



## Cemeteries: Management, Operation and Perpetuation

Township cemeteries provide a positive personal service to residents during a difficult time. Gain a better understanding of the basic foundation, rules and regulations, as well as other important aspects of cemetery management and administration during this half-day event.

Participants will have the opportunity to network with cemetery suppliers at the "MTA Marketplace" held during the networking lunch. Suppliers include:



Review the legal obligations for cemeteries, including content and procedures for adopting a cemetery ordinance. Explore the financial aspects including tips on dealing with special cemetery management issues and examine the role of advisory committees, cemetery sextons and other caretakers, as well as the duties and responsibilities of the clerk and township board.

### Cancellations & Substitutions

Written cancellation requests received at the MTA office by Oct. 30 will receive a full refund. No refunds will be issued thereafter. You may switch workshop locations at no charge if you notify MTA of the change at least one week prior to the workshop; otherwise a \$25 fee will be assessed. You may substitute another individual for your registration at any time without incurring a charge; please notify MTA of the change.

## Event Details

10 a.m. to 3 p.m.  
(includes supplier marketplace during lunch)

## Dates & Locations

**Nov. 17:**  
Otsego Club & Resort, Gaylord

**Nov. 18:**  
Comfort Inn Conference Center, Mt. Pleasant

**Nov. 19:**  
Holiday Inn, Ann Arbor

## Rates

\$89 Early-bird  
\$109 Regular

### About your speaker ...

Cindy Davis, MTA Member Information Services specialist, provides members with information and resources regarding the day-to-day functions of township government. She has a bachelor's degree in Human Resources, and prior to her employment with MTA, served as a planning commissioner and clerk for Williamstown Township (Ingham County).



## REGISTRATION FORM

Township \_\_\_\_\_ County \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

( )

Daytime Telephone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Please check the date you will attend:**

- Nov. 17, Otsego Club & Resort, Gaylord**
- Nov. 18, Comfort Inn Conference Center, Mt. Pleasant**
- Nov. 19, Holiday Inn, Ann Arbor**

# of Attendees/Workshops	Registration Rate	Total
_____	<b>REGULAR rate:</b> \$109 per person <i>For paid registrations received after Oct. 30.</i>	_____
_____	<b>EARLY-BIRD rate:</b> \$89 per person <i>For paid registrations received by Oct. 30.</i> <i>Non-members, add \$40 to the above rates.</i>	_____

**PAYMENT INFORMATION:**

Check enclosed (payable to MTA)

Charge to: (circle one) MasterCard VISA Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date: \_\_\_\_ / \_\_\_\_

Print Card Holder's Name: \_\_\_\_\_ Card Holder's Signature: \_\_\_\_\_

Send your completed registration form with payment to MTA, P.O. Box 80078, Lansing, MI 48908-0078; fax: (517) 321-8908. Or register online at [www.michigantownships.org](http://www.michigantownships.org).