



REGION 6 OF OVEREATERS ANONYMOUS®

**CONVENTION PLANNING
MANUAL**

REGION 6 CONVENTION PLANNING MANUAL

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PREFACE

This Convention Planning Manual was written to share our experience, strength and hope regarding various aspects of planning a Region 6 Convention. Its purpose is to offer suggestions and information to help answer some of the many questions that may arise.

Appreciation is expressed to the members of the Region 6 Convention Committee, and other members of the Fellowship within Region 6, who shared their personal experiences and commitment to this manual. In addition, Region Two needs to be recognized for granting permission to use some of the information in their *Region Two "Convention Policy and Procedure Manual."*

THE TWELVE TRADITIONS¹

The Twelve Traditions are:

1. Our common welfare should come first; personal recovery depends on OA unity.
2. For our group purpose there is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for OA membership is a desire to stop eating compulsively.
4. Each group should be autonomous except in matters affecting other groups or OA as a whole.
5. Each group has but one primary purpose – to carry its message to the compulsive overeater who still suffers.
6. An OA group ought never endorse, finance, or lend the OA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every OA group ought to be fully self-supporting, declining outside contributions.
8. Overeaters Anonymous should remain forever non-professional, but our service centers may employ special workers.
9. OA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.

¹ Permission to use the Twelve Traditions of Alcoholics Anonymous for adaptation granted by AA World Services, Inc., and cannot be amended by any Intergroup.

10. Overeaters Anonymous has no opinion on outside issues; hence the OA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television and other public media of communication.
12. Anonymity is the spiritual foundation of all these Traditions, ever reminding us to place principles before personalities.

THE TWELVE CONCEPTS²

The Twelve Concepts of OA Service are:

1. The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.
2. The OA groups have delegated to the World Service Business Conference the active maintenance of our world services; thus, the World Service Business Conference is the voice, authority and effective conscience of OA as a whole.
3. The right of decision, based on trust, makes effective leadership possible.
4. The right of participation ensures equality of opportunity for all in the decision-making process.
5. Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
6. The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.
7. The Board of Trustees has legal rights and responsibilities accorded to them by OA Bylaws, Subpart A; the rights and responsibilities of the World Service Business Conference are accorded to it by Tradition and by OA Bylaws, Subpart B.
8. The Board of Trustees has delegated to its Executive Committee the responsibility to administer the OA World Service Office.
9. Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
10. Service responsibility is balanced by carefully defined service authority; therefore, duplication of efforts is avoided.
11. Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.
12. The spiritual foundation for OA service ensures that:

² The Twelve Concepts of OA Service cannot be amended by an Intergroup.

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- a. no OA committee or service body shall ever become the seat of perilous wealth or power;
- b. sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle;
- c. no OA member shall be placed in a position of unqualified authority;
- d. all important decisions shall be reached by discussion, vote and, whenever possible, by substantial unanimity;
- e. no service action shall ever be personally punitive or an incitement to public controversy; and
- f. no OA service committee or service board shall ever perform acts of government, and each shall always remain democratic in thought and action.

INTRODUCTION

A Region 6 Convention is a special event, held annually, as determined by the group conscience of the Region 6 Assembly.

Convention activities are decided by the Hosting Convention Committee and are submitted to the R6 Convention Committee for review and approval. The Region 6 Bylaws (Policy #006) and the Traditions of the Overeaters Anonymous (OA) Program shall be used as guides in planning events. Planned events may include:

1. Grand Opening Ceremony with keynote speaker (35 minutes) and entertainment (usually Friday evening)
2. Saturday Afternoon Lunch speaker at a general session. The time allotted for the speaker is 30 minutes.
3. Saturday Banquet dinner with keynote speaker (35 minutes) and entertainment
4. Workshops (1 hour including special emphasis workshops (i.e. body image, sexuality, 100 pounders, writing, etc.). Note: "No one registered for the convention may be excluded from any session. This is a fund-raising event, not an OA meeting and there is a registration fee for attending this event which requires the wearing of a name badge at all times for entry.
5. Grand Closing Ceremony with keynote speaker (usually Sunday mid-morning 35 minutes)

Note:

Keynotes may have a hotel room night paid for by the convention at the discretion of the convention Chair/Co-Chair.

Keynote speakers have to be registered for the convention and submit a recording to the committee.

Conventions serve to provide a lot of program in a short time, which is a strengthening boost to those recovering from compulsive overeating, as well as helping the newcomer find and participate in the OA program. The R6 Convention encourages unity within Region 6, as well as throughout Overeaters Anonymous, and helps raise funds for carrying the message of recovery throughout Region 6. The Convention contributes a greater understanding of the OA program to the general public, professionals and media. (Note: *World Service Office should be contacted regarding guidelines concerning public information and media.*)

THE ROLE/PURPOSE OF THE REGION 6 CONVENTION COMMITTEE (R6 Bylaws – Policy #006, 9/06)

PURPOSE

The purpose of the R6 Convention Committee is to:

- a. Encourage and actively solicit R6 Intergroups to host conventions as a means of furthering OA unity, fellowship and carrying the OA message of recovery.
- b. Help ensure compliance with R6 Policy and OA Traditions as they relate to regional conventions.
- c. Raise funds, through Conventions, to ensure R6 stays financially sound.
- d. Serve as a repository for critical information relative to recent past R6 conventions.

DEFINITIONS

Region 6 Convention Committee is a standing committee established by the Region 6 Bylaws that meets during sessions of the Region 6 Assemblies. Hosting Committee is the committee formed by the local intergroup(s) or unaffiliated groups for the purpose of planning, organizing and carrying out a Region 6 convention. The Hosting Committee can also be made up of members from around the Region if there is not an Intergroup willing to host.

RESPONSIBILITY

The Region 6 Convention Committee is responsible for assuring compliance with this Policy #006, and any other applicable Region 6 policies.

APPLICABILITY

This Policy applies to all Region 6 Intergroups and unaffiliated groups within Region 6 interested in making a bid to host the Region 6 Convention.

DATE

The convention will be early fall, September through early November, and the location will be rotated within Region 6. An exception will be made relative to the date in those years with a World Service Convention in or near Region 6.

CHAIR

The Chair of the Hosting Committee does not have to come from the hosting area of the Convention and will have at least one year of abstinence. The Regional Trustee will be an advisor to the Hosting Committee and the Chair of the past Convention's Hosting Committee will serve as an advisor.

FUNDING

Any Hosting Committee Chair/Co-Chair who is not a Representative will be funded to the Regional Assembly when a Region 6 Convention meeting is called, in compliance with the funding policy of the Convention.

MEETINGS

Hosting Committee meetings will be held before or after Regional Assemblies, when needed, and meetings will be open to anyone wanting to give service. The full committee meets once a month by conference call.

MINUTES/REPORTS

All minutes and reports will be sent to the Regional Trustee and Region 6 Convention Committee Chair. Committee final reports may be passed on to future Hosting Committees as guidelines.

CONTRACTS

Hotel contracts for future conventions are sent to the Region 6 Chair for approval and signature. All other contracts, e.g. audio/visual, DJ, etc. should be reviewed by Region 6 Convention Committee Chair/Co-Chair.

CONVENTION ACCOUNTS

Two (2) signatures will be required on all convention accounts. Checks can be written and mailed or sent from online banking accounts after approval by the 2 signatories.

SPEAKERS

Keynote Speakers at OA Region 6 Conventions must be OA members. They must have a minimum of three (3) years current abstinence. Keeping in mind that this is a program of attraction, keynote speakers, as well as workshop and marathon leaders, should demonstrate recovery on all three levels: physical, emotional and spiritual, as it applies to Overeaters Anonymous.

Recordings of keynote speaker candidates will be solicited from the OA membership by the Region 6 Convention Committee and passed on to the Hosting Committee by the Spring Assembly before the Convention. It is important that recordings be made at an OA event/meeting.

A subcommittee to select keynote speakers from among the candidates will be identified by the Hosting Committee and will include as a member the Chair of the Region 6 Convention Committee and/or his designated representatives(s). This was accomplished via MP3 submissions to DropBox.com. All keynotes may have their hotel room or a room night only paid for by Region 6 Convention.

DONATION TO WSO

When Region 6 has a prudent reserve equivalent to the cost of two assemblies, Region 6 shall donate 15% of the annual Region 6 convention net profits to the World Service Office.

PROFIT SHARE TO HOSTING INTERGROUP(S)

Starting with the 2006 Convention, the hosting intergroup(s) will receive 10% of the net, up to \$1,000.

BEGINNING STEPS: FROM IDEA TO PROPOSAL

BRING IDEA BACK TO YOUR INTERGROUP FOR THEIR APPROVAL/ SUPPORT

Some points to remember to share with the potential Hosting Intergroup(s): There is NO cost to the Hosting Intergroup(s). All expenses/income are reflected in a *separate* R6 Convention account.

- The Hosting Intergroup is encouraged to invite other Intergroups to be involved, as well as other OA members from outside the Hosting Intergroup.
- An incentive for the Hosting Intergroup(s) is the 'Profit Sharing' policy. The Hosting Intergroup(s) will receive 10% of the net profit from the Convention, up to \$1,000.

SELECTION OF SITE

Look at 2-3 facilities in area to compare. We have been using a selection site company called Experient. Because they negotiate in excess of 5 million room nights per year, they are in a much better position to get us the best rates and have also been helpful in working out the kinks in negotiations at the beginning with contract language and at the end with reconciliation of the bill with hotel.

Select possible Convention dates:

- (Per Region 6 Policy #006) "The convention will be early fall, September through early November. An exception will be made relative to the date in those years with a World Service Convention in or near Region 6."
- In selecting dates, be aware of national or religious holidays.

Questions to Be Researched Before Negotiating A Contract (See Contract Site Proposal and Sample Menu)

- How Many People Can You Accommodate?
 - What is the size of your meeting rooms/central areas? How many people can each meeting room hold?
 - What times are the meeting rooms/central areas available and what guarantee is needed for use of the room?
 - Are all rooms handicapped accessible (e.g. no stairs)?
 - Are all meeting rooms wired for microphones?

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- What kind of technical equipment is available from hotel (microphones, bulletin boards easels, etc.), and is there a charge for this equipment?
- Is there on-site A/V assistance available?
- Suggested Room Needs: (Note: all numbers are approximate)
 - 1 room (300 capacity) for meals, Fri/Sat/Sun general sessions (500 capacity), Friday and Saturday entertainment, and limited larger workshops.
 - 5-6 rooms (100+ capacity) for: marathon and workshops; hospitality room (with refrigerator/microwave).
 - 3-4 rooms (50+ capacity) for: boutique, hospitality room, meditation room and 'special focus meeting' room.
 - Adequate/Central area for registration, hospitality, R6 merchandise sales, audio recording sales, etc.
 - Are the workshop rooms central to each other and easy to find?
- Dining Facilities
 - How many people does the dining room hold comfortably (menu to be provided)?
 - Will facility be able to provide foods that support our various plans of eating?
 - Will hotel handle distribution of meal tickets?
 - Can hotel provide cash beverage station (coffee, tea) Saturday and Sunday morning? Can hotel fill soda vending machines with extra diet soda?
- Guest Room Arrangements
 - Breakdown of the rooms available: single, double, triple, quadruple, etc.
 - Do the rates include meals, tax and gratuities?
 - How many occupied rooms need to be guaranteed?
 - Are reduced rates available before and after the convention?
 - Are complimentary room's available based on room bookings, usually 1 for every 40 or 50 rooms booked? Make sure the room night counts include the shoulder dates booked by R6 members.
 - What is check-in and check-out times and can they be extended?
 - Will hotel extend rate to 3 days pre- and post- convention?
 - What is availability and charges for in-room refrigerators/cots?

