

## **Missouri Association of School Librarians Spring Conference Committee Handbook**

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### **Mission Statement**

The Spring Conference Committee shall have the responsibility for planning and overseeing the Annual Spring Conference.

### **Goal**

The Spring Conference Committee shall provide quality professional development for the school librarians of Missouri.

### **Guidelines, Timelines and Procedures**

#### **I. Association Guidelines**

- A. Comply with MASL Bylaws, Article V

#### **II. Committee Structure**

- A. The Spring Conference committee shall consist of no more than 25 members
  - 1. The 1st Vice-President (President after induction), 2nd Vice-President (1st Vice-President after induction), and Treasurer from the Executive Council
    - a) The Treasurer will fulfill the role of Registration
  - 2. 2 Conference Co-Chairs selected in the spring prior to the previous year's Spring Conference by the 2nd Vice-President (1st Vice-President after induction)
  - 3. 3 Standing Committee Chairs appointed by the 1st Vice-President (President after induction)
    - a) New Members
    - b) Public Relations
    - c) Scholarships, Grants and Recognitions
  - 4. 4 Past-Chairs of the Readers Award committees
  - 5. No more than 13 other committee members selected in collaboration with the 2nd Vice-President (1st Vice-President after induction) and the Conference Co-Chairs
- B. Members of Spring Conference Committee must be MASL members in good standing with payment of dues current
- C. Spring Conference Committee membership shall be confirmed by the Board
- D. Spring Conference Committee members may serve up to five (5) consecutive years in a particular Committee position. A one-year hiatus must be taken before fulfilling the same committee role. Justification must be presented to the Board at the time of committee approval for any position that exceeds these term limits.

### III. **Committee Responsibilities/Calendar**

#### A. Calendar Definitions

1. All Year--one year term of committee membership
2. Spring--prior to the previous year's conference
3. Summer--between Spring Conference and the end of the summer
4. Fall--fall semester prior to Spring Conference
5. Winter--January until the start of Spring Conference
6. Spring Conference--tasks to complete during Spring Conference

#### B. All Committee Members

1. All Year
  - a) Submit an electronic report of work completed and discussion points prior to each Spring Conference committee meeting
  - b) Attend all Spring Conference committee meetings
    - (1) Face-to-face (Jefferson City or conference location)
    - (2) Virtually

#### C. 1st Vice-President (President after Induction)

1. Spring
  - a) Appoint standing committee chairs to the Spring Conference committee
    - (1) New Members
    - (2) Public Relations
    - (3) Scholarships, Grants and Recognitions
2. Spring Conference
  - a) Run MASL Business Meeting
  - b) Attend New Members Reception and welcome members
  - c) Sign and present SGR certificates to winners during the designated General Session
  - d) Present retiree gifts
  - e) Pose for pictures with SGR winners and retirees
  - f) Assist anywhere, as needed

#### D. 2nd Vice-President (1st Vice-President after Induction)

1. All Year
  - a) Assist conference chairs, as needed
2. Spring
  - a) Select Spring Conference Co-Chairs
  - b) Fill the non-Presidential appointed Spring Conference committee members in collaboration with the Co-Chairs
  - c) Develop conference theme and logo
  - d) Secure keynote speakers

- e) Introduce following year's Spring Conference prior to the end of conference
- 3. Summer
  - a) Review Spring Conference evaluations
  - b) Brainstorm "new" aspects of the conference
- 4. Fall
  - a) Develop pre-conference workshops (if any)
  - b) Coordinate with Association Management to develop and implement marketing plan
- 5. Spring Conference
  - a) Oversee everything is getting done to ensure smooth conference experience
  - b) Introduce keynote speakers at general session, and other speaking duties as needed.

