

AREA 76 CONVENTION GUIDELINES – OVERVIEW

AREA 76 hosts two Conventions per year. The Spring Convention is scheduled the last weekend of May or the first weekend in June (bid on at Winter Assembly two years prior); the Fall Convention is scheduled in the last weekend of October or the first weekend in November (bid on at Summer Assembly two years prior).

AREA 76 Conventions are a weekend for us to enjoy and celebrate our sobriety together. Conventions include meetings, workshops, speakers, banquet and dance, and/or anything else the committee might plan to make the weekend fun.

AREA 76 Conventions In keeping with the Twelve Traditions, we cooperate with Al-Anon by inviting them to participate by planning their own program and speakers, and the host committee arranges for facilities for the Al-Anon meetings.

THE SEVENTH TRADITION collection cans are placed at several convenient locations. If sufficient funds are not collected to cover the Convention, the Area remains self-supporting by covering additional costs. In addition, Al-Anons traditionally provide for a raffle as a fund-raiser for their fellowship.

IF YOUR town or district is interested in hosting a Convention, it is important that you have the support of your AA and Al-Anon community before you bid. A strong, active hosting committee, including members experienced with previous conventions, is invaluable for hosting a successful event!

ONCE YOUR district gets the bid for a Convention, the Area will provide your committee with seed money to get things started. The Area Treasurer will provide you with the Tax ID Number necessary for tax-exempt status. Please keep in mind that all monies involved in the Conventions belong to the Area.

IF EXPENSES are not met, the Area is responsible for covering additional costs. However, please take every opportunity to keep costs down. This can include utilizing suppliers for wholesale costs, getting the best banking costs, shopping around for facilities, and providing your own coffee, etc. Your committee will be responsible for a complete disclosure of all financial transactions. After a Convention is over, your secretary/treasurer will submit a detailed profit and loss statement to the Area Treasurer.

OVERALL, remember that the more people involved, the better your event will be! The host committee reviews the Guidelines. Our experience shows that following the Guidelines and sticking with the committee process ensures a successful event!

GOOD LUCK AND HAVE FUN!

AREA 76 ALCOHOLICS ANONYMOUS CONVENTION GUIDELINES

Congratulations for receiving the bid for an Area Convention! Although it is still about two years away, there is much to be done. These guidelines have come from our experience with hosting Convention and should be quite helpful in assisting your committee in hosting a good working weekend. Do not forget seed money and the Tax ID Number from the Area Treasurer.

24 Months from the Convention

1. Arrange and announce a meeting for everyone interested in being involved with the Convention. A successful Convention depends on support of the hosting district!
2. At this meeting, vote on a Chairperson, Co-Chairperson, and a Secretary / Treasurer or a Secretary and a Treasurer, the host committee's choice. The Chair and Co-Chair also serve as spokespersons at Area functions unless a different spokesperson has been chosen. All Officers and Committee Persons will be AA members. In the spirit of cooperation, ask Al-Anon to elect a Chairperson of their own who will be the liaison for AA and will participate in committee meetings.
3. Set the date for the Convention (Spring Convention last weekend of May or first weekend in June) (Fall Convention last weekend in October or first weekend in November). Select a Time and Place Committee of the Host Officers to contact your local convention facilities to ascertain availability for a weekend within Guidelines or as close as possible.
4. Discuss possible locations for the Convention. You will need the following; a large room for the convention & banquet/dance. Attendance could be up to 400. You will also need a room for the Al-Anon convention, a room for Marathon meetings, and a room with seating capacity of 25-40 for an Area Delegate or Chairperson Business meeting on Saturday morning.
5. Set up dates and times for Host committee meetings. Plan on one meeting every three months the first year and monthly the second year as the event approaches.
6. The Chair, Co-chair and Secretary/Treasurer or the Secretary and Treasurer should meet to decide what bank would be used to set up a checking account. Get the best rates possible. All three or four officers should be on the account, but only two signatures should be required on the checks. The seed money should be deposited into this account.
7. Select a Speaker Committee. This committee selects and arranges for speakers. This committee needs to get working right away, listening to tapes, and choosing speakers for the Convention. Speakers should be confirmed 15-18 months before the Convention. The speaker's travel, meals, motel rooms, and gifts are paid for by the Convention. AA pays for Al-Anon and Alateen speakers as well.

