



Set Up Schedule

PREPARE NEXT YEARS MBS SCHEDULE

Program and Education Committees suggest meeting and workshop schedule for the next year. They also suggest presenters. Once the Executive Committee approves the schedule, it is up to the 1st Vice president to plan and execute. The list below is a time line and checklist for the MBS schedule.



- September**
Program Committee presents workshops, classes, exhibits, shows and area events for the following year at the Executive Committee Meeting. Using the current year calendar as the basis.
- October**
Education Committee presents meeting topics for the following year at the Executive Committee Meeting. Executive Committee approves tentative schedule for the following year.
Begin working with Education committee to secure presenters
- November**
1st Vice President works with Program Committee to create a single source of record for the upcoming year's schedule. Present to EC and prepare one for Boerner that includes which rooms are requested.
- December**
Publish schedule in brochure and website. Work to get presenters arranged for meetings with Education Committee
Works with Program Committee to ensure other presenters are arranged.
- January**
Begin working with individuals and program committee to arrange the following year or two programs and schedule.
- Set up Demonstrations**
These demonstrations are for meetings and any other demonstration. Demonstrations, workshops, and classes require a budget. Refer to [Set-Up Demonstrations](#) for more details.
- Set-up Workshops**
MBS offers two types of workshops Artist and Open. Open workshops are a collaborative learning experience. Each participant provides his/her own tools, wire, potting materials and tree to work on. Artist workshops bring in established bonsai talent from outside of the Milwaukee area to conduct workshops and demonstrations. Work with Eventbrite guru for registration. Refer to [Set-Up Workshops](#) for more details.
- Set up Classes**
Fundamentals and Skills classes require a budget, confirmed instructors and dates. Work with Eventbrite guru for registration. Refer to [Set-Up Classes](#) for more details.
- Set up Annual Exhibit**
Ensure artist is available for demonstration, workshops, judging, and critique. Work on budget for the event. Work with Eventbrite guru for registrations. The Exhibit itself falls to the 2nd Vice President
- Set-up Area Events**
Ensure dates are correct and a links are provided.