

# LMTA CONVENTION PLANNING GUIDELINES

## For Local Convention Chairs (Member of Host University and President of Local Affiliate)

### October/November of year prior to convention

- Appoint chairs/committees for: ads, hospitality, door-prizes, registration packets, banquet, facilities, competitions, etc. (see attachment)

### Committees/Chairs

#### *Facilities:*

- *Make arrangements for meeting rooms, performance halls and auditions sites, parking, equipment, and instruments.*
- *Arrange for “official welcome” from host university (university official or dean of music school).*
- *Make arrangements for hotel, banquet and meeting meals. Be sure to get contracts from all.*
- *Hotel: reserve 50 rooms for the Wednesday and Thursday and 25 for Friday nights of convention week; ask for “comp” rooms for artists/clinicians and/or meeting room.*
- *Executive Committee dinner - approximately 30 people; \$15 to \$18 per person. (May be held in a restaurant or catered at a member’s home.)*
- *Committee luncheon meetings – reserve a large room with 4 tables for approximately 10 people each; \$8 to \$10 per person*
- *Banquet – 60 to 80 people; \$25 to \$30 per person; reserve a long table (or 2) for Silent Auction items; a small table at entrance for Treasurer to take tickets; a long head table for 8 to 10 with podium and microphone. Optional: cocktail hour before banquet (cash bar).*
- *Prepare maps to hotel, to campus, to meals.*
- *Oversee all committees and chairs.*

#### *Advertising:*

- **Local Advertising Chair** will be responsible for soliciting ads for convention bulletin (piano tuners, local music stores, local businesses, local affiliates, universities throughout the state). Keep track of ads received and payments. Prepare and send invoices if required. Prepare (format) ads for Bulletin editor. Request computer-ready ads, but be prepared to work with hard copies. Assign one person to contact all local affiliates and colleges. Locals and colleges may need to be contacted several times. Some hosts have asked each local affiliate member to contact a designated number of businesses to solicit ads.
- **VP/Publicity** will be responsible for soliciting ads from all national level businesses (publishers, etc.) and corporate ads and should work closely with the Bulletin Editor and Local Advertising Chair to coordinate efforts, make sure all corporate advertisers have ads in the Bulletin as well as on the LMTA website.  
*Give copies of exhibitors’ advertising forms to Exhibits Chair.*

#### *Exhibits:*

- *Make arrangements for facilities..*
- *Contact exhibitors to ascertain equipment needs.*
- *Prepare exhibit space and work with exhibitors for setup.*

#### **Bulletin Editor (must be computer savvy and very organized):**

- *Work with President-elect to gather all convention information into the bulletin.*
  - ✓ *Biographies of presenters and convention schedule (provided by President-elect)*
  - ✓ *Welcome, Article about Outstanding Teacher and letter from MTNA President (provided by President)*
  - ✓ *Biography and photo of previous year’s Outstanding Teacher (provided by chair of Outstanding Teacher Committee)*
  - ✓ *Article about Local Affiliate of the Year (provided by affiliate)*
  - ✓ *Biography and photo of Commissioned Composer (provided by Commission Chair)*
  - ✓ *Artist recital program (provided by Piano Area Chair)*
  - ✓ *Names of local affiliate presidents (provided by VP/Membership)*
  - ✓ *Members of Rally and Certification Boards (provided by Rally and Certification Chairs)*
  - ✓ *List of MTNA Foundation donors (provided by Foundation Chair)*
  - ✓ *Ads (work with Convention Advertising Chair)*
  - ✓ *Solicit bids from printers for 400 copies.*
- *Work with LMTA VP/Publicity to make sure all corporate advertisers have banner ads on the LMTA website.*

- Copy the Bulletin, including all ads, to a CD and make copies to be given to the LMTA President-elect, VP/Publicity and host of the next convention.
- **Make sure all who will be submitting materials for the Bulletin know what format is preferred.**

#### Hospitality:

- Prepare approximately 100 registration bags ("goodies" from chamber of commerce, local businesses, etc.)
- Collect door prizes and prepare centerpieces for banquet.
- Plan hospitality table or area (coffee, water, soft drinks, donuts, cookies, etc.) and assign local members to provide snacks and replenish through the day.
- Note: If possible, appoint one person for each of the above areas.