21 Months from the Convention

1. Hear a report from the Time and Place Committee as to facility availability, cost and dates. Committee as a whole should then make a decision on when and where to hold the convention. Following time guidelines as close as possible.
2. Hear a report from the Speaker Selection Committee. After their recommendations, committee as a whole should discuss expenses and other considerations of speaker selection. After selection, follow up as to availability. This should be done as soon as possible so alternate selections may be made if needed.

18 Months from the Convention

1. Set up Committees: Committees should have both AA and AI-Anon, but should be chaired by an AA.
 - A. Greeting: meeting people and making them feel welcomed. Also assembles any welcome packets.
 - B. Registration: ensures registrations for convention banquet are paid and in line, works closely with Secretary on early registrations, checks in participants, hands out agendas, welcome packets, nametags, and flyers.
 - C. Facilities: Monitors convention rooms (marathon meetings, AI-Anon, Alateen, etc.) to ensure that everyone is comfortable, enough tables and chairs are available, etc.
 - D. Food: works with the facility in choosing the banquet meal.
 - E. Hospitality: sets up and monitors coffee, tea, pop, fruit, and snacks etc. for Friday night, Saturday, and Sunday. Provides for doughnuts Saturday and Sunday. We drink a lot of coffee, so try to get the best possible deal on coffee. This may include bringing in our own coffee, adding it to registration costs.
 - F. Raffle: This is an AI-Anon committee. All responsibilities and proceeds go to AI-Anon.
 - G. Public Relations: creates and distributes posters and flyers, and/or registration forms. This committee is responsible for making sure the Convention is well publicized in the AA and AI-Anon communities throughout the Area and in neighboring states. This committee makes sure that the Convention is listed in the Grapevine and Box 459, has flyers, posters and/or registration forms available for Assemblies and Conventions, and mails flyers, posters, maps, motel info, etc. to all groups, districts, and officers, GSRs, Areas and meetings.
 - H. Clean Up: makes sure that all rooms are cleaned up after activities, monitors outside the building, empties ashtrays and ash cans, and polices the convention area.
 - I. Music: chooses the band for the dance. Make sure your band is booked well in advance of the Convention, have a written contract with the date, times and costs.
 - J. Marathon: hosts the marathon meetings, making sure people are available to chair at all times.
 - K. Merchandise: decides what items are to be sold, creates or designs item(s), orders, purchases, and sells items. Make sure a complete accounting of transactions is presented to the secretary at the end of the Convention.
 - L. Seventh Tradition: ensures Seventh Tradition baskets are passed at appropriate times, makes sure cans are out at appropriate locations, collects donations on a regular schedule, and works closely with the Secretary to collect and report as necessary.
 - M. Budget: works closely with the Secretary on all Convention expenses. This committee estimates and budgets convention center, beverages, banquet, band, speaker expenses (gas, airfare, motel rooms, gifts, meals), postage, copying, merchandise, and other costs. The anticipated number of participants then divides this amount (check with other Convention hosts to get an idea of what to expect). This will then give an idea of what to charge for registration. For example, if the estimated expenses of the Convention are \$10,000 and you believe you can get 250 registrations, then the registration cost should be \$40.
 - N. Taping: secures a tape company to tape the convention. It is a good idea to be written confirmation from the company as to the dates and times of the convention.

2. Hear reports from time and place and speaker committees.

3. Secretary should secure a written contract for dates, times, facility usage, and costs. If other facilities were approached, the Secretary should write "Thank You" notes to them.