E. Treasurer/Registration

- 1. All Year
  - a) Maintain Spring Conference budget
- 2. Winter
  - a) Coordinate with Volunteer chair to schedule volunteers to work the registration table
- 3. Spring Conference
  - a) Be available to hand out packets at Registration Desk and cover any shifts where volunteers are lacking
  - b) Present Treasurer's report at Spring Conference business meeting

F. Spring Conference Co-Chairs

- 1. All Year
  - a) Attend MASL Board meetings
  - b) Facilitate Spring Conference committee meetings
  - c) Coordinate with Association Management and committee members to ensure that conference deadlines are being met
- 2. Summer
  - a) Review Spring Conference evaluations
  - b) Schedule all Spring Conference committee meeting dates
- 3. Fall
  - a) Work with 1st Vice-President in developing pre-conference workshops (if any)
  - b) Work with 1st Vice-President to brainstorm and execute "new" aspects of the conference
  - c) Coordinate with 1st Vice-President to design conference committee t-shirts

- d) Coordinate with Conference Store/Book Sales to design conference t-shirts and decide upon other non-book items to sell
  - e) Finalize conference schedule
  - f) Contact vendors for hospitality suites
4. Winter
- a) Plan Opening Rally
  - b) Plan Idea Exchange
  - c) Coordinate with Technology chair(s) to build slide/video presentations for Opening Rally and General Sessions
  - d) Coordinate with Exhibits chair to create conference/exhibits scavenger hunt or game
  - e) Coordinate with Association Management any needed signage
5. Spring Conference
- a) Host the Opening Rally
  - b) Make Spring Conference announcements while conference is in session
  - c) Lead Idea Exchange

#### G. New Members

1. All Year
- a) Maintain a list of MASL New Members and First Time Conference Attendees
  - b) Correspond with MASL New Members, providing them information about the association, answering questions and concerns
  - c) Coordinate with Public Relations chair to update content on MASL social media pages
2. Fall
- a) Send Scholarship and Grant information to MASL New Members
  - b) Send a copy of the Spring Conference justification letter to MASL New Members, encouraging them to seek funding and attend Spring Conference
3. Winter
- a) Send an invitation to First Time Conference Attendees, detailing best tips for a successful conference experience
4. Spring Conference
- a) Volunteer before New Members reception at registration desk
  - b) Attend and facilitate, as needed, the New Members reception to welcome First Time Conference Attendees
  - c) Escort New Members from New Members reception to the Opening Rally

## H. Public Relations

### 1. All year

- a) Use social media to promote Spring Conference, especially near deadlines and during Spring Conference.
- b) Coordinate with other SC committee members and Association Management to make email blast announcements concerning Spring Conference
- c) Update the MASL website to ensure most current information is available on the site

### 2. Spring Conference

- a) Serve as Historian for the conference, taking photos and detailing conference events.

## I. Scholarships, Grants, and Recognitions

### 1. Summer

- a) Committee membership should be selected and approved by the MASL Board according to the MASL Bylaws, Article V.

### 2. Fall

- a) Coordinate with Public Relations chair to send out reminders of SGR procedures and deadlines.
- b) Follow-up with any one nominated for an SGR to ensure application is completed

### 3. Winter

- a) Facilitate SGR committee in scoring applications received
- b) Notify all applicants of the status of the award, whether they are the winner or as a thanks and encouragement to apply again in the future.
- c) Coordinate with Association Management the announcement of the SGR award winners, printing of the SGR certificates, and sponsors for monetary awards
- d) Coordinate with Public Relations chair the write ups for each award winner in the Spring Conference program, as well as on the MASL website

### 4. Spring Conference

- a) Recognize from main podium and read information about SGR winners
- b) Coordinate with Public Relations chair to ensure pictures of all SGR winners have been taken