- What are the restrictions/provisions regarding cancellations without being charged for the room?
- Transportation
 - How much parking is available (indoor or outdoor)? Is there a fee?
 - Is there shuttle service available from airports or train stations?
 - Where are the closest bus, train and airport facilities?
- Recreation
 - What recreational facilities are available (i.e. pool/fitness center), hours open and cost, if any? Can hours be extended?
 - What additional recreational facilities are close to hotel?
- Miscellaneous
 - Will there be any other functions booked at the facility at the same time, in adjoining rooms? (Potential problem with noise)
 - Is facility, including guest & meeting rooms/bathrooms, handicapped-accessible? How many elevators?
 - How many bathrooms are available in meeting area? What is capacity?
 - What is deposit amount necessary to reserve site dates?
 - What are the facilities for children?
 - Does hotel have sufficient staff to ensure cleaning of bathrooms, fill water stations?
 - Any requirements mandating the use of union personnel with respect to music (D.J.) or staging of displays within the hotel?

BEGIN FORMING YOUR 'TEAM'

Recommendations for Creating a Host Committee

The following list covers the basic activities, tasks and functions that have been delineated by previous convention committees. You may prefer to have more or fewer sub-committees. A more detailed description of Hosting Convention Committee duties, responsibilities and procedures will follow.

- Chair/Co-Chairs: Oversee all aspects of planning Convention, from Proposal to Convention and through final reports.

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- Hotel Liaison: Coordinates requirements of convention with hotel contact working with the Convention Chair or Co-Chair.
- Entertainment Committee: plan, promote and oversee non-program activities, i.e. talent show and dance.
- Fundraising Committee: Arrange fundraising activities, including merchandise sales, excursions and raffles; oversee all drawing and prize events connected with convention.
- Hospitality Committee: Greeters, huggers, people to answer questions and give directions; oversees hospitality suite; miscellaneous service to all committees and visitors.
- Service Coordinator: Assists in coordinating service schedule.
- Literature Committee: Order OA/AA-approved literature to be sold during convention; have *Lifeline* subscription order forms available; oversee literature table.
- Printing: All printing should be done by each committee individually or if you choose you could have a printing chair.
- Program Committee: Select workshop titles, determine space, set schedule and program; assign and notify workshop leaders and speakers.
- Audio-Visual Chair: Coordinate all audio-visual equipment/taping services needed.
- Public Information Committee: press releases, distribution of brochures and notices to World Service Office (*Lifeline*) and other OA service bodies for OA publications, etc.
- Registration Committee: distribute and collect registration forms, prepare registration packets for pre and on-site registrants; oversee registration desk.
- Secretary: Record minutes of meetings; maintain roster of Convention Committee's names, mail/e-mail addresses, and cell phone/phone numbers; write correspondence as requested. Send copy of minutes to Region 6 Convention Committee Chair and Region 6 Trustee.
- Signs and Decorations: Convention theme, logo, design, signage.
- Treasurer: Oversee all income and expenses; maintain convention bank account.

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- Webpage: Work with R6 Website & Publications Coordinator to create and maintain R6 Convention website, which is linked to the Region 6 website.
- Roommate Coordinator: Connects attendees and potential attendees to find and share accommodation.

PRESENTING YOUR PROPOSAL TO REGION 6 - What to Prepare and What to Expect (See SAMPLE FORMS: 'R6BA Convention Proposal')

Your proposal to host the Region 6 Convention is made to the Convention Committee *ideally* at the Spring Assembly one and a half years before the event.

The most effective proposals include the following information:

1. Intergroup(s) participating in the organization of the convention
2. Hotel location and dates selected
3. Tentative prices for room and meals
4. Tentative theme, colors, logo (if selected)
5. Description of hosting committee structure
6. Information on the reaction of local OA groups and members to your proposal
7. Enthusiasm (!)

The Committee will review the proposals and make a recommendation, in the form of a motion, to the entire Assembly. Final approval must be obtained by vote of Region 6 Representatives at a Region 6 Business Assembly.

EARLY STEPS: INITIAL SET UP/PLANNING

SET UP 'R6 CONVENTION' BANK ACCOUNT AND APPLY FOR 'SEED MONEY' (See Convention Treasurer's Spreadsheet)

A separate 'R6 Convention' bank account should be set up to handle all income and expenses. **Two (2) signatures will be required on all convention accounts (per R6 Policy.)** R6 allots a budgeted amount in their fiscal budget for Convention expenses. Up front, or 'Seed Money' can be received by contacting the R6 Treasurer. This money will initially be used for hotel deposit, early printing costs (raffles/registration flyers, etc.).

FINALIZE HOTEL CONTRACT

When negotiating the contract, it is very important that all aspects of the contract are reviewed with a member of the R6 Board (Treasurer, Chair or R6 Trustee) and/or R6 Convention Committee Chair. Also, contact former R6 Convention Chairs for their input. Their experience in contracts will be crucial.

As part of the final signing of the contract, the facility may require a deposit. If no deposit is required, however, it is important to still give a minimum amount to ensure a commitment between facility and Region 6. Some hotels will require you to fill out a credit application.

The initial contract MUST be reviewed and signed by the R6 Chair. Any addendums to the contract must be reviewed and approved by the Region 6 Chair and R6 Convention Committee Chair.

SCHEDULE INITIAL HOSTING COMMITTEE CHAIR PLANNING MEETING (See Committee Chairs Contact List)

Set up an initial planning meeting with your Committee Chairs. Some items to be reviewed at initial Planning Meeting:

- Frequency/location of planning meetings
- Length of abstinence requirements for a Committee Chair/Co-Chairs (guidelines established by Chair/Co-Chair)
- Individual Committee Chair/Co-Chair "Duties, Responsibilities, Procedures" distributed
- Suggested "Timeline" distributed
- Final Report from previous R6 Convention

GETTING THE WORD OUT EARLY ABOUT YOUR CONVENTION

- o Fall R6 Business Assembly – One Year Prior to Convention. As soon as previous year's convention holds drawing of raffle winner, raffle tickets can be distributed for your convention. (The 2012 Convention committee recommends not selling raffle tickets until the Spring Assembly before the convention.) Announce to reps that Keynote Speaker recordings should be submitted prior to next Spring R6 Business Assembly. **(See Raffle Ticket)**

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- Send out a monthly newsletter with details about the convention via email to all committee members, registered attendees and the R6 Coordinator, who can forward to all R6 Intergroups.
- R6 Convention – One Year Prior to Convention. On the Sunday of the closing of the current Convention, you can begin promoting your convention. **(See Registration Form)**
 - Sunday at breakfast – place registration forms/flyers on all tables
 - During Sunday Closing Ceremony – promotional presentation. Pitch for 'keynote' speakers: (4) selected from recordings sent in to the Region; 3-year abstinence requirements. Importance of encouraging people who would make a good speaker to submit their recorded qualification (recorded at meeting).
 - Following Closing Ceremony – have table in lobby with display, and registration forms/raffle tickets/merchandise. Have representatives from Convention Committee available to provide on-site registration.

NOTE TO ALL INVOLVED IN THE CONVENTION: Any expenses incurred must be submitted for approval/reimbursement to the Treasurer (See: Sample Request for Reimbursement)

HOSTING CONVENTION COMMITTEES (Duties/Responsibilities/ Procedures)

REGION 6 CONVENTION CHAIR/CO-CHAIR

Per R6 Bylaws Policy #006, the Chair of the Hosting Committee does not have to come from the hosting area of the Convention and will have at least one year of abstinence. The Regional Trustee will be an advisor to the Hosting Committee and the Chair of the past Convention's Hosting Committee will serve as an advisor.

Skills Required

- Interpersonal communication skills
- Leadership/Team leader skills
- Computer Skills (Office and Email)
- Good organizational skills

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- Conference call leadership skills
- Calm under pressure
- Comfortable speaking in front of others
- Comfortable delegating tasks
- Ability to multitask while seeing larger picture

Duties and Responsibilities:

1. Coordinate all activities of the Region 6 Convention.
2. Obtain approval/support of Intergroup to be host Convention.
3. Become thoroughly familiar with all aspects of the R6 Policy #006 (Convention Committee).
4. Visit various potential sites for Convention. Negotiate a site contract, outlining all aspects of convention, including space, dates, times, costs, etc. **(See: Sample Contract Site Proposal and Sample Menu)** Utilize experience of R6 Convention Committee Chair, R6 Board or previous Convention Chairs to assist you in this process.
5. Select site. Request hotel contract proposal to present to Region 6 at Business Assembly.
6. Present Proposal to Region 6 Convention Committee to host the Region 6 Convention. The Committee will review the proposals and make a recommendation, in the form of a motion, to the entire Assembly. Final approval must be obtained by vote of Region 6 Representatives at a Region 6 Business Assembly. **(See: R6BA Convention Proposal)**
7. Ideally, no later than fifteen (15) months before Convention, convene the first Region 6 Convention Committee meeting and delegate/outline the duties of each committee. Appoint Chairs/Co-Chairs of sub-committees as needed.
8. Use suggested "Convention Timeline" as a guide.
9. Work with R6 Convention Committee to form a Keynote Selection Sub-Committee to review/select Keynote Speakers (4). Keynotes must have minimum 3 years abstinence, have worked the 12 Steps and are committed to the 12 Traditions.
10. WORK CLOSELY WITH CO-CHAIR/HOTEL LIAISON DURING ENTIRE PROCESS. Option: Chair or Co-Chair could be Hotel Liaison.
11. Be an ex-officio member of EVERY sub-committee.
12. Report progress regularly to the R6 Convention Committee Chair and R6 Chair/Trustee.
13. Provide monthly report to Convention Committee in advance of the Committee Meetings

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14. Encourage and support all volunteers/workers, and attempt to involve as many people as possible, ever mindful that Twelve Step work is essential to recovery.
15. Work closely with the Region 6 Treasurer, Convention Treasurer and Committee Chairs to set up initial budget and monitor accounts **(See: Projected Budget Form)**
16. Obtain R6 Tax-Exempt # (form) from R6 Treasurer and distribute to Convention Committee Chairs for use with vendors for this event (This is in US only).
17. Submit a report to the R6 Convention Committee at each R6 Assembly.
18. Plan Program Scripts for Friday night Opening Ceremony, Saturday lunch speaker session, Saturday night banquet and Sunday Closing Ceremony **(See: Friday-Saturday-Sunday Program Scripts)** Note: "Recovery Countdown" should ALWAYS be time in OA (years down to days). Notify R6 Chair, R6 Trustee and Hosting Intergroup Chair of their part in program.
19. Facilitate the wrap-up meeting with Convention Committee Chairs.
20. Participate in wrap-up meeting with R6 Treasurer and Hotel Liaison to reconcile all hotel Master Account expenses.
21. Establish a plan for walk-through of all areas to ensure all banners, props, and leftover convention materials are removed.
22. A final report shall be presented at the R6 Assembly immediately following the Convention at which time all financial records are to be turned over to the Region 6 Treasurer.
23. Prepare an electronic folder containing all Convention Committee Wrap-Up Reports, as well as other helpful information of the Convention work, for submission to R6 Convention Committee Chair and next year's Convention Chair **(See: Convention Committee Chair Final Summary)** If possible, the various reports and final summary should also be saved electronically.