15 Months from the Convention

1. Hear reports from any active committees.

2. Other business that may come up.

12 Months from the Convention

1. Hear committee reports,

2. Ascertain that all systems are "Green" and ready to go.

11 Months from the Convention

1. Hear committee reports as needed.

10 Months from the Convention

1. Receive progress reports from all committees.

2. Have flyers, posters, and/or registration forms printed up and ready for distribution at Area Convention and Assemblies.

3. Announce to district groups what help is needed for committees.

9 Months from the Convention

1. Receive progress reports from all committees.

8 Months from the Convention

1. Receive progress reports from all committees.

2. Chairperson should contact Area Officers to give updates.

7 Months from the Convention

1. Send out flyers, posters and or/registration forms to all AA groups Al-Anon groups in the area and surrounding states. .

2. A copy of the convention flyer will be forwarded to the Area Webmaster for posting on the Area's Website.

3. Receive progress reports from all committees.

6 Months from the Convention

1. Contact the facility where the Convention is being held to confirm dates, rooms, costs, etc.

2. Attend meetings throughout the District to discuss plans for the Convention and enlist more support and help.

3. Receive progress reports from all committees.

4. Notify Box 459 and The Grapevine of the event for posting in their calendar.

5 Months from the Convention

1. Chair or Co-Chair should meet with Area Officers to update them on Convention progress.
2. Receive progress reports from all committees. All committees should be formed and working on their respective tasks. If necessary, enlist more committee participation. Everything should be planned out at this point.

4 Months from the Convention

1. Secretary should have a complete accounting of early registrations. A form letter or postcard to confirm registration may be sent out to registrants.

3 Months from the Convention

1. Receive progress reports from all committees. Now is the time to tie up any loose ends. Do not wait until the last minute!

2 Months from the Convention

1. Contact GSRs, DCMs, Area and District Officers, and AI-Anon groups to make sure they have registered. If not, get their registrations!
2. Receive progress reports from all committees.

The Convention is in One Month!

1. Have at least 2 meetings with committees to take care of any problems.
2. Contact motels and cafes to remind them of the dates of the convention.
3. Remind local groups of the Convention.
4. Chairperson should contact the Area Chair to discuss progress.

After the Convention

1. Have a final committee meeting to share what went right and what went wrong. Write down your experience, strength, and hope to pass on to other Convention Host Committees and to keep around for next time you host a Convention (it will be your turn, again, in four or five years!)
2. Secretary should have a complete profit and loss statement available to share with the committee and to send to the Area Treasurer. All expenses should be paid. Remember that repaying the seed money is an expense. Seed money plus any excess money goes back to the Area. Close out the banking account for the Convention.
3. Registrar needs to be informed of all flyers with incorrect addresses so they may update their books.
4. Write any "Thank You" notes that may be appropriate. Remember that we alcoholics are "bankrupt idealists," and often have very strong opinions. Remember to put common welfare first and place principles before personalities. Keep in contact with your sponsor, keep track of the Traditions and Concepts, and always make sure God is invited to all committee meetings.

Area 76 Assembly/Convention Financial Report

Date:

Host Town:

Income:

Area 76 Seed Money	\$600.00	
Registrations	\$7450.00	
7 th Tradition	\$ 486.22	
Total Income		\$8526.30

Expenses:

Convention Center	\$3714.00	
Speakers	\$876.00	
Coffee & Doughnuts	\$480.00	
Copies	\$142.00	
Postage	\$110.00	
Miscellaneous	\$85.00	
Repayment of Seed Money	\$600.00	
Total Expenses		\$6007.00

Check Written to Area 76	\$2519.32
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This is a representation of a financial report for demonstration purposes only and does not reflect any actual Convention or Assembly. This report is meant to serve as a guideline for formatting the final financial report. List all income (Seed Money, Registrations, and 7th Tradition) and list all expenses (Convention Center, speakers, Coffee & Doughnuts, Copies, Postage, Miscellaneous, and Repayment of Seed Money.). When you subtract the expenses from the income, any excess (+) will be given back to Area 76. If, when you subtract the expenses from the income and you do not have excess (-) this is the amount Area 76 will pay to cover the costs of your event.

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