## J. Readers Award Past Chairs

### 1. Spring

- a) Announce results of the student voting during the Readers Award Banquet

- b) Announce recipient(s) of the MASL book grant (selected by the committee prior to SC)
2. Winter
- a) Select student presenter
  - b) Coordinate with Association Management for feature author attendance, awards for both author and student presenter, and autographed books for banquet centerpieces
  - c) Coordinate with Editor for banquet program
  - d) Coordinate with all other RA past chairs for banquet door prizes (in the past, these have been complete sets of next year's RA books, e-readers, or gift cards)
  - e) Coordinate with all other RA past chairs for a method of giving away the banquet door prizes and the autographed books (in the past, a google form or special marking in the banquet program has been used)
  - f) Coordinate with all other RA past chairs for a method of giving away the autographed books (in the past, it has been the featured author's birthday)
  - g) Coordinate with own RA committee members for an author gift
3. Spring Conference
- a) Coordinate with committee members to set up conference store (Sat PM)
  - b) Coordinate with Association Management for placement of committee's author gift and donated books (needing to be autographed) prior to feature author's check-in
  - c) Coordinate with committee members to set up for banquet (Mon early PM)
  - d) Author escort
    - (1) Arrange with Association Management to meet with author at check-in
    - (2) Arrange with Association Management for additional meals the author might want to attend
    - (3) Arrange with committee for author presentation facilitator
    - (4) Arrange with committee for help with author autographing
    - (5) Coordinate a time with author to meet with committee
  - e) Readers Award Banquet
    - (1) Give speech introducing student presenter and their family
    - (2) Recognize all past and present RA committee members

## K. Cash for the Cause

### 1. Winter

- a) Coordinate with Public Relations chair to send out requests for basket donations

- b) Maintain a list of Cash for the Cause basket donors
  - c) Coordinate with Association Management for necessary supplies (tickets, cash box, cardstock for individual basket attributes, paper sacks for each basket's entries, poster board for posting winners)
  - d) Arrange with Association Management for informational signage for Cash for the Cause area (times open, banner)
2. Spring Conference
- a) Set up area in preparation for donations (Sat PM)
  - b) Staff area for basket drop off prior to opening of exhibits
  - c) Sell raffle tickets during all open scheduled exhibit times
  - d) Draw, contact, and post winners of Cash for the Cause baskets (Mon PM)
  - e) Verify each basket is picked up by the winner (Mon PM)
- L. Conference Store/Book Sales
1. Fall
- a) Coordinate with Co-Chairs to design conference t-shirts and decide upon other non-book items to sell (if any)
2. Winter
- a) Create booklist of titles to sell no later than Feb. 1st (or as soon as ALA mid-winter award winners are announced)
    - (1) State award nominees
    - (2) Featured authors
    - (3) Workshop presenters
    - (4) ALA award books (Caldecott, Newbery, Printz)
  - b) Coordinate with Volunteer chair to schedule volunteers to work the Conference Store
  - c) Arrange with Association Management for informational signage for Conference Store area (times open, state award banners)
3. Spring Conference
- a) Help set up conference store, specifically non-RA areas (Sat PM)
  - b) Coordinate with other Spring Conference committee members the packing of pre-orders (Sat PM)
  - c) Be available to cover any shifts where volunteers are lacking
- M. Editor
1. Fall
- a) Edit the Fall promotional materials in time for release at MASL Fall PD Day
2. Winter
- a) Edit the Spring Conference program, workshop grid, and other conference materials

- b) Coordinate with Technology chair to create graphic templates that are consistent with conference schema

#### N. Exhibits

##### 1. Winter

- a) Coordinate with Association Management to solicit vendor prizes for an exhibits contest
- b) Coordinate with Conference Co-chairs to create conference/exhibits scavenger hunt or game.
- c) Create display for exhibits desk and exhibit contest entries

##### 2. Spring Conference

- a) Be available during vendor set-up time to assist vendors (Sat PM/Sun AM)
- b) Be available at the exhibits desk while the exhibits are open (Sun PM/Mon AM)
- c) Draw, contact, and post winners of vendor prizes (Sun PM/Mon AM)
- d) Verify each prize is picked up by the winner before vendors leave (Mon AM)
  - (1) Unclaimed prizes will remain property of the vendor
- e) Collect vendor surveys and announce winner for a exhibitor's free booth at the next year's Spring Conference (Mon AM)