Procedures:

1. Attend Intergroup meeting to achieve approval/support to host a R6 Convention.
2. Visit the hotel with your Hotel Liaison/Co-Chair and make initial arrangements with regard to space, time, etc. **(See: Sample Contract Site Proposal and Sample Menu)**
3. Present Proposal, on behalf of Hosting Intergroup, to the R6 Convention Committee at a Region 6 Business Assembly **(See: R6BA Convention Proposal)**. The Committee will review the proposals and make a recommendation, in the form of a motion, to the entire Assembly. Final approval must be obtained by vote of Region 6 Representatives at a Region 6 Business Assembly.
4. Following approval of proposal, meet with the hotel contact and finalize details of the contract. This contract MUST be reviewed by the R6 Board and signed by the R6 Chair.

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5. Select the rest of your committee (Committee Chairs/Co-Chairs) and hold your first general meeting to:
 - Distribute procedures and instructions concerning duties and responsibilities of each Committee to the respective Chairs.
 - Ensure the committee chair knows exactly what is involved in terms of their service.
 - Review the suggested Convention Timeline
 - Approve Convention theme, logo and color scheme
6. Schedule regular meetings to review progress.
7. Discuss with the R6 Trustee and R6 Chair their participation in the Grand Opening.
8. Just prior to the Convention, the Convention Chair/Co-Chair will review and sign off items charged on the Hotel 'Master Account'. Items may include rooms and times allocated, day-tripper banquet requested, as well as A/V and other equipment needed, etc.
9. Step in to assist committee that needs support, as needed, or find support for that committee.
10. At the close of the Convention, Convention Chair/Co-Chair, Region 6 Treasurer, and Hotel Liaison will meet to review/reconcile all hotel expenses incurred.

Note: The Convention Chair/Co-Chair may be provided hotel room (2 nights) during the Convention weekend. Any "complimentary" rooms should be allocated to Convention raffle winner, (4) keynote speakers, R6 Chair. If there are any additional "complimentary" rooms they could be allocated to key committee members. The Chair/Co-Chair should notify the hotel of names of anyone to be included in 'Master Account'.

NOTE: Any expenses incurred by any Committee must be submitted for approval/ reimbursement to the Treasurer (**See: Sample Request for Reimbursement**)

Recommendation:

All committees should consist of a chair and co-chair. There is a need to delegate work within the committee before the convention. Try to get as many people involved in the process of planning the convention as possible.

1. -Convention (**See: Convention Committee Chair Final Summary**)

ENTERTAINMENT CHAIR

Skills Required

- Tact dealing with volunteer performers
- Ability to use Audio/Visual equipment
- Vendor management/Negotiation skills
- Excel skills for scheduling

Duties and Responsibilities:

1. Prepare and submit a budget for items for inclusion in the Convention budget (See Projected Budget Form)
2. Plan and prepare promotional skit for presentation at previous convention Sunday AM program.
3. Plan and prepare the entertainment portion of the program for the Friday night Grand Opening (Talent Show), the Saturday night dinner dance, and any other such events as decided by the Convention Committee.
4. Encourage the use of OA talent. Outside talent may be used, however, if necessary (e.g. accompanist).
5. Arrange for music (band or DJ) for the dance on Saturday night. Final contracts MUST be reviewed by the Convention Chair/Co-Chair.
6. All entertainment must be approved by the Convention Chair/Co-Chair.
7. Arrange to have an emcee to keep participants moving
8. Obtain permission before using any copyrighted materials, including music or lyrics adapted from another source.
9. Work closely with the Program Chair, the Registration Chair, and the Signs & Decorations Chair, as necessary.
10. Work closely with Hotel Liaison regarding A/V equipment, staging and set up needed for Friday, Saturday and Sunday events.
11. Provide monthly report to Convention Committee in advance of the Committee Meetings
12. Prepare a wrap-up report with information on Entertainment Committee work to be submitted to Region 6 post-Convention (See: Convention Committee Chair Final Summary)

Procedures:

1. Contact the Service Co-Ordinator Chair to ensure a request for volunteers/talent show participants is included on the Registration flier.
2. Schedule and coordinate volunteers for all aspects of the various entertainment programs (See: Service Registrations by Committee)
3. Submit the outline for entertainment events to the Convention Chair for approval.
4. Mix the talent – recommended 15 participants if possible

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5. Schedule rehearsals in a timely manner.
6. Arrange for an emcee to keep participants moving.
7. Contact Hotel Liaison if you require the use of the hotel's facilities for a dress rehearsal prior to the Convention.
8. Bids for the Band and/or DJ for the dance must be submitted to the Convention Chair for approval. Upon approval, a contract needs to be signed by R6 Chair.
9. Coordinate any special signs and/or decorations requested with the Signs and Decorations Committee.

NOTE: Any expenses incurred by any Committee must be submitted for approval/ reimbursement to the Treasurer (**See: Sample Request for Reimbursement**)

FUNDRAISING CHAIR

Skills Required

- Computer Skills
- Access to Internet
- Good with finances (tracking and monitoring)
- Organized and able to keep lists
- Physically able to stand for long hours
- Patience under pressure
- Ability to sell

Duties and Responsibilities

1. Prepare and submit a budget for fundraising items for inclusion in the Convention budget.
2. Work with the convention Treasurer to create money handling procedures, as well as procedures for tracking inventory.
3. Provide volunteer information to Service Co-Ordinator with the number of volunteers and the time slots you need filled.
4. Review report from Service Co-Ordinator of volunteers available.
5. Provide monthly report to Convention Committee in advance of the Committee Meetings
6. Prepare a wrap-up report with information on Fund Raising work to be submitted to Region 6 post-Convention (**See: Convention Committee Chair Final Summary**)
7. Recruit supervisors to oversee the fund-raising area because of the amount of funds received in raffle basket ticket sales.

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Procedures for Raffle Tickets

1. Must be willing and able to attend both Spring and Fall Assembly
2. Submit a ticket design for raffle drawings with convention Logo (See: Raffle Ticket)
3. Decide with Convention Committee who to make checks out to and where to send money and stubs if not attending Fall Assembly before convention.
4. Coordinate to have tickets printed. Any costs related to printing will be charged to the Fundraising Committee and paid by Treasurer
5. No single ticket sales.
6. Have 1800 books of 6, raffle tickets printed up, cut, collated and stapled. (Can do stapling yourself or with volunteers)
7. Print raffle tickets on 20 lb. paper so if more have to be printed, they can be printed on regular home printers
8. Arrange for distribution. Hand out books of tickets to Region 6 Representatives at Spring Assembly, for them to take back to Intergroup and meetings for selling. Also mail or hand out addition's tickets (or layout page) to anyone else interested in selling tickets throughout Region 6 for the preconvention drawing.
9. Keep a record of names, phone numbers and emails addresses and number of books taken; send email reminders one month prior to drawing. Also, one week prior to fall Assembly remind people to bring the tickets and money to the Assembly.
10. Prizes unusually include: 1.) Convention room/meal package and registration fee.; 2). Set of convention recordings; 3). Convention registration fee.
11. All stubs/money should be collected prior to drawing at Fall Assembly
12. Oversee raffle drawings. The Chair of Convention is to notify winners of prizes.
13. Maintain complete financial records to include in the Fundraising Wrap-Up Report

Procedure for Raffle Baskets

1. Prepare a raffle basket flyer to be distributed in about two months prior to convention.
2. Include information on where groups can send money toward raffle baskets if they are unable to bring to convention or contact information for questions.
3. Obtain donations (e.g. baskets) from individuals, groups or Intergroups. When soliciting donations make it clear that literature should only be OA approved and any other items are in keeping with our traditions. Provide a cut-off date for any cash

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donations made to the fundraising committee which are to be used for creating raffle baskets.

4. Suggest that members or Intergroup donate gift cards or money as it is very popular.
5. Find volunteers that are available before convention that would like to make raffle baskets from the monetary donations you receive.
6. Assemble craft supplies needed to finish raffle baskets remembering that any expenses incurred by any Committee must be submitted for approval /reimbursement to the Treasurer.
7. Have creative volunteers available from Friday until Saturday at noon to finish assembling unfinished baskets that are received. This is not a stay all the time job, people can just check in occasionally if not part of you committee. Baskets should be wrapped and have listed what is inside and where it is from.
8. Arrange for locked storage area for Convention use.
9. Identify number of tables needed for selling and displaying raffle baskets.
10. Pick several if available; for Saturday night draw only (approximately five of the more valuable or most wanted gifts).
11. You will receive cash box with startup money from Treasurer prior to start of convention
12. You or your supervisor needs to handle monetary transactions, and train volunteers
13. There is aprons available for the sellers to wear
14. Have tickets precut in strips of 10 or 25 for quicker selling.
15. Ask for or have volunteers to be runners to check the winning ticket and deliver the winning basket to winners.
16. Go on the stage to assist with the quickness of drawing the tickets
17. Drawing are usually done 4 times; 1. Friday evening after the speaker and before entertainment, 2) Saturday at lunch 3) Saturday after the banquet, 4) Sunday at noon.
18. Tickets should be in plastic containers to ensure that there is fairness in selecting tickets
19. Maintain complete financial records and have them available as part of the Fundraising Wrap-up Report.

