



Michigan Teachers of English
to Speakers of Other Languages

P.O. Box 3432 • Ann Arbor, MI 48106 • www.mitesol.org

Position Description

Exhibit's Manager

Responsibilities

January

February/March

Update contract with details of new conference; check with President Elect to determine specific timelines/space/etc.

April

Attend board meeting; send first e-mail invitation to conference & contract (general invite, not personalized) to publishers; make personal phone calls to publishers whose e-mail is bounced back to get updated e-mail information; respond to publishers via e-mail; when collecting money from publishers record receipt of check and forward to Treasurer.

May/June

Attend board meeting; confirm contracts with publishers; send 2nd invitation/contract to publishers who have not responded; respond to publishers via e-mail.

July

Confirm contracts with publishers; send 3rd invitation/contract to publishers who have not responded; respond to publishers via e-mail.

August

Confirm contracts with publishers; send FINAL notice to publishers who have not previously responded; respond to publishers via e-mail; send out information to get the ads from publishers for conference program with details for ad ready copy to send to person responsible and cc Exhibits Manager.

September

Attend board meeting; deadline for contract acceptance; respond to publishers via e-mail; be sure that you have money/checks from publishers to hold their spot at the conference; e-mail confirmed publishers the directions on how to choose their lunch and make sure they have conference name tags; e-mail publishers the address of where to ship their books.

October

CONFERENCE: support publishers at conference: work with personnel on site to help publishers get their materials to the exhibitor's area; make sure that Exhibitor's room is set up correctly: tables w/names; assign tables so that there is no arguing between exhibitors; two tables are needed for the raffle: solicit raffle items and organize raffle drawing; conduct raffle drawing and distribute prizes: you may need another person helping with this; get address for each publisher so that you can send thank you cards later; help publishers tear down, pack up and get out.

November

Attend board meeting; send thank you notes to publishers for attending and/or supporting conference.

December