#### O. Receptions

##### 1. Winter

- a) Plan Spring Conference receptions
  - (1) Board/Spring Conference Committee (Sat PM)
  - (2) New Members/First Time Attendees in collaboration with New Members Chair (Sun early PM)
- b) Order food for receptions
- c) Select New Member/First Time Attendee and Retiree gifts
- d) Create displays for receptions, including directional signage for how to find room

##### 2. Spring Conference

- a) Place directional signage for room where receptions will be held
- b) Honor retirees during the designated General Session
- c) Coordinate with Public Relations chair to ensure pictures of all retirees have been taken

#### P. Secretary

##### 1. All Year

- a) Record electronic minutes of committee meetings
- b) Send copies of minutes to all committee members and Association Management



## Q. Technology

### 1. Winter

- a) Coordinate with Workshop chair to find out what presenters need, but will not be providing themselves
- b) Coordinate with Public Relations chair to send out volunteer request for technology needs (projectors, adaptors, speakers, etc.)
- c) Coordinate with Editor to create graphic templates that are consistent with conference schema
- d) Coordinate with Conference Co-Chairs to build slide/video presentations for Opening Rally and General Sessions
- e) Contact nearby school(s) or organizations to request student technology help.
- f) Gather photo booth props

### 2. Spring Conference

- a) Set up Photo Booth (Sat. PM)
- b) Set up and tear down all projectors/speakers in each breakout session room (Sun AM/Tues PM)
- c) Coordinate student technology help schedule and duties.
- d) Coordinate with Association Management to provide food for the student technology help
- e) Integrate Photo Booth pictures into the slide/video presentations for General Sessions
- f) Operate soundboard during General Sessions

## R. Volunteers

### 1. Winter

- a) Coordinate with Public Relations chair to send out Request for Conference volunteers
- b) Create a volunteer schedule where volunteers self select time/duty
  - (1) Registration
  - (2) Conference Store
  - (3) Exhibits
  - (4) Tech Playground
  - (5) Technology Support
  - (6) Presentation Facilitators for non-MASL presenters
    - (a) Readers Award Committee members will facilitate their featured author's sessions and take and send photo(s) of speakers to PR Chair.
- c) Select volunteer gift
- d) Send volunteers their schedule prior to Spring Conference

### 2. Spring Conference

- a) Coordinate with other Spring Conference committee members the assembling of attendee packets, passed out at registration

- b) Coordinate with other Spring Conference committee members the assembling of presenter packets
- c) Be available to hand out presenter packets and volunteer gift, as well as answer questions, at Volunteer Registration
- d) Be available to cover any shifts where volunteers are lacking
- e) Make sure all presenter packets are delivered to the rooms, if not picked up
- f) Coordinate the drop-off of all presenter evaluation forms after sessions

## S. Workshops

### 1. Summer

- a) Review Conference workshop evaluations

### 2. Fall

- a) Coordinate with Public Relations chair to send out a request for Featured Presenters
  - (1) Encourage past presenters or other speakers to apply for Featured Presenter
- b) Coordinate with Public Relations chair to send out Request for Workshop Proposals
  - (1) Recruit repeat presenters, based on positive feedback received from previous conferences.
- c) Decide on Tech Playground items
  - (1) Call local libraries and coordinate with schools/organizations to see what items can be loaned

### 3. Winter

- a) Prepare Workshop grid
  - (1) First look at when people want to present AND if presenters are presenting multiple times
- b) Send prepared workshop grid to be edited
- c) Coordinate with association management to fill holes for alternative presenters to replace those that are no longer able to present
- d) Finalize signage and materials for the Tech Playground
- e) Coordinate with Volunteer chair to find people to facilitate non-MASL member presentations and Tech Playground
- f) Finalize presenter gifts

### 4. Spring Conference

- a) Coordinate with Association Management to ensure all presenters have been given their appreciation recognition
- b) Set up the Tech Playground the morning the conference begins
- c) Take down Tech Playground when the vendors close