NOTE: Any expenses incurred by any Committee must be submitted for approval/ reimbursement to the Treasurer (**See: Sample Request for Reimbursement**)

HOSPITALITY CHAIR

Skills Required

- Organized
- Patience under pressure
- Access to email
- Understanding of the local area/features

Duties and Responsibilities:

1. Submit the requirements of volunteers needed to serve as hosts and hostesses to greet and hug Convention attendees to the Service Co-Ordinator. They should also be available to answer questions, direct people, and be familiar with the facilities.
2. Review report from Service Co-Ordinator of volunteers available.
3. Prepare and submit a budget for items for inclusion in the Convention budget (See: Projected Budget Form)
4. Obtain ribbons/badges for identifying the Hospitality volunteers as well as Convention Committee Chairs. (See: Request for Reimbursement)
5. Arrange for set-up of the Hospitality Suite with the Hotel Liaison. The room should be as comfortable as possible. Include small tables and chairs, long tables for information materials (intergroup newsletters/fliers), bulletin board, refrigerator and microwave. Take note of what is used in the Hospitality room for the next convention.
6. If space is available, arrange for set-up of a separate Boutique Area for intergroup fundraisers. Otherwise, set aside an area in the Hospitality Suite for this function.
7. Obtain general information to be used at Hospitality/Information table, e.g. menus from area restaurants, church schedules, grocery stores, places of interest in the general vicinity and maps of the general area. It is at the committee's discretion if they wish to man this table.
8. Provide monthly report to Convention Committee in advance of the Committee Meetings
9. Prepare a wrap-up report with information on Hospitality Committee work to be submitted to Region 6 post-Convention (See: Convention Committee Chair Final Summary)

Procedures:

1. Prior to the Convention, secure any material needed, such as writing pads, pens, maps, etc.

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2. Co-ordinate with the Hotel Liaison regarding microwave, refrigerator and furniture needs for the Hospitality suite as well as arranging for suite to be locked during main functions and hours of non-operation.
3. Consolidate all the local information – restaurants, maps, gas stations, grocery, convenience, drug stores, coffee shops, worship service, area attractions & events.
4. Advise Signs and Decorations Committee of any signs and decorations requested.
5. The Hospitality Chair will coordinate with the Hotel Liaison to assist in securing a “Boutique” location for Intergroups wishing to sell fundraising items. This room should be locked up after hours so the various Intergroups merchandise is secure. Note: Intergroups are responsible for monitoring merchandise/money of their individual fundraisers – NOT R6.
6. At the end of the convention gather all Hospitality items and put them in the bin for hospitality, removing any items not necessary. This is to be handed over to the new convention committee.

NOTE: Any expenses incurred by any Committee must be submitted for approval/ reimbursement to the Treasurer (**See: Sample Request for Reimbursement**)

HOTEL LIAISON (THIS PERSON IS ALSO THE CO-CHAIR OR CHAIR)

Skills Required

- Organization skills
- Adaptability
- Ability to carry out a number of tasks at the same time
- Good communication and people skills
- Attention to detail
- Ability to problem solve
- Good negotiation skills
- Calm under pressure
- Comfortable speaking in front of others
- Comfortable in delegating tasks

Duties & Responsibilities: (Works closely with Chair) May also do the Audio-Visual Requirements

Upon Opening of On-Line Room Reservation

1. Request bi-weekly hotel room registrations listing

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- a. Monitor bi-weekly hotel room registrations as a percent of room block commitment, to ensure we meet the commitment
- b. Provide bi-weekly report of hotel room registrations as a percent of room block commitment to the Convention Chair
- c. Provide bi-weekly hotel room registration list to the Registration Chair
- d. Work with Public Information Chair to promote booking hotel rooms

4 or 5 Months in Advance

2. Meet with hotel and do initial walk through of space to determine floor plan and additional inputs to the Banquet Event Order (BEO) specifically:
 - a. Plenary and Breakout Rooms
 - i. Requirement for water in all rooms, garbage cans and no candy
 - ii. Ensuring signage is per contract showing only "Region 6"
 - iii. Determine Audio requirements for plenary and breakout rooms and advise AV Committee member
 - b. Plenary room
 - i. Determine positioning of stage, head table, podium, any draping, dance floor, tables for meals, disk jockey (Saturday night)
 - ii. Determine location for meals to be served including:
 - Requirement for additional chairs set up theater style at the back to be included for attendees who are not on the meal plan but will attend Key Note Speakers sessions following meals
 - Confirm times of meals
 - c. Breakout rooms
 - i. Work with Program Chair to determine allocation of breakout rooms based on estimated popularity of topics
 - d. Hospitality Suite
 - i. Determine what Hospitality Chair requires including furniture and appliances etc. Usually at least 1 fridge and microwave
 - ii. Determine floor plan for Hospitality Suite
 - e. Determine location for basket raffles, literature table, boutique, convention merchandise and audio recording vendor for the floor plan
 - i. Determine tables – number and length of tables and required seating
 - ii. Proximity to power source
 - f. Determine signage and easels requirements. Provide signage requirements to Signs and Decorations Chair and easel requirements to the Hotel Catering Manager

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- g. Ensure ongoing updates are made to the Banquet Event Order as additional requirements are identified; review and sign and provide back to the hotel. Ensure signed copy is provided back from hotel.
 - h. Arrange the meal tickets and collection with the hotel
- 3. Provide to Public Information Chair or whoever is making the flyers the meal package cost, room cost and instructions to purchase a meal package and reserve a hotel room
- 4. Ensure a committee member is designated to look after room-mate lists and advise Public Information Chair
- 5. Arrange for locked storage space as required for items such as baskets for the raffle, literature
- 6. Arrange for a secure vault/safe deposit box for the Treasurer for funds to be held
- 7. Ensure Treasurer is making payments in accordance with the payment schedule in the Contract.
- 8. Ensure Committee Chair identified for "room-mate list" and to develop "transportation guidelines"
- 9. Confirm when OA Region 6 Chair is going to arrive and make arrangements for her / his hotel room and meal pan
- 10. Arrange hotel walk through for all committee members approximately 3 or 4 months in advance of the Convention if possible
- 11. Arrange Pre-Con meeting with Catering Manager, Convention Chair and Hotel Liaison and separate meeting with the Committee on the Friday morning of the convention
- 12. Determine, from the Entertainment Committee Chair, what are the requirements for the Talent Show and for the Disc Jockey
 - a. Arrange dress rehearsal facilities if required
- 13. Determine any special meal requirements and notify the hotel
- 14. Arrange for the decorations committee to set up the centerpieces on Saturday afternoon in the eating area
- 15. Arrange time for DJ to set up on Saturday afternoon and have him play music during dinner
- 16. Determine names of rooms to be on the master account:
 - a. Region 6 Chairperson
 - b. All Key Note Speakers
 - c. Raffle prize winner
- 17. Based on contract, determine number of discounted room rates based on guest room count
 - a. Determine who to receive the discounted room rate
- 18. One month prior to the event advise the Catering Manager to:

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- a. Ensure that the Front Desk is very well staffed for check in on Friday afternoon. We anticipate heaviest arrivals from 5pm but people will start arriving throughout the afternoon as early as 2/3pm
 - b. Ensure that the hotel restaurant is very well staffed as people will be arriving and needing dinner
 - c. Ensure that the gift shop and the pop machines on every floor have lots of Diet soft drink and will need replenishing throughout the weekend
 - d. For Sunday check out, ensure Front Desk is well staffed for the morning and after 12 noon
 - e. ATM should be filled and re-filled over the weekend
19. Provide monthly report to Convention Committee in advance of the Committee Meetings
 20. Prepare a wrap-up report with information on Hotel Committee work to be submitted to Region 6 post-Convention (**See: Convention Committee Chair Final Summary**)

Pre- Convention (Thursday)

1. Ensure directional signage is sufficient and create additional signage if required
2. Determine where to hang OA Region 6 Banner
3. Do hotel walk through

Convention (Friday Morning)

1. Attend Pre-Con meeting with Catering Manager, Chef and other hotel staff, Convention Chair and Hotel Liaison
 - a. Ensure that you walk through the menu with the chef and reinforce importance of no wheat, no sugar etc. Ensure food is marked with proper signage.
 - b. Obtain contact list from the hotel of the Catering Staff over the weekend; and audio-visual staff
2. Meeting with the Convention Committee
3. Prepare a check list to ensure all is in place

At the Convention (Friday to Sunday)

1. Do walk through of breakout rooms throughout the day, all days:
 - a. Set up is correct
 - b. Whether garbage needs clearing
 - c. Water needs refilling etc.
2. Check in with hospitality, literature, and raffles and registration

3. Ensure in plenary that 3 tables closest to the stage are marked as reserved
4. Introduction of people with special meal requirements to the hotel staff serving meals

Consider as part of service lists to have volunteers to do clean up following the convention on Sunday.

NOTE: Any expenses incurred by any Committee must be submitted for approval/reimbursement to the Treasurer (**See: Sample Request for Reimbursement**)

AUDIO-VISUAL CHAIR (This is usually done by Hotel Liaison or Convention Chair.)

Skills Required

- Negotiation/Vendor management
- Contract/Contact negotiation skills
- Communication
- Access to email/internet

Duties and Responsibilities:

1. Prepare and submit a budget for items for inclusion in the Convention budget (See: Projected Budget Form)
2. Obtain bids from taping companies and review with Convention Chair/Co-Chair.
3. Work with various committees (Program, Entertainment, etc.) and Convention Chair/Co-Chair regarding audio-visual needs.
4. Assure that all audio-visual equipment needed for the Convention is available. Arrangements for all equipment must be made through the Hotel Liaison, with Chairs approval.
5. Assist the Program Chair by interfacing with the taping service during the Convention.
6. Be available during the dress rehearsal for the entertainment to ensure that all needed equipment for entertainment portions of the Convention are arranged.
7. We would prefer to have Microphones in each workshop.
8. Provide monthly report to Convention Committee in advance of the Committee Meetings.
9. Prepare a wrap-up report with information on Audio Visual Committee work (including sample of forms/formats, etc.), to be submitted to Region 6 post

LITERATURE CHAIR

Skills Required

- Sales
- Organization
- Computer skills (ordering and tracking)
- People skills
- Ability to deal with cash

Duties and Responsibilities:

1. Provide input to Convention Chair and Treasurer regarding budget required for literature.
2. Prepare and submit a budget for items for inclusion in the Convention budget (See: Projected Budget Form)
3. Prepare proposed literature order to be reviewed by the Planning Committee, including suggested pricing of all items to be sold
4. Order and obtain all literature, as projected for sale throughout Convention, directly from World Service Office. Funds will be provided/reimbursed from the Convention Treasury once Request for Reimbursement has been submitted.
5. Obtain commitments from local groups and/or Intergroups to purchase any literature unsold at the Convention.
6. Reference previous convention guidelines for quantity and items to order.
7. Have all literature price list in even dollars.
8. Maintain accurate records of all literature purchased for sale. When Literature order arrives from World Service check the order is complete.
9. Provide monthly report to Convention Committee in advance of the Committee Meetings
10. Provide Service Co-ordinator with number of volunteers required. This will include time slots and number for each shift. Schedule a responsible person to handle monetary transactions during operating hours.
11. Obtain "Lifeline" information and order forms for the Literature Table.
12. Work with Convention Treasurer to create money handling procedures for volunteers, as well as procedures for tracking inventory.
13. Oversee the Literature Table and see that it is staffed at all times. The Literature table must never be left unattended.
14. No cheques are accepted, it is cash only.
15. Prepare a wrap-up report with information on Literature Committee work with any recommendations to be submitted to Region 6 post-Convention (See: Convention Committee Chair Final Summary).

