

MOTHER ADVISOR CHECKLIST: COUNTDOWN TO GRAND ASSEMBLY 2017

This checklist is intended as a helpful quick reference only. Please refer to your Grand Deputy or the designated chairperson for more information on each subject.

Deadline	Description	Contact Person	✓
As soon as possible	Distribute medical release form and hotel rules form to each participating member	Mrs. Deanne Miller rwbstan@gmail.com	
As soon as possible	If your assembly has a Traveling Trophy have it engraved.	Mrs. Karen Smith duckvilleusa@hotmail.com	
As soon as possible	Meet with all participating members and their parents to explain the rules and benefits of Grand Assembly		
As soon as possible	Read Ritual Competition information and promote participation	Mrs. Karen Smith duckvilleusa@hotmail.com	
As soon as possible	Read Entertainment information and promote participation	Ms. Morgan Rees duckfan97478@yahoo.com	
As soon as possible	Read Summer Faire information and promote participation	Mrs. Casi Lee casilee81@gmail.com	
As soon as possible	Read Yearbook/Scrapbook information and promote participation	Mrs. Ann Alf grandmaann48@gmail.com	
Collect at the first regular meeting in May	*Completed Medical Release Forms *Completed Hotel Rules Forms *Grand Assembly Registration Fees *Any New Media Releases not previously collected and on file with the JML		
May 15	Email registration form to Mrs. Miller	Mrs. Deanne Miller rwbstan@gmail.com	
Postmark by May 15	Mail assembly registration form with check and copies of the signed medical releases, and hotel rules to Mrs. Miller	Mrs. Deanne Miller 5210 Harding Lane Turner, OR 97392	
May 12	Check with your Grandies to make sure they have mailed their Gr. Rep. reports to Mrs. Hardin by May 15th	Mrs. Lucy Harden tlharden@msn.com	
May 12	Check with your Grandies (Lecturer, Editor/Reporters, and Historian) to make sure reports have been submitted to Mrs. Lovelin by May 15th	Mrs. Lovelin jlovelin@comcast.net	
May 15	Mail/Email Entertainment form to Ms. Rees	Ms. Morgan Rees Duckfan97478@yahoo.com	
June 1	Ads for the Program Book and the money due by June 1 to Mr Metz	Mr Metz metzwayne@gmail.com	

June 1	Requests for refund of registration must be made in writing and received by June 1	Mrs. Deanne Miller rwbstan@gmail.com	
June 1	Ritual Competition Sign-Up	Mrs. Cheryl Sumerlin CherylSumerlin17@gmail.com	
June 1	Request for Majority Service, Baby Dedication and/or Memorial Service to SD Mrs. Rollman	Mrs. Teri Rollman Trollman@msn.com	
June 10	Summer Faire Entries due to Mrs. Lee	Mrs. Casi Lee Casilee81@gmail.com	