## T. Association Management

### 1. All Year

#### a) Communication

- (1) Communicate with Co-Chairs and First Vice-President on logistics for the event
- (2) Information added to the website as details are confirmed

#### b) Committee Management

- (1) Answer questions, provide feedback to committee members for overall planning of event

### 2. Summer

#### a) Communication

- (1) Send reminder to attendees to complete the evaluations

#### b) Committee Management

- (1) Coordinate with incoming Co-Chairs and First Vice-President in finalizing dates for planning committee meetings for upcoming year
- (2) Secure venues for meetings
- (3) Communicate meetings and details with committee members
- (4) Finalize theme and event schedule with incoming First Vice-President

#### c) Readers Awards Banquet

- (1) Draft and finalize contracts for Authors/Illustrators planning to attend Spring Conference
- (2) Publicize confirmed Authors/Illustrators on social media, website and via email

#### d) Workshops

- (1) Tabulate paper and electronic evaluations for each workshop session
- (2) Send thank you email to those that presented

#### e) Venue

- (1) Review final bill from venue to ensure accuracy
- (2) Coordinate payment

#### f) Exhibitors/Sponsors

- (1) Send thank you email to exhibitors/sponsors

#### g) Attendees

- (1) Draft verification of attendance letter for attendees to use with school districts
- (2) Send invoices for unpaid registrations

#### h) Scholarships, Grants & Recognitions

- (1) Issue press releases for recipients of awards

#### i) Keynote Speakers

- (1) Work with incoming First Vice-President to confirm keynote speakers
    - (2) Work with keynote speakers to finalize a contract outlining terms of agreement
    - (3) Publicize on social media, website and via email
  - j) Featured Presenters
    - (1) Send thank you email
  - k) Social Media
    - (1) Update MASL social media platforms with any post-conference items
  - l) Evaluations
    - (1) Tabulate overall conference evaluations and share results with Committee
  - m) Cash for the Cause
    - (1) Tabulate total sales and deposit money into MASL account
  - n) Conference Store/Book Sales
    - (1) Tabulate total sales and deposit money into MASL account
    - (2) Coordinate the return of unsold books
    - (3) Send invoices for unpaid pre-orders and on-site purchases
  - o) Seat Sales
    - (1) Tabulate total seat sales and deposit money into MASL account
3. Fall
- a) Communication
    - (1) Draft and send multiple promotional emails to prospective attendees and exhibitors
  - b) Committee Management
    - (1) Solicit agenda items/reports for meeting
    - (2) Work with Co-Chairs to finalize agenda
    - (3) Attend meeting
  - c) Registration
    - (1) Set-up online registration form for attendees and exhibitors
    - (2) Work with graphic designer to create/edit exhibitor prospectus and attendee registration form
    - (3) Begin accepting/processing registrations and answering questions from potential attendees and exhibitors
  - d) Miscellaneous
    - (1) Confirm Lindenwood's participation in offering graduate credit to conference attendees.
    - (2) Contact Region President for President's region to coordinate President's Reception.

#### 4. Winter

##### a) Communication

- (1) Draft and send multiple promotional emails to prospective attendees and exhibitors
- (2) Contact school districts and exhibitors that have attended in the past, but have not yet registered for current year

##### b) Committee Management

- (1) Solicit agenda items/reports for meeting
- (2) Work with Co-Chairs to finalize agenda
- (3) Attend meeting

##### c) Readers Awards Banquet

- (1) Work with past chairs to identify/order giveaways for banquet
- (2) Draft language for Readers Awards Banquet Program by working with past chairs and editors. Coordinate design with the graphic designer. Finalize with input from past chairs and editors.
- (3) Coordinate lodging for student presenters and issue checks for reimbursement for their mileage.
- (4) Coordinate ordering of plaques for student presenters.
- (5) Coordinate ordering of plaques for authors/illustrator.
- (6) Coordinate with Readers Awards Vice-Chairs and printer on finalizing items for sale in the Conference Store, including bookmarks, posters, spine labels, etc.
- (7) Coordinate seating for Readers Awards Banquet

