

2026 Missouri Master Gardener State Conference Local Host Chapter Timeline & Checklist

Theme: Learn Together · Gather Locally · Grow Missouri
Conference Dates: Friday, October 2 – Saturday, October 3, 2026
Watch Party Date: Saturday, October 3, 2026

Phase 1: Before Signing the Agreement

Now to April 15, 2026 – Commitment Deadline

- Review Host Chapter Packet and responsibilities
- Attend Q&A Call on Wednesday, February 25, 2026 via Zoom
- Confirm Chapter is approved as a Local Host Chapter
- Designate Chapter Coordinator name and contact info as primary contact with MOMGA
- Identify potential venue location and AV capabilities (accessible seating & tables, internet, projector, large screen, audio, reliable internet, maximum capacity)
- Sign and return Local Host Chapter Agreement by April 15, 2026

Phase 2: Planning

April – May 2026 – Planning & Coordination

- Local Host Coordinator and local volunteers should plan the Watch Party
 - Food & beverage (breakfast service, beverage service, light snacks, lunch)
 - Catered meals, potluck-style, or boxed lunch
 - Decide on any option post-conference activities (tour, group dinner)
 - Keep hospitality plans within budget & reimbursement guidelines
 - April 15 - Submit final Watch Party Details Form to MOMGA.
 - Participate in planning calls with MOMGA Conference Committee
 - Promote Watch Party to local members (newsletter, social media, email)
- Note: MOMGA will use these details to set up the registration system and provide accurate info to attendees.

Phase 3: Registration & Promotion

June – August 2026

- Participate in planning calls with MOMGA Local Coordinators Subcommittee
- Promote Watch Party to local members (newsletter, social media, email)
- August 29 - Registration Deadline

Phase 4: One Month Count Down

September 2026

- Review local registered attendee count provided by MOMGA
- Confirm venue set up and AV requirements
- Finalize logistics for Watch Party, include adequate space for number of registered attendees, final food service count, etc.
- Participate in MOMGA scheduled pre-conference tech check
- Recruit and train volunteers to run check-in
- Recruit and train volunteers to assist with AV setup and troubleshooting
- Ensure refreshments, seating, optional activities, and printed materials (if any) are ready

Phase 5: Conference Day

October 3, 2026

Morning Setup

- Arrive early to set up venue, tables, seating, and refreshments
- Test Zoom stream on projector/screen and audio
- Set up check-in station and confirm volunteers are ready

During Watch Party

- Check-in attendees and verify MOMGA tickets
- Monitor Zoom stream and troubleshoot AV issues
- Continue Zoom display of sponsor slides during breaks
- Host optional local activities: games, contests, etc as coordinated by MOMGA
- Monitor and replenish refreshments

Phase 6: Post-Conference

October – November 2026

- Collect attendee feedback and notes from volunteers
- Submit reimbursement request for approved Saturday conference expenses (up to \$15 per attendee)
- Send photos, highlights, or recaps to MOMGA for newsletter/social media
- Document lessons learned for next year

Tips for Chapters:

- Keep a folder for all receipts for reimbursement
- Use checklists for volunteers to track tasks on conference day
- Communicate frequently with MOMGA State Conference Committee for support