

Missouri Master Gardener Association State Conference – Watch Party
2026 Local Host Chapter Agreement

Theme: *Learn Together - Gather Locally - Grow Missouri*

Date: Friday, October 2 and Saturday, October 3, 2026

Location: Statewide Virtual Conference with Local Watch Parties on Saturday, October 3

This Host Chapter Agreement (Agreement) is made by and between the Missouri Master Gardener Association, Inc. (MOMGA) and the local host chapter identified below (Chapter). This Agreement outlines the responsibilities, commitments, and support associated with the Chapter's role as an approved Local Watch Party host for the MOMGA 2026 Missouri Master Gardener State Conference (State Conference).

This Agreement covers the Chapter responsibilities as a Local Watch Party host, MOMGA support, reimbursement rules and cancellation policies.

Purpose: The Chapter will serve as a regional hub and Watch Party host for the virtual State Conference by providing a shared space for attendees to:

- View the statewide broadcast of State Conference programming, including keynote and Annual Meeting,
- Participate in the MOMGA Annual Meeting & Awards,
- Engage in live virtual programming,
- Connect through local activities that strengthen community and showcase local projects, and
- Local Watch Parties will be held on Saturday, October 3, 2026.

Approval Status

By executing this Agreement, MOMGA confirms that the Chapter has been approved as a Local Host Chapter for the State Conference, subject to compliance with the terms outlined herein. This Agreement is not an application to host; it memorializes the responsibilities and expectations of an already approved Chapter.

MOMGA Responsibilities & Support

MOMGA will provide the following support to the Chapter:

A. Event Platform & Access

- Provide access to the official Conference Zoom Event, including:
 - Statewide keynote presentation,
 - MOMGA Annual Meeting & Awards, and
 - All scheduled live-streamed sessions.

- Coordinate and manage the virtual broadcast and overall run of show for statewide programming.

B. Registration & Ticketing

- Manage centralized online registration and ticketing through MOMGA's selected platform.
- Provide the Chapter with guidance and tools for local ticket verification only. The Chapter does not collect State Conference registration fees or process payments.
- Communicate registration policies and deadlines to all attendees.

C. Content & Materials

- Provide official conference branding, promotional templates, and approved messaging.
- Supply sponsor recognition slides and conference slide decks used during designated breaks.
- Coordinate keynote and statewide speakers and programming.

D. Communication & Promotion

- Regular planning updates to Chapter Coordinators.
- Promote Local Watch Parties through MOMGA communication channels, including MOMGA newsletter, website, and e-blasts.
- Spotlight the Chapter during scheduled programming (the Chapter must provide information in order to be included in spotlight).
- Social media templates for local promotion.

E. Planning & Coordination

- Facilitate planning meetings and technical run-throughs as needed.

F. Sponsorships

- MOMGA will be solely responsible for seeking and securing sponsorships for the State Conference.
- All sponsorship funds will be collected by MOMGA and included as part of the total Conference revenue.

F. Food & Hospitality

- MOMGA will reimburse the Chapter up to \$15 per registered in-person attendee for approved Saturday conference expenses, directly related to the Watch Party (i.e. venue rental, supplies, printing, and refreshments served during conference hours).
- Any costs over and above \$15 per registered in-person attendee are at the Chapter's expense.

Chapter Commitments & Responsibilities

By executing this Agreement, the Chapter commits to the following responsibilities as an approved Local Host Chapter:

A. MOMGA Membership

- The Chapter shall be a Member of MOMGA at all times leading up to and through the date of the State Conference.

B. Chapter Coordinator

- Designate one Chapter Coordinator to serve as the primary point of contact with MOMGA.
- Chapter Coordinator will serve on the Annual Conference Committee.
- The Chapter Coordinator is responsible for:
 - Communicating conference information to local volunteers and attendees,
 - Attending committee meetings,
 - Coordinating volunteers and logistics, and
 - Troubleshooting local issues during the event.

C. Registration & Tickets

- Verify all in-person attendees have valid MOMGA tickets purchased through MOMGA's official registration system.
- Provide volunteers to verify tickets at check-in. No walk-ins or un-paid attendees are permitted.

D. Facility & AV Requirements

- Provide an accessible venue with:
 - Seating and tables for all attendees,
 - Reliable internet capable of streaming Zoom content,
 - Projector or large screen for viewing program, and
 - Speakers and microphone sufficient for clear audio.
- Participate in a pre-conference tech check or run-of-show coordinated by MOMGA.

E. Food & Hospitality

- Food and hospitality offerings are optional and determined locally. MOMGA recommends morning coffee and breakfast, light snacks and lunch served during the Saturday conference hours. Post-conference activities are at the sole discretion and expense of the Chapter.

F. Volunteers & Onsite Support

- Provide 1–2 volunteers for check-in, AV assistance, and general attendee support.
- Volunteers operate under the direction of the Chapter Coordinator.

G. Fundraising

- The Chapter may hold an optional local fundraiser that is made clearly separate from MOMGA and that does not conflict with any MOMGA fundraising (MOMGA will likely offer the bulb sale, so the Chapter should not offer a similar fundraiser). Funds raised by the Chapter remain with the Chapter and must not conflict with MOMGA guidelines. Raffles or games of chance are not permitted.
- The Chapter will not solicit or accept sponsorships related to the Conference, but will instead pass that information and opportunity to MOMGA to pursue.

H. Promotion & Compliance

- Actively promote the Watch Party using MOMGA-approved branding and messaging.
- Ensure local venue policies and requirements are followed.
- Acknowledge that MOMGA is not responsible for local costs, including venue rentals, travel, or meals.
- Follow MOMGA's conference policies, registration rules, and procedures.
- Capture video and photos of the Watch Party to be shared with MOMGA and used during and following the Conference.

I. Content & Local Programming

- The Chapter agrees to stream the MOMGA statewide broadcast in its entirety, including streaming slides for sponsor recognition, during the designated breaks.
- Optional post-Conference programs or activities are not encouraged.

Withdrawal/Cancellation

- **Withdrawal by Chapter:** The Chapter may withdraw from its role as a Local Host Chapter by providing written notice to MOMGA at least 60 days prior to the conference date. Upon withdrawal, the Chapter forfeits any reimbursement for local expenses unless otherwise agreed in writing.
- **Cancellation by MOMGA:** MOMGA reserves the right to cancel the Chapter's hosting responsibilities in the event of unforeseen circumstances (i.e. public health restrictions, venue issues, or failure to meet agreement requirements). MOMGA will provide written notice as soon as practicable. In such cases, MOMGA is not responsible for any expenses already incurred by the Chapter.
- **Mutual Agreement:** Any modification, postponement, or early termination of this Agreement must be made in writing and signed by both parties.

Agreement & Acknowledgment

By signing below, the Local Host Chapter confirms its commitment to fulfilling the responsibilities outlined in this agreement and supporting the success of the 2026 Missouri Master Gardener State Conference.

This Agreement applies solely to the Chapter identified below and may not be transferred, assigned, or shared with another chapter or organization without prior written approval from MOMGA.

This Agreement is effective on the date signed by both parties.

Local Host Chapter

Approved Local Host Chapter Name: _____

County/Counties Served: _____

Chapter Officer Signature: _____

Date: _____

Chapter Officer Email and Phone: _____

MOMGA Acknowledgment

MOMGA President: _____

Signature: _____

Date: _____