##### d) Workshops

- (1) Draft workshop and featured presenter proposal forms and solicit application submissions
- (2) Coordinate with workshop chairs on confirmed workshops.
- (3) Once grid is finalized, send acceptance emails to confirmed speakers with a speaker contract outlining the terms of the agreement.
- (4) Communicate details with presenters, including commercials, audio visual needs, etc.
- (5) Coordinate workshop presenter gifts and certificates of recognition
- (6) Upload presenter commercials to MASL YouTube channel
- (7) Upload workshop handouts to website
- (8) Print workshop handouts for those that request
- (9) Coordinate personalized workshop packets for each session to include printed evaluation forms

e) Venue

- (1) Send conference venue listing of board and committee members for priority lodging
- (2) Finalize menu selections
- (3) Send rooming list for those to be billed to master account (association management staff, authors, illustrator, student presenters, keynote speakers, award recipients, etc.)
- (4) Coordinate audio visual needs
- (5) Coordinate room set-ups
- (6) Coordinate billing/invoicing
- (7) Coordinate security for Exhibit Hall/Conference Bookstore
- (8) Coordinate special dietary issue requests with venue for all meals
- (9) Finalize Banquet Event Orders
- (10) Finalize meal counts

f) Exhibitors/Sponsors

- (1) Coordinate advertisements with sponsorship companies that purchased an advertisement
- (2) Send confirmation letters with supporting documentation
- (3) Assign booth numbers/layout

g) Attendees

- (1) Continue processing registrations and answering questions
- (2) Draft justification letter for potential attendees to provide to their district and add to the website

h) Scholarships, Grants and Recognitions

- (1) Coordinate with SGR Chair by sending them information on all award applications
- (2) Once SGR Committee has finalized decisions, send via email letters to all applicants
- (3) Coordinate with recipients on information for program, tickets for banquet, and travel to Spring Conference
- (4) Coordinate certificates and/or plaques for recipients
- (5) Solicit sponsorships for awards. Coordinate with sponsors, as available.
- (6) Coordinate priority seating for recipients and their guests
- (7) Draft talking points for SGR chair to use when recognizing recipients

i) Keynote Speakers

- (1) Coordinate with speakers on information for inclusion within conference program, including bio, session descriptions, and photo
- (2) Coordinate travel arrangements (lodging, airfare, and car service between airport and conference venue)

- j) Featured Presenters
  - (1) Finalize all details with Featured Presenters, including room set-ups, audio visual needs, handouts, commercial, etc.
- k) Authors/Illustrators
  - (1) Communicate final details with authors and illustrators.
  - (2) Coordinate travel arrangements (lodging, airfare, and car service between airport and conference venue)
- l) Program/Printed Materials
  - (1) Draft verbiage for all printed materials
  - (2) Collect all photos for printed materials
  - (3) Work with editor to edit printer materials
  - (4) Work with graphic designer to finalize
  - (5) Work with printer
- m) Conference App/Technology
  - (1) Draft all sections of conference app
  - (2) Promote availability of conference app to attendees and exhibitors
  - (3) Coordinate with technology chairs on equipment for conference (with MOREnet, etc.)
- n) Social Media
  - (1) Continue to promote all aspects of event via MASL social media platforms
- o) Evaluations
  - (1) Draft full conference evaluation in YourMembership software
  - (2) Draft electronic workshop survey
- p) Volunteers
  - (1) Work with Volunteers Chair to solicit volunteers
  - (2) Order volunteer gift
  - (3) Coordinate with grant recipients to volunteer two hours each
- q) Cash for the Cause
  - (1) Publicize request for donations
- r) Conference Store/Book Sales
  - (1) Coordinate with Store Chair to develop a list of books to sell, including RA nominated titles and titles by visiting authors
  - (2) Coordinate with local (to venue) bookstore to order titles from the list.
  - (3) Add new RA items to the online store and begin accepting pre-orders for pick up

