

January

- Attend Site/ Program initial meeting
- Get information on room to send to exhibitor- costs

February

- Update exhibitor information on website and registration form
- Send invitation to exhibitors requesting their presence

March

- Email reminders to Assoc. members
- List of exhibitors to put in program

April

- Make sign for exhibit room

May

- Prep End of Year report for retreat

June

- Exec. Council

July

- Attend Program Committee meeting
- Repeat January

August

September

- Repeat February

October

- Repeat March

November

- Repeat April

December