSTA	
December	Booth/sponsorship sales (ongoing)	ALL	
	Mail Exhibitor packets out	MSTA	
January	Mail exhibitor handbooks to participating exhibitors	MSTA	
	Booth/sponsorship sales (ongoing)	ALL	
	Contact "Media" list - do "Press release"	MCSS	
February	Make menu selections	MCTM/MAMSE/MSTA/MCSS	
	Make menu selections - breakfast for attendees	MCTM/MAMSE/MSTA/MCSS	
	Make menu selections - lunches for attendees	MCTM/MAMSE/MSTA/MCSS	
	Make menu selections - break for attendees	MCTM/MAMSE/MSTA/MCSS	
	Speaker forms due	MACUL	
	Update website with conference information	MACUL	
March	Make arrangements for security needs	MAMSE/MCTM	
	Obtain certificate of insurance	MCTM/MAMSE/MSTA/MCSS	
	Contact photographer	MAMSE/MCTM	
	Recruit/coordinate volunteers	MAMSE/MCTM	
	Start processing registrations (ongoing)	MCTM/MAMSE/MSTA/MCSS	
	ON GOING - email/Mail registration confirmations	MCTM/MAMSE/MSTA/MCSS	
	Start preparation of pre-conference Postcard	MCSS	
	Postcard layout to Keith	MCSS	

	Postcard to printer	MCSS	
	Speaker Proposals to PDF for committees (create and post)	MACUL	
April	Send letter/email to volunteers to let them know what they will do	MAMSE/MCTM	
	Mail confirmations to speakers	MACUL	
	Apply for SB-CEUs (can be done as soon as agenda is complete)	MAMSE/MCTM	
	Coordinate Special equipment needs/ Audio Visual requests	MACUL	
	Coordinate onsite registration computer needs	MCTM/MAMSE/MSTA/MCSS	
	Work with school for onsite technical support	MACUL	
	Order calculators	MAMSE/MCTM	
	Ribbon Coordination	MCTM/MAMSE/MSTA/MCSS	
	Coordinate onsite brochure	MCSS	
	Speaker Session Scheduling	ALL	
	Speaker session data input	MACUL	
	Speaker list submitted to AMR for registration	MACUL	
	Layout for bags to Keith	MAMSE/MCTM	
	Order bags for conference	MAMSE/MCTM	
	Order speaker gifts	MAMSE/MCTM	
May	Contact Visitors Bureau - promotion	MCSS	
	Review/Order Supplies (Envelopes etc.)	MCTM/MAMSE/MSTA/MCSS	
	Order Raffle License	MAMSE/MCTM	
	Decorating Co - 2 wks before, send list of exh. for booth signs	MSTA	
	order signs	MCTM/MAMSE/MSTA/MCSS	
	"Session Full/open" put no cell phones on sign	MAMSE/MCTM	
	Joint membership booth	MSTA	
	On-site brochure to print	MCSS	
	Speaker text due to AMR for on-site brochure	MACUL	
	Call speakers to verify times and registrations	MACUL	
June	Coordinate Bag Stuffing	MAMSE/MCTM	
	Coordinate Bag Inserts	MAMSE/MCTM	
	Raffle Tickets	MAMSE/MCTM	
	Lunch Tickets	MAMSE/MCTM	
	Phone for Credit Card at registration	MCTM/MAMSE/MSTA/MCSS	
	Develop survey monkey evaluation for registrants (out 6/26)	MCSS	
	Develop survey monkey evaluation for exhibitors (out 6/26)	MCSS	
	Registration Packets	MCTM/MAMSE/MSTA/MCSS	
	Exhibitor Packets	MSTA	
	Final Exhibitor Communication	MSTA	
	Determine staff needed for conference	ALL	
	Agenda/Room signs	MCSS	
	Onsite Registration Form	MCSS	
	Exhibitor Housekeeping On-site handout	MSTA	
	Registrant Housekeeping On-site handout	MAMSE/MCTM	
	Speaker Housekeeping On-site handout	MACUL	
	Volunteer Housekeeping On-site handout	MAMSE/MCTM	
	Prepare last minute speaker change sheet for registration packets	MACUL	
July	THANK YOUS! - speakers	MACUL	
	THANK YOUS! - exhibitors/sponsors	MSTA	
	THANK YOUS! - volunteers	MAMSE/MCTM	
	Bills from conference	AMR	
	"Clean Up" from conf. On registration forms	MCTM/MAMSE/MSTA/MCSS	
	Outstanding balances	AMR	
	Distribute results to groups from Survey Monkey	MCSS	
	Develop specific timeline for next conference	ALL	
	Post Conference Press Release	MCSS	
	SB-CEU certificates mailed	MAMSE/MCTM	

