

4-H MVLA Conference Check List

- _____ Contact hotel to reserve a block of rooms – no later than September
- _____ Reserve Bost Building & meeting rooms – no later than August
- _____ Workshop proposal request – send early December
- _____ Outstanding Volunteer & Officer nomination requests – send early January
- _____ Conference registration packet – send mid-January
- _____ Request conference registration from campus Bobby Goff
- _____ Update auction letter for the MVLA Board
- _____ Have nominations judged
- _____ Contact caterers for banquet meal and lunch Saturday
- _____ Order awards – Boardtown Engraving, LLC 662-323-2244
- _____ Contact Clark Beverages 662-268-6147
- _____ Order cheese from MAFES on campus
- _____ Order pens, pencils, notepads, and bags from Chris Sowers
- _____ Supplies for conference – Sam's Club/Dollar Tree
- _____ Prepare program and send to Chris Sowers to print (MVLA pays for this)
- _____ Compile minutes previous year for MVLA Board mtg. Friday before conference
- _____ Order lunch to be catered for MVLA Board meeting
- _____ Order meal for Thursday evening – MVLA Board puts registration bags together
- _____ Pick up awards from Boardtown Thursday afternoon or Friday morning
- _____ Refreshments for MVLA Board meeting Friday morning.
- _____ Silent Auction forms
- _____ Print registration sheets for check in
- _____ Print receipts for agents and counties
- _____ Contact agents with volunteers receiving awards
- _____ Send volunteer award information to person presenting awards