- (4) Coordinate with Co-Chairs/Committee on t-shirt design and ordering
- (5) Order any additional items to be offered in the store as well as all store related supplies including boxes, bags, etc.
- (6) Enter all products in POS system for on-site sales
- (7) Communicate with Store Chair and RA Chairs on schedule for store set-up, filling pre-orders and store staffing during conference
- s) Receptions
  - (1) Order gifts for new members and retirees
  - (2) Issue email invitations to new members and first-time attendees to attend reception
  - (3) Collect RSVPs for new members/first-time attendees reception
- t) Registration
  - (1) Order name badges and ribbons based on attendance
  - (2) Prepare meal tickets
  - (3) Print name tags for attendees, exhibitors, workshop presenters, student presenters, general session speakers, authors and illustrator
- u) Seat Sales
  - (1) Order seat diagrams to use on-site for sales
  - (2) Prepare table settings to identify seats that have been sold
- v) Miscellaneous
  - (1) Coordinate order of events for General Sessions
  - (2) Coordinate head table arrangements for General Sessions
  - (3) Draft/print signage to be placed throughout conference venue
  - (4) Order president's plaques to be presented during Annual Meeting
  - (5) Order gavel to present to incoming president at Annual Meeting
  - (6) Coordinate materials for Annual Meeting, including agenda, minutes, financial reports, and any other supporting documentation
- 5. Spring Conference
  - a) Communication
    - (1) Check-in frequently with committee members throughout the conference
  - b) Committee Management
    - (1) Solicit agenda items/reports for meeting
    - (2) Work with Co-Chairs to finalize agenda
    - (3) Attend meeting



- c) Readers Awards Banquet
  - (1) Coordinate signing of books by authors/illustrator
  - (2) Assist in decorating of dining hall
- d) Workshops
  - (1) Greet workshop presenters prior to start of presentation and present them with certificate of appreciation
- e) Venue
  - (1) Mitigate any on-site issues
- f) Exhibitors/Sponsors
  - (1) Welcome/greet exhibitors and sponsors
- g) Attendees
  - (1) Answer any on-site questions
- h) Scholarships, Grants and Recognitions
  - (1) Welcome and greet recipients
- i) Keynote Speakers
  - (1) Greet keynote speakers upon arrival at the venue, prior to their General Session, and prior to each of their workshops
- j) Authors/Illustrators
  - (1) Greet authors/illustrators upon arrival at the venue, prior to the banquet, prior to autographing sessions, and prior to each of their workshops
- k) Conference App/Technology
  - (1) Continue to update app throughout conference, as needed
  - (2) Workshop with technology chairs/students to troubleshoot any on-site issues
- l) Social Media
  - (1) Continue to update MASL social media platforms throughout the event
- m) Cash for the Cause
  - (1) Provide signage, raffle tickets and starting cash to Co-Chairs
- n) Conference Store/Book Sales
  - (1) Inventory all books received from vendor(s)
  - (2) Set-up conference store and coordinate filling of pre-orders
  - (3) Provide starting cash and process all on-site transactions
  - (4) Sell visiting author books during autographing sessions
  - (5) Inventory all unsold books prior to returning to vendor(s)
- o) Receptions
  - (1) Assist receptions chair, as needed
- p) Registration
  - (1) Process on-site registrations and assist with registration issues
  - (2) Sell meal tickets

- (3) Answer attendee & volunteer questions
- (4) Assist with membership renewal
- q) Seat Sales
  - (1) Sell seats at Board/Conference Committee Reception
  - (2) Sell seats at Registration desk
  - (3) Coordinate dining hall for each meal to indicate which seats have been sold
  - (4) Monitor entry of individuals into dining hall to direct to available/reserved seat
- r) Autographing
  - (1) Oversee autographing sessions
- s) Miscellaneous
  - (1) Coordinate lunch for tech students
  - (2) Coordinate transportation/delivery of all conference related items to venue