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Procedures:

1. Consult with previous Literature Chairs to find out what should be ordered, and in what quantity, to best serve the needs of the Fellowship.
2. It is suggested not to order pamphlets or wallet cards as they do not sell well. With exception of the Newcomers Kit.
3. Work with the Service Co-Ordinator Chair to include a request for volunteers. Provide number and times they will be required.
4. Contact the World Service Office to order literature.
5. Contact the WSO and obtain a kit for Lifeline subscription kit for display and sale.
6. Arrange for locked storage space with the Hotel Liaison for Friday and Saturday night (assumes literature taken to the hotel Friday morning).
7. Set up the Literature Table.
8. Determine the hours when the literature table will be open, keeping in mind the importance of volunteers being able to attend all plenary sessions; ensure these hours match the times for the merchandise table.
9. Obtain from the Service Co-ordinator a final list of the Volunteers assigned to work the Literature table.
10. Prepare instructions for the Literature volunteers; prepare price lists of literature for posting at the Literature table.
11. Obtain a cash box from the Convention Treasurer with a small float of start-up money to begin sales.
12. During the Convention, turn in funds received as per the schedule suggested by the Convention Treasurer.

Important Reminder: Only order literature which is OA approved. Use the OA catalog or order online at OA.org. OA-approved literature includes OA Board and Conference approved and AA Conference approved literature.

NOTE: Any expenses incurred by any Committee (including purchase of literature) must be submitted for approval/ reimbursement to the Treasurer (**See: Request for Reimbursement**)

PROGRAM CHAIR

Skills Required

- Computer skills (Spreadsheets and Word Processing)
- Organizational skills
- Recruitment skills

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- Discernment to place people in the right speaking spots
- Leadership skills

Duties and Responsibilities:

1. Prepare and submit a budget for items for inclusion in the Convention budget (See: Projected Budget Form) it includes printing the program
2. Prepare and arrange timing, with the assistance of the Hotel liaison and R6 Convention Chair, of the events including Workshops and meetings.
3. Workshops run one hour in length with a 15-minute break between sessions.
4. Try to keep titles of the workshops simple so speakers know what it is about.
5. Arrange for leaders for each session through the Sign-up Genius, the web application being used, from those qualified on a particular subject.
6. Only those members with a minimum of one-year current abstinence are qualified to be speakers at workshops.
7. Notify speakers with a confirmation e-mail, of the Workshop topic, format and length of their session, as well as the requirement for all participants to sign a release form. This can be done through the Sign-Up tool.
8. Provide release forms for use at all workshops and functions being recorded. Responsible for having formats and recording instructions at all workshops and the timing cards (See: Meeting Formats/Tape Release Forms) these instructions should include the name for the workshop along with speakers assigned to these if possible.
9. Submit a mock-up of the proposed program as it will be printed showing workshop topics along with any other special events listed, to the Convention Chair for approval. Following approval have this printed (See: Schedule of Events/Program)
10. Request list (sorted by day, time and topic) of all workshop speakers from the Service Co-ordinator to be kept at the 'Service Sign In' table during Convention. This will serve as both a means for making sure the speakers are there in a timely manner as well as to remind them of their scheduled time, room and topic.
11. Provide monthly report to Convention Committee in advance of the Committee Meetings.
12. Prepare a wrap-up report with information on Program Committee work (including sample of forms/formats, etc.), to be submitted to Region 6 post-Convention (See: Convention Committee Chair Final Summary)

Procedures:

1. All session leaders must have at least one year of current, continuous abstinence and be registered at the convention; Keynote speakers, selected by special committee, must have at least three years of current, continuous abstinence and be registered at the convention.

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2. Session leaders should be arranged as soon as possible and confirmation sent by email (using Sign-Up Genius) 1 to 2 months prior to Convention.
3. Please ensure that the abstinence date is validated when people register for service to ensure it is day, month, and year to ensure that the information is valid.
4. Observe the designated time limit on each session, and suggest that the leader observe the time limit on sharing so as to allow as many to participate as possible.
5. Always repeat abstinence requirements to all speakers in all correspondence.
6. Remind speakers to sign release forms in the meeting room
7. Room monitors are needed to check on the workshop rooms and be sure speakers have arrived.

NOTE: Any expenses incurred by the Committee must be submitted for approval/ reimbursement to the Treasurer (**See: Sample Request for Reimbursement**)

Reminder: (Step Meeting/Workshops)

A room may be arranged for special focus meetings not included in general Program, such as women, men, gay/lesbian, HOW, etc. A discussion with the Region 6 trustee and chair should happen on how to ensure that these special focus meetings are appropriate for an OA convention and that they adhere to the OA Traditions. **All topics must be approved by the Convention Chair and must follow the Traditions, focusing on how the topic relates to the disease and recovery from compulsive eating.**

A sign-up sheet should be kept at the ~~Hospitality Table~~ Service Sign In Table with the hours the room will be available. The sign-up sheet will include the topic/special focus, the name of the person making the request and their phone (room) numbers. **All topics must be approved by the Convention Chair and must follow the Traditions, focusing on how the topic relates to the disease and recovery from compulsive eating.**

NOTE: Any expenses incurred by any Committee must be submitted for approval/ reimbursement to the Treasurer (**See: Sample Request for Reimbursement**)

PUBLIC INFORMATION CHAIR

Skills Required

- Creativity
- Computer knowledge (poster design)
- Ability to write creatively
- Public relations skills

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- Phone skills (contact governments for proclinations)

The Public Information Chair has two distinct areas of concern – Internal Publicity and External Publicity. Work with R6 & World Service to be in accordance with Traditions/*WSO Guidelines*.

Duties and Responsibilities:

1. Prepare and submit a budget for items for inclusion in the Convention budget (See: Projected Budget Form)
2. Provide monthly report to Convention Committee in advance of the Committee Meetings.
3. Prepare a wrap-up report with information on Public Information Committee work to be submitted to Region 6 post-Convention (See: Convention Committee Chair Final Summary)

Internal Publicity

4. Prepare and distribute monthly updates to intergroups and registered convention participants to communicate key dates and convention details.
5. Prepare articles for submission to the local and regional newsletter. Submit announcements as approved by Convention Chair to WSO for *Lifeline* and the WSO datebook.
6. With the assistance of the Region 6 Coordinator, prepare and distribute Convention/registration forms and general information about the Convention, to all Intergroups and Unaffiliated Groups in Region 6.

External Publicity

7. Prepare publicity, mailing lists, and press releases consistent with the Twelve Traditions and have all such material approved by the Convention Chair.
8. Investigate possibility of obtaining a proclamation from local and regional government representatives (mayor, governor, member of parliament) to be read at the Convention.
9. Whenever possible, contact all areas of public media and arrange for (free) public service announcements, or other such coverage of the Convention, within the boundaries of the 12 Traditions of OA.
10. Be available at all times for any media visits, remembering that the Convention Chair should be present at all such media interviews.

11. Make sure that other Convention Committee Chairs are aware of the procedures for media visits, and that their volunteers know where to direct such requests during the convention, if needed.

Procedures:

1. Write an "attraction letter" inviting participation at the Convention to all Intergroups and unaffiliated groups in Region 6. Include registration fliers and coordinate this mailing with other committee to include their fliers and information. Get approval from Convention Chair.
2. Approach TV and radio media with requests for scheduling dates for Public Service Announcements (PSA's). Remember – ALL communications and subsequent PSA's must be approved by the Convention Chair.
3. Prepare news releases to be sent to area publications. (All articles approved by Convention Chair.)
4. Send approved news releases to respective media.
5. If there is a media request for taping or video, review with Convention Chair. Do not meet with media personnel without convention chair in attendance. With input from Chair, select two or three people available for interviews.
6. Remember that we do not represent OA as a whole, and that anonymity must be preserved. Any media communication, prior to and during convention, must be within the guidelines of the 12 Traditions. If there is any doubt, contact Convention Chair or R6 Trustee, as R6 Convention Liaison.

NOTE: Any expenses incurred by the Committee must be submitted for approval/ reimbursement to the Treasurer (**See: Sample Request for Reimbursement**)

REGISTRATION CHAIR

Skills Required

- Computer knowledge & skills (Spreadsheets)
- Cash Management skills
- Organization skills
- Communication skills
- Strong leadership
- Conflict resolution
- Customer Service skills
- Be able to use mail merge with your own printer

Note: registration is done online - knowledge of Excel is required

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Duties and Responsibilities:

1. Prepare and submit a budget for items for inclusion in the Convention budget (See: Projected Budget Form)
2. Design/Assist in developing R6 Convention Ticket Leap Organization
Collaborate with the Convention Chairs:
 - Convention-specific information (logo, date, location, registration cost, day tripper costs, etc.)
 - Section for name, address, phone number, e-mail address, name for badge, etc.
 - Open registration for each sales point with a cut-off date for each
 - Ensure the page states "**NOT Transferrable**" for all registration prices
 - Open Events on Ticket Leap for Banquet, Meal Plan and Dance inputting pricing and cut-off date for all
3. The convention is cash only, no checks are accepted
4. Download reports from Ticket Leap for those that have registered
5. Provide reports from Ticket Leap for the Treasurer as required
6. Produce the Registration flyer for distribution when we re-open sales in the new year.
7. Provide the Service Coordinator with numbers and times for required volunteers to staff the Registration table during all operating hours. Registration chair should be mindful of selecting individuals who will be responsible for all monetary transactions during those times.
8. Address/Prepare for separate 'On-Site' Registration staffing.
9. Design/Print name badges for all who register ensuring the print is large font i.e. Ariel Black 36. Present designs to Convention Committee, incorporating the Convention logo, if possible. Blank name badges should be available for new registrations.
10. Design and print Meal Plan and Banquet tickets.
11. Provide monthly report to Convention Committee in advance of the Committee Meetings
12. Prepare a wrap-up report with information on Registration Committee work to be submitted to Region 6 post-Convention (See: Convention Committee Chair Final Summary)

Procedures:

1. Work with Convention Treasurer to create money handling procedures.
2. Download reports from Ticket Leap for information on registrants
3. Maintain a list of names (numbered and sorted alphabetically) of all pre-registered people. This shall be used as a check-off list when the packet is picked-up from the

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- registration table at Convention. On-site registration will be added to this list and used to help determine the final count of registrations for the Convention.
4. For walk-ins collect name, phone number and email address – create a form for this purpose
 5. Arrange to transfer r6conventionregistrar@gmail.com email account from previous Registration chair
 6. Create a master list that has the updated information that comes in after people register that can be used for the following:
 - o Email address changes
 - o Unable to attend
 - o Email no longer works
 - o The list can be used by others to send email
 7. Have Registration Desk Volunteers broken down into 1 hour shifts on Friday afternoon/evening and Saturday morning.
 8. Print name tags
 9. Print Meal Plan and Banquet tickets
 10. Print program, media flyers, have hotel provide maps for registration table
 11. In envelope have name tags (badge), meal plan or banquet tickets in alphabetical order ready for disbursement
 12. Send email to all registrants with convention information asking them to print for their use at the convention approximately 1 week before the convention
 13. During Convention, set up 2 separate registration areas ('*pre-registration*' and '*on-site registration*') with adequate volunteer staffing.
 14. Items to have available at Registration Table, during Convention:
 - o Printed copies of registrants for volunteers
 - o Printed copies of people who purchased meal tickets
 - o Maps of the hotel
 - o 2 times as many Programs as registrants – people leave in the room and for day trippers
 - o Media sales flyers – 2 x the number of registrants so the sales table has copies (provided by taping company)
 - o Lanyards for registrants' name badge
 15. Download registrants from PayPal on a regular basis.
 16. What they receive when they check in with registration:
 - o Name Tags – These are important and should be unique to the convention as they let you know who should be there and who shouldn't – if no logo then use the slogan
 - o Meal Tickets
 17. Maintain a Master list of all those registered

18. Maintain separate worksheets for cancellations and remove them completely from the Master
19. Maintain separate worksheets for Meal Plan and Banquet only. For Friends/Family remove them completely from the Master list of Registrants
20. Maintain a separate worksheet for the special arrangements and include them on the Master.
21. A working knowledge of Spreadsheets and Word Processing software and familiarity with Mail Merge is crucial to function in this position.
22. Improve the message that **registration is not transferrable under any circumstances.**
23. Have a copy of procedures for the registration volunteer post available for the volunteer to know what they should do when they arrive.