#### Competitions:

- Make arrangements for facilities, including rehearsal times the evening prior to the competitions. Work with the LMTA Competitions Chair to determine number of rooms and pianos needed.
  - Arrange for monitors.
  - Plan hospitality and meals for judges.
- NOTE: Securing judges is the responsibility of the individual state MTNA Competition Chair.

#### December/January

- Gather information on convention hotel, luncheon and banquet sites to present at February board meeting.
- Determine site for board meetings and board dinner. If this will be catered have cost estimates ready for the February board meeting.
- Determine available rooms/areas for convention sessions, hospitality, registration, recitals.

#### February

- **Attend board meeting.**
- Present proposals to board for board dinner, convention hotel, banquet, etc.

#### March

- Reserve hotel, board luncheon and banquet facilities. Finalize menus. Get contracts from all.

#### April

- Make sure Advertising Chair sends requests for advertising to all local association presidents. **ASK FOR CAMERA READY ADS. YOU DO NOT HAVE ACCESS TO "LAST YEAR'S AD!"** Also send requests to all colleges (before the semester ends). Send requests to the dean or to a trusted faculty member.
- **ALL LOCAL ASSOCIATIONS ARE EXPECTED TO RUN AN AD. ALL SCHOOLS SHOULD RUN AN AD.**
- Make sure Bulletin Editor is ready to receive information and begin work. President and President-elect will begin sending information in June and continue over the summer.
- Bulletin Editor contact printers and get estimates for 400 program booklets (unless host university would like to donate this service).

#### May-August

- Put together maps and any other important information for the SCORE. Write article for the SUMMER SCORE inviting members to the convention and highlighting hotel, banquet, etc.
- Oversee:
  - Advertising chair: Solicit ads from local businesses, publishers, Guild, Piano Technicians Guild, New Orleans Piano Institute, etc.
  - Exhibit chair: Find exhibitors (music stores, CD store, book store, crafts, AVON lady, etc.).
  - Hospitality chair: Contact the chamber of commerce about "goody" bags for registrants and/or ask local businesses to donate items. Solicit door-prizes for the banquet (some host associations have

asked each member to donate a prize).

Appoint a committee to provide refreshments for the hospitality area and oversee it. (Local members donate food and sign up for specific times to make coffee, fill cookie plates, etc.

Local association members provide paper goods.)

### **Summer**

- **Attend Board Meeting** and present final plans for all facilities.
- Finalize menus for the banquet and luncheon.
- Arrange for parking on campus, including convenient parking for handicapped members, and temporary parking for members dropping off recycled music. This may require working with campus police.

### **September**

- Solicit student volunteers to help with set-up, etc.
- Prepare signs for the various areas to help attendees find their way around.
- Make sure all committee chairs are on schedule.
- Make sure local members have registered for convention and will be there to help as needed.
- Finalize plans for board meeting dinner.
- Contact AV person and provide schedule for presentations requiring equipment or technical assistance.

### **Two to three weeks prior to convention**

- Get final count (ask LMTA Treasurer for this information) to banquet restaurant and campus dining area (for lunch meetings).
- Make sure convention bulletin is taken to the printer.
- Arrange for printing of programs for guest artist(s) recital and faculty recital. Arrange for ushers and back stage person. Arrange rehearsal times for guest artist(s).
- Make arrangements for a student to record the commissioned composition performance (usually Friday Morning General Session).
- Prepare work orders for tables to be set up for recycled music, hospitality, registration, etc.
- Arrange for strong students (could be Phi Mu Alpha boys) to help unload recycled music between 8:00 and 10:00 a.m. the first day of convention.
- Arrange for dean or head of school to present a speech to welcome members to the convention at the opening session.

### **Immediately after convention**

- Fill in convention report and mail to LMTA President-elect. This should be done as soon as possible, and no later than three weeks following the convention.
- Give or mail all convention materials to next year's host.