



# Set Up Demonstrations

## PREPARE MBS MEETINGS AND DEMONSTRATIONS

MBS uses live demonstrations and/or educational presentations at meetings to showcase focus and main topics. Occasionally MBS offers Artist demonstrations at meetings as well. Artist demonstrations and workshops are among the highlights of the Society's calendar. The list below is a time line and checklist for the MBS demonstrations.



- Create Demonstration Budgets**  
Collect information for the budget such as, travel fee, tree fee and other expenses the presenter has listed. Refer to a previous example.
- 1 month prior**  
Follow up if needed. Create an article for the newsletter as a backup. Get all information to Newsletter editor (Melissa) and Webmaster (Pam). Ensure president (Rick) has requested the room with tables for general meetings or appropriate venue for demonstrations.
- 3 months Prior**  
Ensure presenters are confirmed. Send an email requesting the following.
  - 1) Just confirming or asking if you be available to speak at the [month] meeting?
  - 2) For the Focus: Your presentation is the first slot (Focus) probably less than 30 minutes on [topic]  
For Main: Your presentation is on [topic] and about 1.5 to 2 hours.
  - 3) Would you be able to compose a short paragraph explaining this topic to the membership for publication in the [prior month] newsletter? Or would you like me to write the article?  
Review budget.
- At the Meeting/Demonstration**  
For general meetings, ensure room set-up and video set-up. Introduce Focus presenter about 9:30 AM. Watch the time you may need to say last question. At 10:00 Introduce the president to bring up Business. Watch the time, at 10:30 Introduce Main presenters. For Demonstrations (at meeting, exhibits or events), ensure the venue space is ready and prepared. Ensure you or someone else Introduces the Artist with short biography. Watch the time to ensure artist has time for lunch and/or other activities. After conclusion of the presentation, ensure room is back to normal as it was before meeting. .Ensure garbage is taken to the dumpster. Ensure presenter have submitted an invoice if they are to receive fees or expense.
- 2 months Prior**  
Ask presenters if they need a projector or other device? Remind them to create an article. Work with John N and Rob to get that and the presentation filmed.
- After the Meeting/Demonstration**  
Ensure Treasurer gets the invoice if provided and payment is made. Send a thank you email and solicit feedback from presenters.