NOTE: Any expenses incurred by any Committee must be submitted for approval/ reimbursement to the Treasurer (**See: Sample Request for Reimbursement**)

ROOMMATE AND RIDESHARE LIST

Skills Required

- Organization
- Access to internet and email
- Customer service skills
- Telephone skills

Duties & Responsibilities: (Works closely with Registration Chair)

1. Works with Registration Chair to build a list of those who would like to share a room and those need a room
2. Ensures information is on both the Web Site and Flyers advising the information required is name, address, phone number and email and whether they need a room or have a room – make sure very specific
3. Determine a cut-off date to accept additions – publish this date as well
4. Works with Registration Committee Chair to co-ordinate information
5. Provide monthly report to Convention Committee in advance of the Committee Meetings
6. Prepare a wrap-up report with information on Public Information Committee work to be submitted to Region 6 post-Convention (See: Convention Committee Chair Final Summary)

REGION 6 CONVENTION PLANNING MANUAL

Procedures

1. Roommate List is published on the website and flyers with a link to a form (preferable to simply sending email to ensure all information is provided)
 - a. Brief explanation that it is a list that will be distributed to others on the list and not a matching service
 - b. Dedicated email address such as r6roommatelist@oaregion6.org or r6roommatelist@gmail.com
 - c. Deadline for guarantee of inclusion on list
 - d. Form to include the following fields
 - i. First Name and Last Name
 - ii. Email
 - iii. Cell phone (or note if there is no cell – so that people can connect at convention)
 - iv. City, State
 - v. Gender
 - vi. If the person has a room to share
 - vii. Comments/Notes
2. Send a personalized/standard message to the person with information about the list as well as other helpful convention information. See sample letter. (note, depending on if contact is via email or form, the letter will be different!) Tell them to expect to receive the updated list separately.
3. When responses are received, add to the list appropriate for that person (male/female)
4. Send the updated list to all people on the list, requesting that people ask to be removed when they no longer wish to be on the list. Use an appropriate subject in the message. Note: it is important to not use BCC so that people on the list can send messages to everyone on the list!
5. When people ask to be removed, send the updated list out to keep it current
6. The last message or two could also suggest that people check the message board/put a message on the message board for any last-minute requests
7. If the hotel is sold out keep a waiting list of individuals who wish to get into the hotel.
8. Rideshare Form to include the following fields
 - a. First Name and Last Name
 - b. Email
 - c. Cell phone (or note if there is no cell – so that people can connect)
 - d. City, State
 - e. Date of arrival
 - f. Time of arrival

- g. Terminal
- h. Flight
- i. Comments/Notes

email form to r6rideshare@gmail.com

NOTE: Any expenses incurred by any Committee must be submitted for approval/ reimbursement to the Treasurer (**See: Sample Request for Reimbursement**)

SECRETARY

Skills Required

- Typing
- Access to email and internet
- Organizational
- Listening skills

Duties and Responsibilities:

1. Compile minutes from committee chair reports and during the convention committee meetings of all meetings including the convention wrap up meeting
2. Prepare committee chair contact list including names, addresses, email addresses and phone numbers
3. Send the contact list to all committee chairs and members
4. Confirm with the convention chair all meeting details and reach out to the committee to get a consensus of an acceptable date for the next meeting
5. Send reminders to committee chairs 2 weeks before meeting requesting reports also include upcoming meeting details
6. One week before the meeting compile the minutes from reports received and send them out to the committee along with information on upcoming meeting day, time, place and call in details
7. The day of or day before send a reminder to the committee of the upcoming meeting
8. All correspondence is handled electronically and all correspondences is sent out by email
9. Prepare a list of all cell phone numbers to distribute to the committee to be used on sight to get hold of each other.

NOTE: Any expenses incurred by any Committee must be submitted for approval/ reimbursement to the Treasurer (**See: Sample Request for Reimbursement**)

SERVICE CO-ORDINATOR

Skills Required

- Computer skills
- Be able to phone attendees
- Spreadsheets
- Organization
- Communication
- Willingness to learn how to use Sign-up Genius

Duties and Responsibilities:

1. Gather service requirements from each Committee Chair – number of volunteers required and time slots required
2. Using the electronic application Sign-Up Genius start the new convention with the information provided as early as possible.
3. Maintain a table for volunteer sign-ins during the convention close to the Registration table.
4. Workshop speakers sign-in at the sign up table along with the service volunteers
5. Prepare and submit a budget for items for inclusion in the Convention budget (See: Projected Budget Form)
6. Provide monthly report to Convention Committee in advance of the Committee Meetings
7. Provide the link to the Hospitality, Program, Literature, Fund Raising Chairs so they can review the sign-ups
8. Provide reports to committee chairs as required
9. Be available during the convention to find additional volunteers as needed.
10. Prepare a wrap-up report with information on Service Committee work to be submitted to Region 6 post-Convention (See: Convention Committee Chair Final Summary)

Procedures:

1. Gather volunteer and speaker requirements from each committee. Volunteers needed – when, where and which role they are needed in.
2. Download an alphabetized list of volunteers' names, telephone numbers and email addresses with dates and time available to give service. Obtain this information from the Service Application being used for service registration.
3. Maintain a list for reference in filling vacant service positions. Include a schedule for each committee indicating the day and time the volunteer will work, as well as the scheduled volunteer's name, telephone number, and confirmation information (See: Service Sign-Ins).

4. E-mail confirmation letter to each volunteer, indicating name, service assignment, and contact person. Be sure to include any procedures to follow in the event that he/she is unable to give service. This can be done via the Application used.
5. Print out schedule for Service Sign-In area, sorting by Committee, Day and Time.
6. At noon on Saturday afternoon, merge Hospitality, Speaker and Service sign-in into 1 table as this will reduce the number of volunteers required.
7. Assist/Oversee volunteers staffing the Service Sign-In area, if necessary.
8. Prepare a sign-up sheet for the Special Focus sessions and post it outside the Special Focus room.

Example of Volunteers needed: Registration, Literature, Basket Raffles, Merchandise Sales, Room Monitors, and Service/Speaker Sign in table, Meal Ticket Collectors, Entertainment Helpers, Meal Ticket Supervisor, Greeters and Hospitality table.

NOTE: Any expenses incurred by any Committee must be submitted for approval/ reimbursement to the Treasurer (**See: Sample Request for Reimbursement**)

SIGNS AND DECORATIONS CHAIR

Skills Required

- Organizational
- Design
- Computer skills needed
- Agility to create signs as needed
- Penmanship, or ability to delegate to someone who can.

Duties and Responsibilities:

1. Prepare and submit a budget for items for inclusion in the Convention budget (See: Projected Budget Form)
2. Coordinate with all other Committee Chairs as to what signs are required (See: Signage & Set Up Needs List)
3. Recruit volunteers to assist in making any required signs.
4. Coordinate with the Program, Entertainment and Hospitality Committee Chairs as to what decorations and/or table arrangements will be needed.
5. Oversee all Convention decorations and centerpieces, as necessary.

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6. Coordinate with Hotel Liaison any special restrictions the hotel may have on signs and decorations.
7. Provide monthly report to Convention Committee in advance of the Committee Meetings
8. Prepare a wrap-up report with information on Signs & Decorations Committee work to be submitted to Region 6 after the Convention (See: Convention Committee Chair Final Summary)

Procedures:

1. Decorations should follow the theme of the Convention, if possible. (In keeping with the slogan: Keep it Simple)
2. Obtain a list of workshop and marathon topics from the Program Committee Chair in order to prepare the necessary signs (See: Signage & Set Up Needs List)
3. Obtain the specific signs needed by all other committees.
4. Where possible re-use signs from the previous year's conventions.
5. Ensure that the signs are brought to the Convention in a timely manner, and that all are in place where and when needed, and removed in a timely manner.
6. Signs should be prepared for posting outside of all meetings, workshops, and marathons, as well as for special areas such as Registration, Literature, Hospitality Suite, Boutique, etc.
7. Put a big sign on the podium with the logo of the convention.
8. Flower arrangements on either side of the podium for decoration.
9. Signs posted outside meeting rooms may include the full day's schedule for that room, or individual signs for each event can be posted.
10. All signs should be removed when no longer necessary, especially post-convention.

NOTE: Any expenses incurred by any Committee must be submitted for approval/ reimbursement to the Treasurer (**See: Sample Request for Reimbursement**)

TREASURER

Skills Required

- Computer skills
- Ability to handle cash
- Organizational skills
- Accounting skills
- People skills

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Duties and Responsibilities:

1. Coordinate with Convention Chair in preparing a Convention Budget. Include budgets submitted by Committees for inclusion in the Convention budget (See: Projected Budget Form)
2. Oversee all expenses and income from the Convention, and work with the Region Treasurer in the accounting of all convention expenses and surplus (See: Convention Treasurer Spreadsheet)
3. Ensure PayPal and Ticket Leap access has been set up.
4. Work with past Treasurer for access to the email r6conventiontreasurer@gmail.com
5. All bills will be submitted to the Treasurer and must have the prior approval of the Convention Chair for reimbursement or payment. (See: Sample Request for Reimbursement)
6. Maintain copies of all expense reports, receipts, deposit slips, and a list of checks received/ dispersed.
7. As all sales are electronic through Ticket Leap using PayPal to accept payments. Funds should be transferred from PayPal and be deposited into the Convention Committee account maintained by the Convention Treasurer on a regular basis. Record of all sales from Ticket Leap with a breakdown of total deposits in the categories of registration, merchandise, meal plan and banquet etc. shall be maintained by the Treasurer. Recording this information in Budget Actual section of the spreadsheet.
8. Where possible all refunds should be processed through PayPal as there is a refund of service charges. Refunds can only be done up to 180 days from purchase.
9. The Convention Treasurer shall be responsible for all deposits and checks written, as required for Convention, in accordance with a budget.
10. At the close of the Convention, all funds remaining after all accounts have been settled shall be forwarded to the Region 6 Treasurer. The Convention Account shall then be closed.
11. Signature authority for the Convention Committee Account will have two signatures required – the Convention Chair and the Convention Treasurer
12. An accounting of income and expenses shall be submitted monthly to the Convention Chair as well as distributed to each Convention Committee Chair/Co-Chair at each Planning Session.
13. The Convention Treasurer shall have in his/her possession **no later than 2 weeks** after the end of Convention, all expense requests and receipts for reimbursement from all committee members. This is to insure prompt payment of expenses, and shall allow the Convention Treasurer ample time to complete all financial reports reflecting income, expenses and surplus from Convention. A full reporting will be due one month after close of Convention.

