

# GENERAL SUGGESTIONS

For the guidance of Planning Committees of:

## \* The Buffalo Fall Convention

Mini-conventions

For events sponsored by the Central Committee or which affect other groups or AA as a whole.

- Each event is self-supporting, meaning it is intended that each event-at least-break even. Each participant pays his or her fair share of the expense, usually in the form of some kind of registration-fee. There are exceptions, such as, The Chairperson, Co-Chairperson, and out of town speakers for the Buffalo Fall Convention, who receive rooms at the Hotel paid for by the convention. Also, dinner at the Buffalo Fall Convention being provided for the Chairperson, Co- chairperson, Executive Secretary, main speakers, the minister, and their spouses.
- Repeating events, such as the Buffalo Fall Convention, ought to try to recruit Planning Committee members from the previous committee, perhaps rotating members to more responsibility, including the Chairperson and the Co-Chairperson. This has the advantage of continuity of information, conforms to the rotating concept, and does not restrict service or creativity. This has the further advantage of pairing experienced members with less experienced or uncertain members.
- The Central Committee may recommend length of sobriety for Chairpersons and Co- Chairpersons. For the' Buffalo Fall Convention they ought to have ten (10)- years of continuous sobriety and service experience.
- Out of town speakers ought to be encouraged to mingle during the event, and for events of three (3) days or longer, be present for at least two days.
- Do not spend money which has not been received or is not reasonably expected. Use the budget form to its fullest.
- Provide a suggestion box.
- If it is possible, re-use something from another or previous event.
- No tape recorders or video cameras. Everyone is responsible for maintaining the principle of anonymity.
- If Al-Anon or Alateen are invited to participate, they are the guests of AA and they are financially responsible for their own activities.
- Central Committee has the right to be fully informed and to make suggestions when appropriate. Monthly, or as requested, the Chairperson has the responsibility to report to the Central Committee and make final reports in person.

## CO-CHAIRPERSON'S RESPONSIBILITIES

- **Know as much about the event as does the Chairperson.**
- **Assume. Leadership of the planning committee is the absence of the Chairperson.**
- **Supervise the post-event cleaning up and shutting down activities. All items which must be returned must be returned property. Take custody of those items which will be used by the next such event (for example: The Buffalo Fall Convention banner). Inform the Chairperson that everything was accomplished and whether anything needs further follow-up.**

# SECRETARY

- **Keep minutes. Read them at Planning Committee meetings. Provide the Chairperson with a copy.**
- **Prepare a copy for the Central Committee.**
- **Prepare a contact sheet for the planning committee members. Keep it updated.**
- **Contact planning committee about changes in meeting place, time, or day.**
- **Assist the planning committee with phone calls and correspondence as needed. Keep copies of Registration or other lists. Keep event records as needed.**

# TREASURER

- The Treasures shall help the Chairperson and the Planning Committee develop a Projected Budget at the first full meeting of the Planning Committee. As many items as possible will be considered, estimated when necessary, to derive a registration price. Each sub-committee will then have a starting point for its work.
- Obtain seed money if it is provided by the Central Committee. Open a checking account *if it is feasible for the event.* Have at least one additional signer.
- Keep an accurate record of all incoming revenues and expenses. Make a report at each planning committee meeting. Keep track of how these figures compare with the Projected Budget. Do not change the Projected Budget.
- Pay out for anything which needs payment, When it is due. If deposits must be paid, pay them when they are due.
- If a hotel must be paid, find out when the entire bill is due. Make arrangements to review the final bill. Have the hotel manager review the bill item by item if necessary.
- If there is a banquet, at the time of the banquet, count heads with the Registration Chairperson. Compare the count with the hotel (or whoever is serving the dinner). While everyone is seated.
- During the event, be prepared to make payments (such as to the band). Make arrangements for cash storage or deposit. Have an assistant if needed.
- Make arrangements to pick cash up from collection points, such as the Registration Desk, Literature table, donation baskets (if they are passed around). From the Central Office if donations are sent there, from ticket sellers. Keep records.
- Make sure each receipt or bill is itemized and labeled to correspond with the appropriate budget line.
- Present a complete report as soon as possible after the event to the Chairperson. Close any bank accounts. Return any seed money. Set a deadline for receipt reimbursements to all members of the Planning Committee; no reimbursements after this deadline. In the same way, agree upon a deadline if bills are still to be presented by vendors. They must be paid whether they cooperate or not.