Job Responsibilities

ALL			
September	Create call for speaker forms	ALL	
September	Logo design/selection for next conference	ALL	
September	Select Theme for next conference	ALL	
September	Theme for next conference	ALL	
September	Colors for next conference	ALL	
September	Soliciting article for posting in magazines	ALL	
October	Booth/sponsorship sales (ongoing)	ALL	
October	Develop preliminary conference budget	ALL	
October	Mail/e-mail speaker forms	ALL	
November	Booth/sponsorship sales (ongoing)	ALL	
November	Marketing efforts	ALL	
December	Booth/sponsorship sales (ongoing)	ALL	
January	Booth/sponsorship sales (ongoing)	ALL	
April	Speaker Session Scheduling	ALL	
June	Determine staff needed for conference	ALL	
July	Develop specific timeline for next conference	ALL	

AMR			
July	Bills from conference	AMR	
July	Outstanding balances	AMR	

MACUL			
October	Create speaker proposal form for distribution	MACUL	
October	Host/Create text for website to promote joint conference	MACUL	
November	Establish Conference Responsibilities - Speaker	MACUL	
November	Post Registration Form online	MACUL	
February	Speaker forms due	MACUL	
February	Post Conference information - online	MACUL	
March	Speaker Proposals to PDF for committees (create and post)	MACUL	
April	Mail confirmations to speakers	MACUL	
April	Coordinate Special equipment needs/ Audio Visual requests	MACUL	
April	Work with school for onsite technical support	MACUL	
April	Speaker session data input	MACUL	
April	Speaker list submitted to AMR for registration	MACUL	
May	Speaker text due to AMR for on-site brochure	MACUL	
May	Call speakers to verify times and registrations	MACUL	
June	Speaker Housekeeping On-site handout	MACUL	
June	Prepare last minute speaker change sheet for registration packets	MACUL	
July	THANK YOUS! - speakers	MACUL	

MAMSE/MCTM			
September	Reserve School for next conference	MAMSE/MCTM	
November	Establish Conference Responsibilities - Volunteers	MAMSE/MCTM	
March	Make arrangements for security needs	MAMSE/MCTM	
March	Contact photographer	MAMSE/MCTM	
March	Recruit/coordinate volunteers	MAMSE/MCTM	
April	Send letter/email to volunteers to let them know what they will do	MAMSE/MCTM	
April	Apply for SB-CEUs (can be done as soon as agenda is complete)	MAMSE/MCTM	
April	Order calculators	MAMSE/MCTM	
April	Layout for bags to Keith	MAMSE/MCTM	
April	Order bags for conference	MAMSE/MCTM	
April	Order speaker gifts	MAMSE/MCTM	
May	Order Raffle License	MAMSE/MCTM	
May	"Session Full/open" put no cell phones on sign	MAMSE/MCTM	
June	Coordinate Bag Stuffing	MAMSE/MCTM	
June	Coordinate Bag Inserts	MAMSE/MCTM	
June	Raffle Tickets	MAMSE/MCTM	
June	Lunch Tickets	MAMSE/MCTM	
June	Registrant Housekeeping On-site handout	MAMSE/MCTM	

June	Volunteer Housekeeping On-site handout	MAMSE/MCTM	
July	THANK YOUS! - volunteers	MAMSE/MCTM	
July	SB-CEU certificates mailed	MAMSE/MCTM	

MCSS

October	Start preparation of pre-conference Postcard	MCSS	
November	Establish Conference Responsibilities - Publications	MCSS	
November	Establish Conference Responsibilities - Public Relations	MCSS	
December	Postcard layout to Keith	MCSS	
January	Contact "Media" list - do "Press release"	MCSS	
January	Postcard to printer	MCSS	
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June	Agenda/Room signs	MCSS	
June	Onsite Registration Form	MCSS	
July	Post Conference Press Releas	MCSS	
July	Distribute results to groups from Survey Monkey	MCSS	

MSTA

November	Establish Conference Responsibilities - Exhibitor/Sponsors	MSTA	
November	Layout/Set-up for exhibits	MSTA	
November	Request inserts from Art Craft for exhibitor handbook	MSTA	
December	Mail Exhibitor packets out	MSTA	
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May	Decorating Co - 2 wks before, send list of exh. for booth signs	MSTA	
May	Joint membership booth	MSTA	
June	Exhibitor Packets	MSTA	
June	Final Exhibitor Communication	MSTA	
June	Exhibitor Housekeeping On-site handout	MSTA	
July	THANK YOUS! - exhibitors/sponsors	MSTA	

MAMSE/MCSS/MCTM/MSTA

November	Establish Conference Responsibilities - Registration	MAMSE/MCSS/MCTM/MSTA	
November	Registration Database setup	MAMSE/MCSS/MCTM/MSTA	
November	AMR to host/Setup registration on website	MAMSE/MCSS/MCTM/MSTA	
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