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14. Provide monthly report to Convention Committee in advance of the Committee Meetings
15. Prepare a wrap-up report with information on Signs & Decorations Committee work to be submitted to Region 6 after the Convention (See: Convention Committee Chair Final Summary)

Procedures:

1. Assist all Committees in preparation of Projected Convention budget (See: Projected Budget Form)
2. Immediately upon formation of the Convention Committee, the Region Treasurer will provide the Convention Treasurer with a check to open the Convention Committee Account. The Region has allotted funds for the convention start-up fee, after which additional funds shall be drawn from those received for advance registrations.
3. No later than 2 months prior to Convention, arrange for cash boxes for handling of money during the convention.
4. Ensure Registration, Literature and Fund Raising have cash boxes and manage cash.
5. Prior to the convention, discuss procedures for handling all monies collected with the Convention Committees.
6. The day Convention opens:
 - o Hand out envelopes to all persons handling money. Distribute written instructions to these people on how to handle the money and when and where to turn it in to the Convention Treasurer.
 - o Hand-out start up cash as needed. ALL excess cash received each day shall be collected at regular intervals by the Convention Treasurer.
 - o The Committee Chairs shall be responsible for all accounting of their particular Committee.
 - o The convention is cash only, no checks will be accepted.
 - o Obtain one large or two smaller safe deposit box(s) (the Hotel Liaison shall reserve these, in advance) for safe-keeping all money collected during the convention. The signers on the boxes shall be the Convention Treasurer and the Convention Chair.
 - o All hotel bills submitted during Convention MUST be co-signed by the Convention Chair and Convention Treasurer.
7. The Convention Treasurer shall maintain a running account of receipts received throughout the convention, for reporting at the wrap-up meeting.
8. The Convention Treasurer shall submit approximate expense and surplus figures at the wrap-up meeting.

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9. A preliminary financial report shall be submitted to the Convention Chair no later than 30 days following Convention. This report shall include attendance figures at Convention and meals, and an approximate surplus.
10. A final financial report shall be submitted to the Committee Chair and to the Region prior to the next Assembly following Convention. The Convention Chair shall make this final report at this Assembly. All financial records shall then be turned over to the Region and the Convention Committee account shall be closed.

WEBSITE

Skills Required

- Computer skills
- WordPress skills
- Writing (for the web) capabilities.
- Photo editing skills
- Negotiating and listening (different opinions)
- Organizational skills

Duties and Responsibilities:

1. After each R6 Convention, the previous webpage should be removed from the R6 website and a "Coming Soon" announcement inserted for the next Convention.
2. The format of the webpage shall follow the standard format approved by the R6 Board. Any changes to the format must be approved by the Board.
3. Provide monthly report to Convention Committee in advance of the Committee Meetings
4. Prepare a wrap-up report of Webpage information for next year's webpage writer (See: Convention Committee Chair Final Summary)

Procedures:

1. Prepare a draft of webpage and contents for review by Convention Committee Chairs and approval by Convention Chair/Co-Chair. Webpage should also be submitted to the R6 Convention Committee Chair and R6 Board for approval. It should be ready to be posted close to the end of the previous Convention.
2. Develop an overall plan for the flow and time of information on the web site:
 - a) Basic convention information – i.e. when, where, how much who
 - b) Hotel information in a similar vein
 - c) Approximately when the various flyers go out – merchandise; keynote speaker; raffle basket; roommate

NOTE: Any expenses incurred by any Committee must be submitted for approval/ reimbursement to the Treasurer (**See: Sample Request for Reimbursement**)

I. CONVENTION PLANNING TIMELINE (General Suggestions)

<p><u>APRIL</u> (<u>At least</u> 18 mos. prior to the Convention)</p>

Convention Chair:

1. Approach Intergroup/groups to obtain their support and recruit volunteers to Chair/Co-Chair various committees. Have Convention Committees in place, as much as possible.
2. Select a Convention theme, logo and colors; and possible dates.
3. Compare 2-3 possible sites (refer to "Questions to Be Researched before Negotiating a Contract", page 6 of this Manual). If necessary, have the R6 Convention Committee Chair accompany you.
4. Negotiate preliminary contract of selected facility (**See SAMPLE FORMS: 'Contract Site Proposal'**.) Provide sample menus for the meal functions to be included in contract (**See SAMPLE FORMS: 'Menu'**.) Seek guidance from R6 Convention Committee Chair or R6 Treasurer when negotiating contracts.
5. Prepare/present "Proposal" for R6 Convention to the R6 Convention Committee at Spring R6 Business Assembly (**See SAMPLE FORMS: R6BA Convention Proposal.**) Include specifics of facility contract, as well as dates, theme, logo, colors, etc. Final motion will be presented (on your behalf) by the R6 Convention Committee Chair to R6 Reps for their approval.
6. If proposal approved, finalize recruiting volunteers for Committee Chairs. Schedule first meeting.

<p><u>MAY</u> (17 mos. prior to the Convention)</p>
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Convention Chair:

1. Meet with the hotel contact and finalize details of the contract. **Contract MUST be reviewed by the R6 Treasurer and signed by the R6 Chair.** Any required Deposit will be paid by R6 Treasurer and charged to R6 Convention Account.

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2. Set schedule of Convention Committee meetings through (at least) end of year. See if the meetings can be held at the facility at no charge.
3. Distribute sections of Convention Planning Manual pertaining to each Committee Chair.

Treasurer:

1. Obtain 'seed money' from the R6 Treasurer.
2. Open a Convention Committee checking account, requiring two signatures. **(See SAMPLE FORMS: 'Convention Treasurer's Spreadsheet'.)**
3. Order "For Deposit" stamps (3) with checking account information. Distribute to Registration & Fundraising Committee Chairs for their use.

Secretary:

1. Take accurate minutes and update a member roster at each meeting. **(See SAMPLE FORMS: 'Committee Chairs Contact List'.)**
2. Review minutes with Convention Committee Chair and forward reviewed meeting minutes to Committee Chairs/Co-Chairs, R6 Convention Committee Chair & R6 Trustee.

All Committees:

1. Submit proposed budget to the Convention Treasurer **(See SAMPLE FORMS: 'Projected Budget Form'.)**

<u>JUNE</u>

(16 mos. Prior to the Convention)

Convention Chair:

Work with the Convention Treasurer in obtaining estimated budgets from all committees and prepare a Convention Budget for approval by the Committee.

Treasurer:

Submit the Convention budget to the Committee for approval.

Audiovisual Chair:

Contact recording vendors to secure bids. For the past few years we have used All Star Media out of California and the contact is David Joy. Review with Convention Chair.

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Public Information:

Work with R6 Website and Publications Coordinator to start designing R6 Convention web site/links.

Fundraising Chair:

1. Review options for possible merchandise with Convention Chair.
2. Obtain bids for any items proposed for sale at the Convention, if applicable.

<u>JULY</u>

(15 mos. prior to Convention)

Convention Chair:

1. Submit the Proposed Budget to the R6 Convention Committee Chair & R6 Board for review/approval (**See SAMPLE FORMS: 'Projected Budget Form'.**)
2. If possible, schedule a "Service and Traditions" Workshop facilitated by R6 Trustee for Committee Chairs, as needed.

All Chairs:

Submit special items for inclusion on the Registration form to the Registration Chair.

Entertainment Chair:

1. Obtain bids from DJ's or Bands for the dance and submit to the Convention Chair for approval.
2. Begin the preliminary schedule for entertainment.

Registration Chair:

Work with Printing Chair in designing the registration form. Check with all committees regarding their special requirements for the flyer.

Fundraising Chair:

1. Submit the bids to the Convention Chair for approval. Make decision on vendor.
2. Place initial order of merchandise to be sold at current R6 Convention.

Printing Chair:

Have the Convention registration form and raffle ticket designed, with input from Registration/ Program/Chairs, and submit camera-ready copies to the Convention Chair

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for approval. (See **SAMPLE FORMS: 'Registration Form' and 'Raffle Ticket'.**)

AUGUST

(14 mos. prior to Convention)

Convention Chair:

Review R6 Convention website and submit to R6 Convention Committee Chair and Board for approval prior to putting on-line.

Printing Chair:

Have 1,000 Early bird Registration flyers and forms printed for distribution at the Fall R6 Business Assembly or current year R6 Convention.

Program Chair:

Continue working on all workshop and marathon topics and timing.

Fundraising Chair:

Receive and prepare for sale of merchandise and raffle tickets at current R6 Convention and Fall R6 Business Assembly.

SEPTEMBER

(13 mos. prior to Convention)

Convention Chair/Fundraising Chair:

1. Contact current Convention Chair to ensure availability of table for Convention promotion.

Public Information Chair:

1. Submit an article for publication in the R6 Newsletter to the R6 Publications Coordinator.
2. Check on deadline to submit an announcement for publication in the "*Lifeline*."

Registration Chair:

1. Set up database to input all information from Registration forms (**see SAMPLE FORMS: 'Registration-Merchandise Spreadsheet'**) and (**see SAMPLE FORMS: 'Service Registrations by Committee'**)

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OCTOBER

(12 mos. prior to Convention)

Convention Chair and all Chairs:

1. Attend current convention and take notes. If possible, meet with current Convention Committee Chairs/Co-Chairs to exchange information and do hands-on service.
2. Sunday of Convention: promote/ present information about your convention (coordinate timing with Chair of current Convention.)
3. Sunday of Convention:
 - At breakfast: place registration forms/flyers on all dining room tables
 - Following keynote speaker/before lunch (outside main hall) set up promotion table to distribute registration forms, sell raffle tickets and merchandise.
 - Encourage early registration. Offer Early bird registration for one week only.
 -

Registration Chair:

1. Work with Treasurer, and other Committee Chairs, regarding processing Registration forms/checks, and dissemination of information. **(See SAMPLE FORMS: 'Flow Chart')**.
2. Confirm registration by e-mailing Registration Confirmation Letter. **(See SAMPLE FORMS: 'Registration Confirmation Letter')**

Public Information Chair:

1. Determine convention slogan or theme
2. Create logo (be sure all committee members have the logo)

NOVEMBER

(11 mos. prior to Convention)

Convention Chair:

Maintain regular contact with Hotel to review any issues/decisions to be made.