# REGISTRATION CHAIRPERSON

- **If registration slips are sent to a Post Office box, make arrangements to receive both the registration and the money. If the slips are sent to your home, remember that you must use your full name on all publicity material.**
- **As each registration is received; post it on a master list with name, address or home group, and amount received..Forward all money to the Treasurer as soon as possible.**
- **If Hospitality donations are sent with Registration, .post the amount separately. Forward the money to the Treasurer and advise the Hospitality Chairperson of the amount received.**
- **Obtain a master seating plan so that events which are limited, such as banquets, are not oversold. Obtain a list of those individuals for whom registration or dinner will be paid for by the event.**
- **Number all tickets for large events such as The Buffalo Fall Convention. For banquets, assign table numbers and keep a record of dinners reserved or available.**
- **Arrange to have the Registration Desk placed prominently. Find people to attend the desk. Make sure everyone knows the registration procedure and policies. Make sure you are available for registration or dinner problems.**
- **No later than two weeks ahead, make sure everyone who has a paid dinner reservation has been assigned to a table.**
- **Make sure registration materials such as name tags and pencils are available at the Registration Desk. If material is to be given to those attending, have the material ready to be handed out at the Registration Desk.**
- **Obtain special tags for workers and Planning Committee members.**
- **Make arrangements to handle cash during the event and to give it to the Treasurer. Keep a copy of master lists at the Registration Desk and where it can be consulted when necessary.**

# RESPONSIBILITIES OF THE GREETERS CHAIRPERSON

- **Find a Co-Chair assistant.**
- **In advance of the event, months if possible, begin recruiting. Take sign up sheets around to groups.**
- **Create a schedule. Show day, date, time, reporting location, position assigned. Certainly, Greeters should be stationed at entrances, or where rooms may be difficult to find. Have Greeters work in pairs when feasible. Obviously, more Greeters would be stationed in the Lobby at Registration time than anywhere else or at any other time.**
- **All Greeters should wear tags with 'GREETER' or 'WELCOME' or something of this sort so that anyone arriving or needing assistance can find them.**
- **Greeters should be familiar with the. Program, the layout of the hotel, or site, where entrances, exits or restrooms are located.**
- **Greeters should be stationed at all entrances and exits during the entire time of the event.**

# HOSPITALITY CHAIR

- **Select a co-chair and committee.**
- **Be familiar with the event site. Find out what you can and cannot do.**
- **Find out your budget. Know what the hotel supplies; and, buy the rest of your supplies as needed.**
- **Create a schedule to cover the room at all times that it is open.**
- **Purchase cookies, donuts, dry goods, etc. Make arrangements as needed to receive donated items.**
- **Keep hospitality room clean and stocked. Follow schedule published in program as to times you are open.**

# RESPONSIBILITIES OF THE LITERATURE CHAIRPERSON

- **Select a Co-Chair assistant**
- **Create a list of literature for the event. .Get prices. Determine what will be sold.**
- **Order what is needed far enough ahead from Central Office.**
- **Arrange for placement of the literature at the event or a literature table. Enlist help to attend the literature table. Create a schedule.**
- **Return all unsold literature and the proceeds from the literature sales.**



# PUBLICITY CHAIR

- **Select a co-chair. Assemble a committee.**
- **Distribute registration flyer with the registration form also provided.**
- **Use the Central Office monthly mailings to groups for distribution, also.**
- **Send information to other Central Offices, Founder's Day, Grapevine, etc.**
- **Spread the News!!!!**

# PROGRAM CHAIR

- **Select a Co-Chair. Assemble a committee.**
- **Find out the theme at the planning committee. Also, find out the program needs such as how many speakers and panels will be required.**
- **Make up a format for speakers and panels. Acquire tapes to list to in order to find the speakers. Many recorders will provide tapes for free.**
- **Find panel leaders; they will find their own members. Provide topic information for each panel.**
- **A name of each panel member, along with their home group, as needed for the program.**
- **Provide speaker information for the program printing; find out the deadline for the program information.**
- **Remind your speakers and panels about times, dates, hotel, and room location.**

## MUGS/SWEATSHIRTS

- **Select a Co-Chair. Assemble a Committee.**
- **Coordinate with graphics as to logo and color(s) chosen.**
- **Check budget amount allotted for sweatshirts and mugs to be purchased.**
- **Choose vendors to be used, and obtain samples of items to be ordered for the planning committee's approval and/or opinions.**
- **Decide on what is to be ordered as far as sweatshirts, hoodies, travel mugs, mugs, etc. Decide on how many are to be ordered; can use previous year's orders as a guideline.**
- **Provide items with their prices for the registration form printing.**

## 50/50

- **Select a Co-Chair. Assemble a committee.**
- **Decide on how many raffles will take place; along dates and times of the drawings. Schedule your committee members as to their selling commitments.**
- **Purchase 50/50 tickets with different colors for the different drawings.**

# ALKATHON

- **Select a Co-Chair. Assemble a Committee.**
- **Work with convention planning committee as to the times and place of the Alkathon. Also, work with any other requests from the planning committee such as an Alkathon meeting to take place during the same time as the banquet for those attendees whom do not attend the banquet.**
- **Provide information for the printing of the program as to times and place.**

