



Midwestern Chapter International Society of Arboriculture



Annual Conference Local Arrangements Coordinator Job Description

Local Ad Hoc Committee Formation

Assist with on-site registration and registration booth management

Help procure local sponsorships and exhibitors

Local publicity and promotion

Recommend decorations, entertainment and social activities

Recommend local speakers

Assist in procuring silent auction items to benefit the TREE Fund

Provide signage as needed

Provide speaker transportation as available

Member States

IOWA KANSAS MISSOURI NEBRASKA NORTH DAKOTA OKLAHOMA SOUTH DAKOTA