DECEMBER

(10 mos. prior to Convention)

Entertainment Chair:

Submit the rough draft of all planned entertainment to the Convention Chair for approval.

Public Information Chair:

1. Create Hotel Registration open flyer
2. Create Keynote Speaker request form
3. Assist with registration form, if necessary
4. Add Convention date to OA Datebook

JANUARY

(9 mos. prior to Convention)

All chairs (if applicable):

Forward items to be included in R6 mailing, to R6 Coordinator. (Contact R6 Coordinator for list of mailing deadlines.) Items may include flyers reminding members of convention deadlines, any service needs, and extra registration forms.

Chair:

Solicit submissions for Keynote Speakers.

Program Chair:

Begin planning program and topics for workshops and marathons. A special committee may be formed for this task.

Public Information Chair:

1. Create convention flyer for April 'mailing'
2. Create convention flyer for Spring Assembly
3. Write announcement and/or create ads for "The Messenger"
4. Write skit for Assembly

FEBRUARY

(8 mos. prior to Convention)

Convention Chair:

Obtain list of signs/tables/AV equipment needed from each Committee Chair and give to Signs/Decorations Chair.

Registration Chair:

Prepare list of items to be included in Registration Packet, e.g. Convention Program with map of meeting rooms, name badge, badge holder, gift from hosting intergroup (if done), Evaluation form, Recording order form, etc.

MARCH

(7 mos. prior to Convention)

Convention Chair:

Work with the Hotel Liaison in preparing a diagram for the meeting room and Hospitality Suite set-up. Reinforce need for water set up at all conference rooms; filling of vending machine with diet soft drinks, etc.

Decorations/Signs Committee:

Prepare ideas for table decorations at meal functions and submit to Convention Chair for review.

Hospitality Chair:

1. Order approved name tags/badges/ ribbons for Hospitality volunteers as well as Convention Committee Chairs/R6 Officers.
2. (Service Coordinator) Work with Committees to verify volunteer times needed during convention and begin assigning volunteers (**See SAMPLE FORMS: 'Service Sign-Ins'**).

Registration Chair:

Make sure there are a sufficient number of Registration forms for distribution at the Spring Assembly. Reprint them if necessary.

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APRIL

(6 mos. prior to Convention)

Convention Chair:

1. Give a report to the R6 Convention Committee and delegates at the R6 Spring Assembly.
2. Work with R6 Convention Chair to establish Keynote Speaker Selection Committee to review recordings submitted.
3. Place recordings on Dropbox and invite the Keynote Speaker Selection Committee members to join Dropbox.

Fundraising Chair:

1. Distribute additional raffle tickets at the Spring Assembly.
2. Bring merchandise to sell at Assembly.

Registration Chair:

Distribute a large quantity of Registration fliers at Assembly and give extras to R6 Coordinator to mail to the Intergroups not represented at the Assembly.

Public Information Chair:

1. Create "Top 12 flyer".
2. Write proclamation requests from city and state or province
3. Write press release or media advisory

All chairs (if applicable):

Work with Hospitality Committee/Service Coordinator to assign volunteers for service. **(See SAMPLE FORMS: 'Service by Committee Spreadsheet').**

MAY

(5 mos. prior to Convention)

Convention Chair:

1. Obtain a map of the hotel meeting rooms/facilities and distribute to all committee chairs. Map will be included on the printed "Program/Schedule of Events".
2. Coordinate arrangements with the Hotel Liaison regarding requests for table/chair/storage requirements from the Literature, Hospitality, Registration, Fundraising, Literature, Taping and Chairs.

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Program Chair:

1. Begin the preliminary lists of speakers, leaders, and moderators.
2. Begin to work on the Program/Schedule of Events for the Convention. **(See SAMPLE FORMS: 'Schedule of Events/Program')**

JUNE

(4 mos. prior to Convention)

Convention Chair: Review all keynote speaker tapes submitted and schedule conference call for Keynote Selection Committee to select 3 keynote speakers and an Après Lunch Speaker.

Hospitality/Service Coordinator - All Chairs (if applicable):

Begin sending confirmation letters to volunteers of their assignments. **(See SAMPLE FORMS: 'Service Confirmation Letter'.)**

Program Chair:

Provide the Convention Chair and Printing Chair a draft of Program/Schedule of Events for review prior to printing.

Public Information Chair:

Create Time is Running Out Convention flyer for August mailing

Entertainment Chair:

Work with the Hotel Liaison to secure all necessary arrangements and equipment for use during the Entertainment portions of the Convention.

JULY

(3 mos. prior to Convention)

Convention Chair:

(3) Keynote speakers and (1) Après Lunch speaker are chosen by Keynote Selection Committee. All speakers who submitted tapes are notified.

Literature Chair:

1. Contact WSO for a "Lifeline" display and order kit, if available.
2. Obtain back issues of "Lifeline," if possible, to distribute at the Convention.

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Public Information Chair:

1. Create convention flyer for September mailing.
2. Obtain PSA's.
3. Create Talent Show flyer

AUGUST

(2 mos. prior to Convention)

Convention Chair:

1. Coordinate details with hotel liaison regarding wrap-up meeting.
2. Confirm hotel details regarding Keynote Speakers/R6 Chair/Raffle winners room/meal plan being included in Master Account

Program Chair:

1. Send a Schedule of Events-Program with map to the Audio Liason.
2. Leaders should be arranged as soon as possible and confirmation sent (by e-mail) to each leader 1-2 months prior to Convention (**See: 'Service Confirmation Letter'.**)

Literature Chair:

Prepare and submit the World Service literature order.

Public Information Chair:

1. Follow up with city and state or province about proclamations.
2. Resent press release or media advisory and follow-up with media outlets.

SEPTEMBER

(1 mo. prior to Convention)

Convention Chair:

1. Hold the Convention Raffle Drawing at R6 Business Assembly and notify winners.
2. Present update report to R6 Convention Committee & R6 reps.
3. Final hotel confirmation all details regarding the meal functions, meeting room arrangements, Master Account, etc.
4. Send copy of finalized 'Schedule of Events/Program' to hotel contact.
5. Take Committee Chairs on a walk-through of the area, going over when and where

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they will be needed during the Convention.

6. Arrange for the use of one or two safety deposit boxes at the hotel.
7. Reconfirm with Keynote Speakers their eligibility in meeting necessary abstinence requirements.

Registration Chair:

Organize a sub-committee to stuff all registration packets, as well as several hundred extras, for those who register at the Convention.

Fundraising Chair:

1. Make arrangements to collect all outstanding tickets and money prior to the pre-convention drawing.
2. Notify the winners.
3. Obtain ticket rolls and prizes as required for on-site drawings.

(Hospitality) Service Coordinator:

Coordinate listing of volunteers with various committees. Prepare Service Sign-In Sheets to be used at Service Sign-In Table.

Literature Chair:

Contact area Intergroups/groups to obtain commitments for purchasing the remaining literature at the end of the Convention.

Treasurer:

Obtain cash boxes and money bags as needed for use during the Convention.

Public Information Chair:

Assist with any signage, script or registration issues that might arise.

OCTOBER

(2 weeks prior to Convention)

Convention Chair:

1. Meet with hotel liaison to review, revise (if necessary) and approve banquet event orders, in detail, for all 3 days.
 - a. Chair(s) may want Program, Hospitality, Audio-Visual and Entertainment Chairs/Co-Chairs to review document.
 - b. Check times closely against Schedule of Events.
 - c. Check if each room will have water station, waste baskets and A/V hook-up.
2. Create meal tickets for meal plan with space to punch ticket for each meal and a separate ticket for the banquet.

DURING CONVENTION

Convention Chair:

Be in close contact with all Committee Chairs and Hotel Liaison.

Treasurer:

1. Distribute the necessary cash boxes and start-up funds.
2. Periodically collect funds from the various committees; place in hotel safe or make deposits at bank (if local).

Registration Chair:

1. Maintain a list of registered attendees.
2. Distribute pre-ordered Saturday night banquet tickets (separate from meal package).
3. Transfer funds to the Treasurer as needed.

Hospitality Chair/Service Coordinator:

1. Supervise the Service Sign-In Table, Hospitality Suite and Hospitality Table.
2. Supervise Greeters, Huggers, etc.

Decorations/Signs Committee:

Provide all signs and decorations as needed and supervise their placement, if necessary.

Program Chair:

1. Have sign-in sheets and schedules available for all speakers at the Registration table.

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2. Have tape release forms and disclaimers in all meeting rooms with instructions for all the leaders/moderators.
3. Program Committee is assigned one set of volunteers to manage the speaker sign-in table as well as verify the room are ready.

Literature Chair:

1. Obtain cash box and start-up money for use during sale hours.
2. Supervise the staffing of the literature table whenever literature will be available.
3. Turn in cash as required by the Treasurer.

Fundraising Chair:

1. Handle all raffle drawings held during the Convention.
2. Maintain accurate records as to ticket distribution and turn in all funds received daily to the Treasurer.
3. Coordinate and staff a table for selling any items prepared for the Convention.

Public Information Chair:

Give proclamations to Committee Chair

POST-CONVENTION

NOTE: All Committee Chairs have one month following the closing of the Convention to get all requests for reimbursements to the Convention Treasurer. The books will be closed thereafter. Any outstanding bills will be paid on a case by case basis with review and approval from the R6 Treasurer/Board.

All Committee Chairs:

1. Forward 'Final Report' regarding your committee to Convention Committee Chair within one month after the convention (**see SAMPLE FORMS: Convention Committee Chair Final Summary**)
2. Send thank-you notes as needed.

Convention Chair:

1. Following closing, chair the wrap-up meeting. All Committee Chairs should present initial review of event.
 - a. Optional: Next year's convention Chair/Co-Chair and some Convention Committee Chairs/Co-Chairs may attend to observe only.
2. Submit a preliminary report to the R6 Chair for the next R6 Board meeting.
3. Submit a final report at the next R6 Assembly.

4. Forward copies of all Committee's 'Final Reports' and Chair's summation to next year's Convention Chair.

Secretary:

Turn in all minutes and records to the R6 Convention Chair for the R6 Archives.

Literature Chair:

Deliver or make arrangements for the remaining literature to be picked up by an area Intergroup to reimburse R6 for up-front funding.

Treasurer:

1. Count all cash and checks collected during the convention closing with the Convention Chair/Region 6 Treasurer.
2. Meet with Hotel Liaison, Convention Chair and Region 6 Treasurer to settle Master Account with the hotel.
3. Deposit final receipts into the R6 Convention account.
4. Balance account and all records.
5. Give a final report to the Convention Chair to submit to the R6 Assembly. All financial records must be turned in at this time.
6. Close out bank account after all expenses are accounted for.

Public Information Chair:

Write report – be sure to list what worked and opportunities for improvement