## TRANSPORTATION CHAIR

- **Select a Co-Chair. Assemble a committee.**
- **Coordinate with the program chair as to needs.**
- **Arrange for pick up and return to facility for speakers.**
- **Facilitate any needs for transportation of the speakers.**

## RESPONSIBILITIES LOGISTICS CHAIRPERSON

- **Compile list of tables, chairs, microphones, and easels for all Committees including Al-Anon and Taper.**
- **Compile list of rooms needed (include times as needed), for Archives, Alkathon, Hospitality and Satellite Meeting.**
- **Make all arrangements with Hotel.**
- **Responsible for display of Banner**
- **Placement of easels and signs.**
- **Liaison between all committees and hotel on all of above and any sound system failures.**

## RESPONSIBILITIES OF GIFTS & FAVORS CHAIRPERSON

- **Find suitable gift for main speaker.**
- **Item should be area related**
- **Item should be AA friendly**
- **Check on engraving cost (if applicable)**
- **Find suitable favors for others (panel moderators, panelists, other speakers and/or committee chairs) as set by committee.**
- **Find suitable favors for registrants if approved.**
- **Purchase approved items, wrap, and label items.**
- **Make presentation of gratuities to panels and satellite meeting Make sure gifts for speakers are in place for moderator.**
- **Assist registration with distribution of favors for registrants as needed**



## Responsibilities Coffee Chairperson

- **Arrange with Hotel for coffee service: as per committee recommendations.**
- **Receive all coffee donations. Record and turn over all funds to Treasurer.**
- **Assemble a large committee of volunteers to assist in reordering the coffee and coffee supplies; and, keeping the area clean.**
- **(Record sales and turn over receipts to Treasurer at regular intervals when we sell the coffee at the fall convention.)**

## Responsibilities Graphics/ Printing Chairperson

- **Prepare Logo appropriate to theme and present to committee for approval.**
- **Set up and print flyers and registration forms as per Committee.**
- **Set up and print Program**
- **Any other printing Committee deems necessary**
- **Work with the Mugs and Sweatshirts Committee as far as the logo and color(s) to be used on these items.**

## Responsibilities Entertainment/ Dance Chairperson

- **Assemble list of bands or DJs with cost for Committee consideration**
- **Arrange for Contract with group as per committee approval.**

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## Responsibilities of Banquet Chairperson

- **Set menu with Hotel**
- **Coordinate between Registration Chairperson and Hotel number of meals in each selection**
- **Setup Head table; all Speakers, Convention Chair, Co Chair, Al-Anon Chair, Executive Secretary, Central Committee Chair, Area 50 Delegate and significant others. (Name cards, color of tablecloths, any centerpieces, and Big Books).**
- **All communication between Committee and Hotel concerning Banquet.**

## REPORT TO CENTRAL COMMITTEE

Event:	Date(s) of Event:
Chairperson:	Telephone:
Date of Report	Monthly: <span style="float: right;">Final:</span>

### INFORMATION ABOUT THE EVENT

Number of Registrations:
Number of Registrations and Dinners:
How many participants can be accommodated? <span style="float: right;">at dinner?</span>

### ABOUT COFFEE

Total number of cups served:	<b>Average per participant:</b>
Total cost of coffee:	<b>Average cost per participant:</b>

### ABOUT ROOMS

How many rooms were rented by participants?_
Who will be provided with a room without charge? <span style="float: right;">Why?</span>
How many rooms were used for meetings?

### ABOUT DINNER

How much does each dinner cost?
What number of dinners must be purchased?
Who will be provided with dinner without charge? <span style="float: right;">Why?</span>

### ABOUT THE PROGRAM

Describe the event:
What plans are made for maintaining anonymity?
Will Microphones be used?
Is there a dance?
How Accessible is the site of the event?

### RECOMMENDATIONS, PROBLEMS OR COMMENTS

**REPORT TO CENTRAL COMMITTEE**

Event:	Date(s) of Event:
Chairman:	Telephone:
Date of Report:	Monthly: <span style="float:right">Final:</span>

**BUDGET**

ITEM:	PROJECTED:	TO DATE:	FINAL:
REVENUE:			
SEED FUND:			
REGISTRATION:			
BANQUET:			
DONATIONS:			
OTHER (ITEMIZE):			
TOTAL REVENUE:			

<b>EXPENSES:</b>			
Rent/ Hotel :			
Coffee:			
Printing:			
Entertainment:			
Out of Town Speaker			
Travel:			
Board:			
Decorations:			
Other (Itemize):			
TOTAL EXPENSES:			
RETURN SEED FUND:			

SAVE ALL RECEIPTS FOR  
TAXES!!!

Signed:

Date:

Received by: