

CONVENTION GUIDELINES

for

CONVENTION EXECUTIVE COMMITTEE

and

CONVENTION SUB-COMMITTEES

Approved AWSC Summer Meeting, August 5-7, 2016

These Guidelines have been reviewed, revised, and approved by the Convention Guidelines Task Force on July 29th; presented to the Summer AWSC Meeting (Panel 55); and approved via a Motion at the 2016 Summer AWSC Meeting.

Included in this ONE document are **Convention Guidelines** detailing the responsibilities and duties of the Executive Committee, all Sub-Committees, and all PROGRAM Committees -- as well as Guidelines for each individual position on the Convention Committee They are as follows:

1. Summary Executive Committee Guidelines and Individual Guidelines for each Executive Committee position.
2. Summary Sub-Committee Guidelines and Individual Guidelines for each Sub-Committee position.
3. Summary PROGRAM (*Al-Anon, Alateen, Spanish, A.A.*) Guidelines and Individual Guidelines for each PROGRAM Sub-Committee position.
 - PROGRAM Committees will receive two (2) Summary Guidelines -- the Summary Sub-Committees Guidelines and the Summary PROGRAM Committee Guidelines.

(Note: There is an individual Guideline only for Convention – District LDC.)

Convention Executive Committee

Convention Chair
Co-Chair
Secretary
Treasurer
Speaker/Advisor

Convention Sub-Committees

Boutique
Decorations
Entertainment
Hospitality
Information & Security
Printing & Publicity
Raffle
Registration
PROGRAMS - Al-Anon, Alateen, Spanish, A.A.

CONVENTION EXECUTIVE COMMITTEE GUIDELINES

1. Attend all Convention Committee Meetings and give an oral and written progress report.
2. Read AFG Florida South Area 10 Inc. Convention Policy and ALL Convention Committee Guidelines.
3. Consult Previous Years' Convention information - Executive & Sub-Committee Chair Wrap-Up-Reports.
4. Work with Executive Committee and choose the convention theme, LOGO and theme song (if applicable).
5. Work with Executive Committee and create a Registration Form with LOGO for early registration. (Note: If feasible, the LOGO from the Registration Form will be utilized for Boutique resale item(s). If this is not feasible, Printing & Publicity Sub-Committee Chair will assist Boutique with a similar LOGO.)
6. Work with Convention Treasurer on, and approve, the Convention Budget. Treasurer to present Budget at the January Convention Committee Meeting for approval by the Convention Committee.
7. All Committees have a budget, which is determined by the Executive Committee. Everyone is asked to stay within budget and to consult with Convention Treasurer & Chair prior to spending over budget. Keep itemized receipts for reimbursement – do not co-mingle Al-Anon money with personal money.
8. Visit the hotel to become familiar with size and attributes of the convention area --this will assist with placement of workshops and committees. Consult hotel map to determine Committee Room/Area assignments for AMIAS Training, Archives display, Boutique, Entertainment, Literature, Hospitality, Raffle, Registration, and Program Workshops (Al-Anon/Alateen/ Spanish/A.A).
9. Items for Discussion and Approval among the Executive Committee:
 - Convention Budget;
 - Steps, Traditions, & Concepts read in English and/or Spanish;
 - Entertainment or Convention Chair introducing all Committee members at Convention;
 - Whether or not to update and distribute “*What is a Convention?*” brochure;
 - Taper’s free registration and banquet ticket; Taper is responsible for hotel room charges, however, Convention Co-Chair can make hotel room reservation on master account;
 - Food allowance amount for speakers;
 - Taking all interested Speakers out to dinner on Friday night with Executive Committee;
 - District LDC selling CAL or Area Literature Display;
 - District LDC free registration; LDC Representative is responsible for hotel room charges, however, Convention Co-Chair can make hotel room reservation on master account;
 - Having Entertainment skit on Saturday as a General Session or not;
 - Whether or not Speaker names will be listed in the Convention Program Book;
 - How to handle reserved seating at General Sessions and Banquet. Are guests allowed?

CONVENTION EXECUTIVE COMMITTEE GUIDELINES (continued)

10. Convention Chair will distribute *all* supplies from Previous Year's Convention pertaining to each Executive Committee member.
11. Work with Boutique on item(s) to purchase for resale. Executive Committee approval is required.
12. Work with Entertainment Sub-Committee Chair and all Convention Committee members to practice and perform skit for the Opening Ceremony, if desired.
13. Executive Committee approval is needed for any ideas, needs or proposed Alateen activities presented to the Convention Committee.
14. The number of Convention Program Books to be printed is discussed with Printing & Publicity Sub-Committee Chair, and Executive Committee approval is required.
15. Inform Convention Co-Chair with layout and table and chairs requirements for General Session room, including Stage and Podium placement by May Convention Committee Meeting. (Note: All Executive Committee & Sub-Committee Chairs/Co-Chairs work with the Convention Co-Chair for ALL hotel requests.)
16. Bring supplies (stapler, pens, paper clips, highlighters, paper, rubber bands, etc.) to the convention
17. Those using Walkie-Talkies will be trained by Information & Security Sub-Committee Chair, if applicable. This includes Chair, Co-Chair, Treasurer, Boutique, Raffle, Registration, and Information & Security. (Note: *Cell phones may be used instead.*)
18. Assure the Traditions are followed throughout the Convention to the best of his/her ability.
19. Responsible for all aspects of the Convention and oversee activities during the convention
20. Wrap-up report is completed by the Executive Committee and ALL Sub-Committee Chairs after the convention and sent to the Convention Executive Committee. This report is to include things that went well, things that didn't go well, and any recommendations for future Convention Committees.
21. IMPORTANT -- Any deviations to above duties need Executive Committee approval.

CONVENTION CHAIR GUIDELINE

1. Attend Area World Service Committee (AWSC) Meetings as a non-voting member while serving as Convention Chair. Act as liaison with the AWSC and make periodic and final reports to Florida South AWSC and Assemblies during his/her year as Convention Chair stating number of registrations, number of banquets, and Sub-Committee information. Note: Year begins at the Fall Assembly the year before convention and ends at the Fall Assembly after the convention. (See Area 10 Reimbursement Procedures.)
2. Attend Current Year's Convention Committee Meetings as Next Year's Convention Chair to observe and gain experience.
3. Select an Executive Committee. Furnish Executive Committee with copies of the AFG Florida South Area 10 Inc. Convention Policy and Convention Committee Guidelines.
4. Work with Co-Chair to choose a Convention location/hotel.
5. Review hotel contract with Co-Chair and the Area Chairperson to ensure it is in accordance with our Al-Anon Area structure. Area Chairperson is to approve and sign the hotel contract.
6. Convention Chair is responsible for reviewing and signing all vendor contracts on behalf of the Al-Anon Convention, such as Boutique resale item and Entertainment DJ contract(s).
7. Coordinate Registration area at Area Service Events, AWSC Meetings, Assemblies, and other Area Al-Anon events. Responsible for selling Registrations, if desired.
8. Send Registration Form (English & Spanish) to Area Web Coordinator for posting on the Florida South Area 10 website.
9. Make 200 copies of Registration Form for kick-off registrations and 500 copies for Fall Assembly (25 copies to each DR, one (1) copy to each GR, (1) copy to each Officer & Coordinator, and 50 for Registrations at Assembly). Make 325 copies for Winter AWSC Meeting (25 copies to each DR and one (1) copy to each Officer & Coordinator). Obtain 175 copies of Registration Form for Spring Assembly from Printing & Publicity Sub-Committee Chair— one (1) each to Panel and GRs. Obtain 100 copies of Spanish Registration Form for Spring Assembly from Printing & Publicity Sub-Committee Chair— ten (10) each for each DR (Note: Printing & Publicity Sub-Committee Chair will distribute copies of Registration Form at each Monthly Convention Committee Meeting to all committee members.)
10. Pick up all unsold items and supplies from Current Year's Convention Executive & Sub-Committees after the Closing General Session. Collect, transport, and store all materials; give materials to each Sub-Committee Chair at monthly Convention Meetings.
11. Distribute/Assign Convention Sub-Committees to all Districts by Fall Assembly. Convention Chair is to give copy of Sub-Committee Chair Guidelines to DR at the Fall Assembly so the DRs can inform volunteers what is involved in the convention position.
12. Work with Area Treasurer & Convention Treasurer (after the Fall Assembly) to obtain paperwork for Convention Checking Account. Complete a signature sheet for the Convention Checking Account and is a signatory on the Convention Checking Account with the Convention Treasurer (with only one signature required on each check); however two (2) signatures are required for an amount over \$1,000.00).
13. Prepare Agenda and chair all the Convention Committee Meetings.
14. At the January Convention Committee Meeting, furnish Sub-Committee Chairs & Co-Chairs copies of the AFG Florida South Area 10 Inc. Convention Policy and specific Convention Committee Guidelines.
15. Work with Convention Co-Chair to proofread and approve food tickets created by Printing & Publicity Sub-Committee Chair.
16. Proofread and approve all Registration Forms and all flyers, letters, and documentation prior to being printed or distributed; these include Boutique flyer asking for hand-crafted items; Raffle flyer asking for raffle items/baskets; Hospitality flyer asking for food donations, etc. Work with Printing & Publicity Sub-Committee Chair, to get as many completed by April Meeting.

CONVENTION CHAIR GUIDELINE (continued)

17. Guidelines -- Evaluation Form, Workshop Guidelines, AFG Convention Alateen Behavioral Guidelines & Responsibilities, etc. (Initial guidelines are not to be changed, however, each Convention Committee can add to them, if desired. (See attached Sample.)
18. Work with Sub-Committees to ensure only consumable products are purchased. Approve purchases of equipment prior to it being bought, if applicable.
19. Boutique resale items sold at Area Service Event, Assembly, AWSC Meetings and/or any other Area Al-Anon event are coordinated by the Convention Chair. An inventory of resale items is kept and money is forwarded to the Convention Treasurer. (Note: Sales tax is calculated into the price.)
20. Guide and Approve "Hours of Operation" and "Blurb" from Boutique, Hospitality, Information & Security, Raffle, and Registration Sub-Committee Chairs by the March Meeting. Present Hours of Operation and "Blurb" to the Convention Committee for approval by the April meeting. Also give information to Printing & Publicity Sub-Committee Chair so it can be inserted into the Program Book for review at the May Meeting.
21. If a District LDC will be selling literature, location, Hours of Operation, and "Blurb" will be coordinated between Convention Chair and the District LDC and this information will be forwarded to the Printing & Publicity Sub-Committee Chair so it can be inserted into the Program Book for review at the May Convention Committee Meeting. (Note: If there is not a District LDC selling CAL, the Area Literature Coordinator will provide a display and this will be coordinated with the Convention Chair.)
22. Archives Display location, Hours of Operation, and "Blurb" will be provided by the Convention Chair and this information will be forwarded to Printing & Publicity Sub-Committee Chair so it can be inserted into the Program Book for review at the May Meeting. (Note: Area Archives Coordinator will provide a display and this will be coordinated with the Convention Chair.)
23. Provide Alateen Program Sub-Committee Chair with AFG Florida South Area 10 Travel And Medical Release Including Authorization and Consent for Emergency Medical Treatment of a Minor Form and AFG Convention Alateen Behavioral Guidelines & Responsibilities Form.
24. Proofread and approve information for the Program Book before being printed. Final review of Program Book is sent to Convention Chair by the Printing & Publicity Sub-Committee Chair by July 1st.
25. Printing & Publicity Sub-Committee Chair discusses and gets approval from the Convention Executive Committee as to the number of Convention Program Books to be printed.
26. Provide Information & Security with Walkie-Talkies by July Convention Committee Meeting, if applicable,
27. Get Steps, Traditions, and Concepts Banners, and the Florida South Map, from Area Secretary (at Summer AWSC Meeting) and give them to Decorations Sub-Committee Chair at Convention.
28. Work with Co-Chair to prepare Agenda for General Sessions -- Announcements, Lost & Found, etc. —and decide who says what.
29. Introduce and/or acknowledges all Convention Committee members (Executive Committee and Sub-Committee Chairs & Co-Chairs) at Convention (generally done at the Opening Ceremony)
30. Acknowledge and thank ALL Convention Committee members AND all Speakers at the Closing General Session.
31. Ensure that all left-over items have been packed prior to Closing General Session and have them ready for pick up by Next Year's Convention Chair.
32. By the Fall Assembly following the Convention, distribute a complete set of books (provided to Chair by the Convention Secretary) for Area Archives Coordinator and Next Year's Convention Chair.
33. By the Fall Assembly following the Convention, distribute all Treasurer's documentation (provided by Convention Treasurer) and give it to the Area Treasurer. Documentation will include checkbook, bank statements, petty cash records (if applicable), Expense Sheets, receipts and Treasurer's Reports, etc.).
34. By the Fall Assembly following the Convention, get final Treasurer's Report from Convention Treasurer. Provide ALL members at the Fall Assembly with a final Treasurer's Report (175 copies) – see Area 10 Reimbursement Procedures.

CONVENTION CO-CHAIR GUIDELINE

1. Attend Current Year's Convention Committee Meetings, if desired, to observe and gain experience.
2. Fill in for Convention Chair, if the Chair is unavailable or steps down from the position.
3. Work with Chair to choose a Convention location/hotel.
4. Review hotel contract with Chair and the Area Chairperson to ensure it is in accordance with our Al-Anon Area structure. Area Chairperson is to approve and sign the hotel contract.
5. Work with Decorations Sub-Committee Chair and clarify what can and cannot be done in regards to decorations at the hotel.
6. Responsible for getting all Sub-Committee Chairs hotel requirements, i.e., layout and table & chairs requirements for Archives, Boutique, Entertainment, Hospitality, Information & Security, Literature, Raffle, Registration, Programs (Al-Anon, Alateen, Spanish, and A.A.), General Session Room, including Stage and Podium placement by May Convention Committee Meeting. Work with hotel staff about these requirements.
7. Work with Speaker/Advisor and determine Taper location (Hall & in the General Session Room) and the number of tables & chairs required. Find out the amount of time the Taper needs for set up.
8. Work with Chair to prepare Agenda for General Sessions -- Announcements, Lost & Found, etc. —and decide who says what.
9. Work with Convention Chair to proofread and approve food tickets created by Printing & Publicity Sub-Committee Chair.
10. Act as liaison with the Hotel for ALL convention needs (A/C, meeting rooms, guest sleeping rooms, and problems, microphone, easels, tables, chairs, signage).
11. Make hotel room reservations for Convention Committee members and ALL Speakers and put them on the AFG Florida South Area 10, Inc. Master Account with the hotel. Confirm with Taper and District LDC (if applicable) to make hotel room reservation (at the approval of the Executive Committee. (Note: Taper & District LDC are responsible for payment for hotel room charges in their entirety.)
12. Notify hotel of the number for the banquet and any other food functions on tickets sold in accordance with the contract terms.
13. Work with Hotel staff if accommodations are needed to store items for Boutique, Decorations, Entertainment, Hospitality, Information & Security, Literature, Raffle and Registration the night before convention begins.
14. Reserve adequate number of tables to seat Convention Committee, Speakers, and Guests in front of the stage for all General Sessions and the Banquet, if desired. (Ribbon or reserved signage is placed on reserved chairs.)
15. Secure meeting rooms and work with the hotel staff to assure proper settings, table, chairs etc.
16. Work with Hotel staff to set up banquet tables, advise Banquet Manager which tables receive food first (Speakers and Guests first).
17. Make sure that the food is removed and extra chairs are set up before Al-Anon Keynote Speaker is introduced.
18. Prior to Banquet, coordinate placement of banquet centerpieces on the table with hotel staff and Decorations Sub-Committee Chair. Work with Decorations Sub-Committee Chair and set up the plan for drawing of the centerpieces, if applicable. Co-Chair will make announcement of the plan for centerpiece winners.

CONVENTION SECRETARY GUIDELINE

1. Take Minutes at Executive Committee Meetings and monthly Convention Committee Meetings.
2. Do roll call at Convention Committee Meetings. Quorum is established – 60% of eligible voting members: One (1) vote for each Executive Committee member and one vote for each Sub-Committee (Chair/Co-Chair/Representative); Next Year's Convention Chair is not a voting member; Current Convention Chair only votes in a tie.
3. Type all letters for Chair and Co-Chair, if requested.
4. Keep an updated list of names, addresses, phone and email of all committee members and provide copies to all Convention Committee members either in hard/printed copy or via email.
5. Send Committee members Minutes and information by e-mail, whenever possible.
6. Read Minutes of the past Convention Committee Meeting, if desired.
7. Keep a permanent record of all Convention Committee Meeting documents. Make two (2) complete books of all committee reports, flyers, programs etc.; one for Area Archives Coordinator and one for Next Year's Convention Chair.
8. Give Convention Chair two (2) completed books of Convention Committee reports, flyers, programs, etc. prior to the Fall Assembly.

CONVENTION TREASURER GUIDELINE

1. If unable to attend Convention Committee Meeting, responsible for getting financial report (Treasurer's Report) & Convention checkbook to Convention Chair prior to meeting.
2. Prepare a proposed Budget. (Note: ALL Speakers (Al-Anon, Alateen, Spanish & A.A.) expenses are budgeted separately.) (See sample Budget and Treasurer's Report.)
3. Work with Convention Chair and Area Treasurer (after the Fall Assembly) to obtain paperwork for Convention Checking Account. Complete a signature sheet for the Convention Checking Account and is a signatory on the Convention Checking Account with Convention Chair (with only one signature required on each check); however two (2) signatures are required for an amount over \$1,000.).
4. Receive Convention checkbook from Convention Chair after the Fall Assembly.
5. Receive four (4) cash boxes from Convention Chair.
6. Process all Registration Forms received at either P.O. Box or at home address or at an Al-Anon event.
 - Record registration information as they come in on a spreadsheet (Name, District, Program, Banquet, etc.) and the amount paid noting payment (cash, check, credit card).
 - Send original Registration Form to the Registration Sub-Committee Chair; scan or make copy of Registration Form and check, if desired.
 - Deposit cash & checks into the Convention Checking Account.
7. Work with Registration Sub-Committee Chair and coordinate best way to share spreadsheet; update information via email after the registration cut-off date.
8. At the January Convention Committee Meeting, present the Convention Budget for Committee approval (30 copies).
9. Prepare and present Treasurer's Report monthly (30 copies, if desired).
10. Responsible for all monies (income and expenses).
11. Provide Sub-Committee Chairs & Co-Chairs with Expense Sheet and explain expenses that are covered and expenses that are not covered. (Note: Itemized receipts for ALL expenses, except gas & tolls, are mandatory and should be attached to the Expense Sheet for reimbursement.) (See Sample - Expense Sheet.)
12. Create and maintain a Petty Cash Account for Committee expenses, if desired. Hold the checkbook and keep all receipts for expenses.
13. Reimburse all Sub-Committee Chairs for his/her Convention Committee Meeting expenses (gas & tolls). If Sub-Committee Chair is unable to make the Convention Meeting, then the Sub-Committee Co-Chair or Representative for that Sub-Committee will be reimbursed (only one person per Sub-Committee per meeting is reimbursed for gas & tolls).

CONVENTION TREASURER GUIDELINE (continued)

14. Write checks for expenses; Record income and expenses in the checkbook and balance the checkbook monthly.
15. Boutique resale items sold at Area Service Event, Assembly, AWSC Meetings and/or any other Area Al-Anon event are coordinated by the Convention Chair. An inventory of resale items is kept and money is forwarded to the Convention Treasurer. (Note: Sales tax is calculated in the price of resale items.)
16. Process Registration Forms received from Speaker/Advisor for all speakers. (Note: All Speakers are provided with free registration, food allowance & food event tickets, and hotel room.) Receipts are needed to process expenses for airline, luggage, and parking; no receipts needed for gas & tolls. (Note: Spouses/Guests pay their own way.)
17. Coordinate credit and debit card purchases with Sub-Committees for applicable payments. (Note: Raffle cannot accept credit or debit cards.)
18. Executive Committee and Sub-Committee Chairs **ONLY** are reimbursed for ½ hotel room for 3 nights, free registration and banquet ticket at the Convention.
19. Go to the bank and get money for Sub-Committee banks. Also get bill & coin wrappers.
20. Provide cash boxes and a bank (money) for Sub-Committees needing them at Convention (Boutique, Raffle, and Registration).
21. Arrange money pick-ups for Boutique, Raffle & Registration and keep track of money picked up by each Committee. (Note: May want to keep logs with Committees and sign when money is picked up.)
22. Collect all monies from Boutique, Raffle, and Registration Sub-Committees at the Convention and deposit the money in the Convention Checking Account or in a safe at the hotel, to be worked out before Convention; may ask Information & Security Sub-Committee to accompany him/her when collecting money, if desired.
22. Pull together all Treasurer's documentation and give to Convention Chair by the Fall Assembly (Checkbook, Bank Statements, Petty Cash, Expense Sheets, Receipts and Treasurer's Reports, etc.).
23. Following the Convention, prepare a FINAL Treasurer's Report, which is to be given to the Convention Chair prior to the Fall Assembly.
24. Shred Registration Forms and check copies once you have completed the Final Treasurer's Report.

CONVENTION SPEAKER/ADVISOR GUIDELINE

1. ALL Speakers (Al-Anon, Alateen, Spanish & A.A.) expenses are budgeted separately by the Convention Treasurer. (See sample Treasurer's Report & Budget.)
2. Make arrangements with the Taping company to record ALL speakers (Al-Anon, Alateen, Spanish and A.A.).
3. Complete and submit Registration Form to Convention Treasurer for the Taper & Assistants. (Note: The Taper's registration and banquet ticket is all that is provided at the approval of the Executive Committee. Hotel room is sometimes coordinated through Convention Co-Chair and is put on the Master Account; however, the Taper & Assistants pay for his/her own room).
4. Give approval and stay within budget for out-of-state speakers for Al-Anon, Alateen, Spanish, and A.A. Programs.
5. Select three (3) Al-Anon Speakers (Opening, Keynote, and Spiritual).
6. Work with the Sub-Committee Program Chairs (Alateen, Spanish & A.A.) to coordinate all the other Speakers.
7. Complete and submit Registration Forms to Convention Treasurer for ALL Speakers with regard to travel, registration, food and banquet tickets and hotel room. (Note: All Speakers are provided with free registration, food allowance & food event tickets, and hotel room.) Receipts are needed to process expenses for airline, luggage, and parking; no receipts needed for gas & tolls. (Note: Spouses/Guests pay his/her own way.)
8. Send letter to Al-Anon Speakers confirming the Convention date and informing Speakers of details relative to the Convention and information about expenses. Include a Registration Form for him/her to complete and mail back to you. (See Sample – Letter to Speakers). Also send Sample Letter to Alateen, Spanish & A.A. Program Sub-Committee Chairs so they can send this to their Speakers.
9. Work with Co-Chair for hotel reservations for ALL the Speakers.
10. Coordinate arrival and departure for Al-Anon speakers. Pick-up, or assign a volunteer to pick-up, the Al-Anon Speaker(s) at the airport, if applicable, and take them back for departure; ensure that Alateen, Spanish and A.A. Sub-Committee Chairs coordinate arrival and departure for their speakers.
11. Accompany, or has someone accompany, and/or see to the needs of each Speaker during the Convention.
12. Coordinate a "Welcome" in the Speaker's hotel room. (A card, a mini-food tray are options).
13. Select and provide ALL speakers with a token gift, if desired. Note: Alateen, Spanish and A.A. may want to pick out their own gift; however, it must be within Speaker/Advisor's budget and approval.
14. Send thank-you notes to ALL Speakers and volunteers assisting speakers.
15. As Advisor, provide experience, strength and hope to Convention Chair and the entire Committee.
16. Discuss availability of Spanish translation equipment with Area Spanish Coordinator.

CONVENTION SUB-COMMITTEE GUIDELINES

BOUTIQUE, DECORATIONS, ENTERTAINMENT, HOSPITALITY INFORMATION & SECURITY, PRINTING & PUBLICITY, RAFFLE, REGISTRATION and PROGRAMS (Al-Anon, Alateen, Spanish, and A.A.)

1. Consult Previous Years' Convention Wrap-Up Report for your Sub-Committee.
2. Read AFG Florida South Area 10 Inc. Convention Policy and your Convention Sub-Committee Guidelines provided by the Convention Chair.
3. Attend all Convention Committee Meetings and/or send a representative to give an oral and written progress report.
4. Select a Co-Chair and form a Committee in your District; recruit and organize volunteers to help prior and during the Convention.
5. All Committees have a budget, which is determined by the Executive Committee. Everyone is asked to stay within budget and to consult with Convention Treasurer & Chair prior to spending over budget. Keep itemized receipts for reimbursement – do not co-mingle Al-Anon money with personal money.
6. Convention Chair will distribute *all* unsold items and supplies from Previous Year's Convention to each Sub-Committee Chair.
7. Select a name for your Sub-Committee Room/Area (if applicable) that relates to the Convention theme.
8. Visit your Sub-Committee Room/Area and Workshop & General Session Rooms at the hotel to become familiar with size and attributes of the room --this will assist with the set-up of the Rooms and placement of items.
9. Write a short Blurb (a brief description) about your Sub-Committee for the Program Book; send to Convention Chair for approval by April Convention Committee Meeting. Upon approval, send Blurb to Printing & Publicity Sub-Committee Chair so it can be inserted into the Convention Program Book by May Meeting. (Note: Archives & Literature Blurb will be provided by Convention Chair.)
10. Notify Decorations Sub-Committee Chair of any decorations needed by April Convention Committee Meeting.
11. Work with all Convention Committee to practice and perform skit for the Opening General Session, if requested by the Convention Chair.
12. Send all flyers, Workshop signs, etc. to Convention Chair for approval by April Convention Committee Meeting. (Note: Convention Chair will need Printing & Publicity Sub-Committee Chair to make copies of flyers for Spring Assembly.
13. Upon approval by the Convention Committee, provide information to be printed to the Printing & Publicity Sub-Committee Chair (flyers, pricing signs, A-Z signs, Workshop signs, skit signs, props, Blurbs, Hours of Operation, Payable to: AFG Florida South Convention sign, Coffee, Tea, Decaf, etc.) by April Convention Committee Meeting.

CONVENTION SUB-COMMITTEE GUIDELINE (continued)

14. Send any Contracts to Convention Chair to approve and sign. (Examples include Boutique resale item purchase, DJ, etc.)
15. Arrange Hours of Operation to be submitted coordinated with Boutique, Hospitality, Literature, Raffle and Registration hours; present them to the Convention Committee for approval by the April meeting. Upon approval, submit this information to the Printing & Publicity Sub-Committee Chair so it can be inserted in the Convention Program Book by the May Meeting. Hours of Operation Guide is:

FRIDAY 3:00 pm - 7:45 pm and 10:00 pm - 11:30 pm
SATURDAY 7:30 am - 1:30 pm and 3:30 pm – 6:00 pm* and 10:00 pm – 11:30 pm (if applicable)
SUNDAY 7:30 am - 9:30 am (if applicable) (Note: Boutique, Literature, and Raffle are closed.)

*Note: Registration is generally manned by one (1) person between 6:00 – 8:00 pm Saturday eve to register those wanting to attend Saturday evening Keynote Speaker.

Information & Security Hours of Operation include times when Registration is closed, during General Sessions, and at the Dance.

16. Inform Convention Co-Chair with layout and table and chairs requirements for your Sub-Committee Room. All Executive Committee & Sub-Committee Chairs/Co-Chairs work with the Convention Co-Chair for ALL hotel requests. (Note: Some accommodations may be needed at the hotel to store Committee items the night before convention begins.)
17. Collect, store, and transport all Sub-Committee items/materials to the Convention.
18. Bring necessary supplies for your Sub-Committee, such as: scotch tape, painters tape, pencils, marking pens, markers, straight pins, scissors, paper clips, stapler, scratch pads, paper bags, plastic grocery bags, tickets, cellophane, ribbons, signs, props, adhesive name badges, message board, tools, etc., and the important calculator.
19. ALL Convention Committee members at Convention are to provide Information & Security Sub-Committee Chair with your phone and hotel room numbers.
20. Work with Information & Security to arrange room opening and lock-up schedule during Convention, if necessary.
21. Walkie-Talkie training will be done by Information & Security Sub-Committee Chair, if applicable, for Chair, Co-Chair, Treasurer, Boutique, Raffle, Registration, and Information & Security.
22. Notify Convention Chair and/or Co-Chair of any needs or problems.
23. Pack up *all* unsold items, supplies, and non-perishable items prior to Closing General Session and have them ready for pick up by Next Year's Convention Chair. (Note: Decorations will take down ALL decorations after Convention and have them ready for pick up.)
24. Wrap-up report is completed after the Convention and sent to the Convention Executive Committee. This report is to include things that went well, things that didn't go well, and any recommendations for future Convention Committees.
25. IMPORTANT -- Any deviations to above duties need Executive Committee approval.

CONVENTION BOUTIQUE GUIDELINE

1. Boutique has a budget for resale items and a budget for purchasing supplies to make craft items.
2. Create flyer asking for hand-crafted items for the Boutique.
3. If purchasing any resale items for the Boutique, Convention Committee approval is needed. (Note: Items cannot endorse *any* other recovery programs.)
4. The LOGO from the Registration Form is to be utilized for Boutique resale item(s), if feasible -- for t-shirts and/or tote bags or another agreed-upon product (this is if Convention Committee decides to have t-shirts and/or tote bags, etc.). If the LOGO is not feasible, Printing & Publicity Sub-Committee Chair will assist Boutique Sub-Committee Chair with a similar LOGO and get approval from the Executive Committee by February Convention Committee Meeting.
5. Provide Convention Chair with any contract that may need to be signed for the resale item (do not sign any contract).
6. Boutique resale item(s) sold at Area Service Event, Assembly, and/or at AWSC Meetings are coordinated with the Convention Chair.
7. Price Boutique items; suggest that items in stock be priced prior to arrival; price remaining items with Convention Committee help after final Pre-Convention Committee Meeting, if desired. (Note: Once prices are marked in the Boutique, prices are not changed. Final discounts are *not* allowed.)
8. Start sign-up sheet in your District for people to sign up for 2-hour increments and have sheet on-site to allow others an opportunity to do service at the Convention.
9. Set up and staff the Sub-Committee Room/Area at Convention with volunteers to be manned during the Hours of Operation by at least 2 people at all times; arrange tables, displays, cash out area, and rearrange Room/Area as sales change the look of the displays.
10. Request a bank from Convention Treasurer to start at Convention.
11. Work with volunteers and Convention Treasurer to arrange money pick-ups; keep track of money picked up in cash box.

CONVENTION DECORATIONS GUIDELINE

1. Decorations has a budget for supplies to make banquet centerpieces and other convention decorations. (Note: Decorations for all Sub-Committee Rooms/Areas come out of Decorations budget.)
2. Provide decorations for workshop signs, if needed and requested by the Program Sub-Committee Chairs, by the May Convention Committee Meeting.
3. Evaluate Convention Area.
4. Provide decorations for the General Session Room stage, Workshop Rooms, and Convention Area -- include Boutique, Hospitality, Information & Security, Literature, Raffle, Registration and Program (Al-Anon, Alateen, Spanish, and A.A.).
5. Design and create special name badges for Convention Executive Committee, Sub-Committee Chairs and Co-Chairs, and ALL Speakers. (Note: May not want to have Treasurer title on name badge since money is being collected.) These are to be handed out to all Convention Committee Members at the pre-Convention Meeting. Al-Anon Speaker badges are to be given to Speaker/Advisor. Alateen Speaker badge is given to the Alateen Sub-Committee Chair; Spanish Speaker name badge is given to the Spanish Sub-Committee Chair; and A.A. Speaker name badge is given to the A.A. Sub-Committee Chair.
6. It is beneficial to transport decorations to the Convention hotel the day before Convention starts.
7. Work with Convention Co-Chair to get the hotel staff to put up decorations, as necessary. Get a clear understanding from the Convention Co-Chair as to what is allowed, and not allowed, at the hotel relative to decorations.
8. Bring necessary supplies to mount decorations (not to be affixed to hotel property).
9. Complete decorations by the time Registration opens. Suggest to start decorating the night before, if possible.
10. Provide banquet centerpieces and place them on tables prior to Banquet. (Note: This is to be coordinated with Convention Co-Chair and hotel staff.) These may be given away by some form of lottery coordinated by Co-Chair of Convention.
11. Provide two (2) decorated boxes – one for Evaluation Forms and one for badge and envelope recycling. These can be placed near Registration Room/Area.

CONVENTION ENTERTAINMENTGUIDELINE

1. Entertainment has a budget for DJ and for skit supplies/props.
2. If requested, coordinate with the Convention Chair to introduce committee members for the Opening Ceremony.
3. Plan a skit or play to be scheduled during a General Session or Workshop time period – practice with your District Committee.
4. Make arrangements to hire a DJ for a Dance or Karaoke. This event is usually on Saturday evening from 10:00 – Midnight or 1:00 am. Coordinate with Co-Chair and hotel for agreement on hours.
5. Provide Convention Chair with any contract that may need to be signed for the DJ (do not sign any contract).
6. Coordinate with Co-Chair for dance floor requirements and DJ set up.
7. Coordinate payment to DJ with the Convention Treasurer. (Note: Tip is not required.)
8. Host and monitor Dance/Karaoke from the beginning to the end. Work with Information & Security at this event.

CONVENTION HOSPITALITY GUIDELINE

1. Hospitality has a budget for goodies and paper products. Budget is also used to tip hotel staff for services (if transporting goodies to the room; replenishing ice; cleaning the room, removing trash.
2. Serve as Convention hosts providing snacks and beverages. (Note: Be inclusive of all dietary restrictions and needs.)
3. Work with your District Committee to make snacks, cookies, breads, etc.; organize volunteers to label food, shop and help with Hospitality prior and during the Convention.
4. Create flyer asking all Districts to donate goodies for Hospitality Room.
5. Purchase snacks, beverages, paper products and other supplies, as needed. (Note: Purchase items for this Convention only.)
6. Bring plastic gloves, sponges, paper towels, scotch tape, pencils, pens, scissors, paper clips, scratch pads, signs, small vacuum, coffee pots, etc. (Note: May want to ask Districts to borrow large coffee urns – four (4) are recommended.)
7. Coordinate with Convention Co-Chair to meet with Hotel Housekeeper and cleaning staff to establish schedule for vacuuming, taking out of garbage, replenishing ice, etc.; this will also help you to know who to contact for services. (Note: It is helpful to know how many coffee pots can be plugged in the room at the same time to avoid circuit breaker problems.)
8. Start sign-up sheet in your District for people to sign up for 2-hour increments and have sheet on-site to allow others an opportunity to do service at the Convention.
9. Set up and staff the Sub-Committee Room/Area at Convention with volunteers to be manned during the Hours of Operation by at least 2 people at all times; arrange tables, displays, hot/cold food, desserts, hot/cold drinks, dietary specialties and rearrange area as needed.
10. Maintain cleanliness in the Hospitality Room; all volunteers touching food are to wear gloves.
11. At the close of the Convention, unopened perishable items are returned for refund. All refunded money is sent to the Convention Treasurer within ten (10) days.
12. All borrowed items (coffee urns, etc.) are returned to District.

CONVENTION INFORMATION & SECURITY GUIDELINE

1. Information & Security has a budget for supplies.
2. Serve as Convention hosts, greeting, hugging and providing information relative to the convention.
3. Acquire Walkie-Talkies from Convention Chair by July Convention Committee Meeting. Check batteries, read directions and understand how to operate them. Transport them to Convention and train those using them (Chair, Co-Chair, Treasurer, Boutique, Raffle, Registration, and Information & Security). (Note: May want to use cell phones instead.)
4. Start sign-up sheet in your District for people to sign up for 2-hour increments and have sheet on-site to allow others an opportunity to do service at the Convention.
5. Set up and staff the Sub-Committee Room/Area near the Registration Room/Area at Convention with volunteers. Arrange for the Information Desk to be manned during the Hours of Operation by at least one (1) person at all times. Arrange for Security to be manned during the Hours of Operation by at least two (2) people at all times.
6. Provide and maintain a message/bulletin board near the Registration Room/Area.
7. Answer Convention questions, give directions to meeting rooms, roam the Convention Area throughout the Convention and give temporary name badges to attendees when Registration is closed. (Note: During General Sessions, at least two (2) Security members will be at the doors.)
8. Coordinate Lost & Found items at the Information & Security Desk/Area.
9. Maintain a list of phone and hotel room numbers of all Convention Committee members at Convention.
10. Coordinate with Alateen and Registration Sub-Committee Chairs to receive a list of phone and room numbers for all Alateens' Parents/Guardians, and/or Sponsors at Convention. Maintain list in case of emergency.
11. Check badges to make sure attendees are registered, collect food tickets, and be available at the General Session doors when Registration is closed.
12. Coordinate with Convention Co-Chair to meet with Hotel Security to get key to assist with room opening & lock-up schedule for Boutique, Literature, Raffle, Registration, Hospitality, and all Program (Al-Anon, Alateen, Spanish, A.A.) Workshop Rooms during the Convention. See Hours of Operation for schedule.
13. Coordinate and accompany Convention Treasurer during money pick-ups (Boutique, Raffle and Registration,) and to the Bank to make a deposit/withdrawal, if requested by Convention Treasurer.
14. Monitor Dance/Karaoke from the beginning to the end. Work with Entertainment at this event.
15. Check and pack Walkie-Talkies after Convention and return them to the Current Convention Chair. The Convention Chair will give them to Next Year's Convention Chair.

CONVENTION GUIDELINE for DISTRICT LDC

1. A location for Conference Approved Literature (CAL) shall be made available at the Convention.
2. At the Winter AWSC Meeting, the Convention Chair will ask each District DR/AISL if their District LDC is eligible and interested in providing and selling CAL at the AI-Anon Convention. The names of eligible and interested District LDCs will be pulled from a hat. (Note: Only District LDCs that collect and pay sales tax to the state of Florida are eligible.)
3. Literature income and expenses will be handled solely by the District LDC. Literature money will not be co-mingled with Convention money.
4. Hours of Operation will be coordinated between Convention Chair and District LDC by the April meeting. Once determined, information is given to Printing & Publicity Sub-Committee Chair by the Convention Chair for the Program Book for the May Convention Committee Meeting.
5. Hours of Operation Guide for Literature is:

FRIDAY	3:00 pm - 7:45 pm	and	10:00 pm - 11:30pm
SATURDAY	7:30 am - 1:30 pm	and	3:30 pm – 6:00 pm and 10:00 pm – 11:30 pm (if applicable)
SUNDAY	7:30 am - 9:30 am (if applicable)		(<u>Note</u> : Boutique and Raffle are closed.)
6. Inform Convention Chair/Co-Chair with layout and table and chairs requirements for Literature Room. Work with the Convention Co-Chair for ALL hotel requests. (Note: Some accommodations may be needed at the hotel to store Committee items the night before convention begins.
7. Set up and staff the Sub-Committee Room/Area at Convention with volunteers; arrange tables, displays, cash out area, and rearrange area as sales change the look of the displays.
8. Arrange for the Sub-Committee Room/Area to be manned during the Hours of Operation by at least 2 people at all times. Start sign-up sheet in your District for people to sign up for 2-hour increments.
9. Wrap-up report is completed after the Convention and sent to the Convention Chair. This report is to include things that went well, things that didn't go well, and any recommendations for future District LDCs selling literature at an AI-Anon Convention.

CONVENTION PRINTING AND PUBLICITY GUIDELINE

1. Responsible for designing the Program Book; it is beneficial to have computer experience for this position.
2. Ask volunteers to help with proofreading and/or printing.
3. Printing & Publicity has a budget for printing, which includes Sub-Committee printing requirements and the Convention Program Book.
4. The LOGO from the Registration Form will be utilized for Boutique resale item(s). If this is not feasible, Printing & Publicity Sub-Committee Chair will assist Boutique Sub-Committee Chair with a similar LOGO and get approval from the Executive Committee by February Convention Committee Meeting.
5. Make and distribute Registration Forms to Convention Committee at monthly Convention Committee Meetings; provide 175 copies of the Registration Form and 100 copies of Spanish Registration Form and give to the Convention Chair for distribution at the Spring Assembly.
6. In February/March timeframe, Printing & Publicity Sub-Committee Chair notifies the Forum, the Sunshiner, Area Web Coordinator, Area telephone service offices, and Florida North Area Chair of the date, location, and contact information for the Convention.
7. Update Evaluation Form as requested from Convention Chair. (See attached sample Evaluation Form.)
8. Work with all Convention Executive Committee and Sub-Committees to meet printing requirements (flyers, signs, Evaluation Forms, Workshop Guidelines, invitations to Boutique, Hospitality, etc.) by May Meeting (Note: If hotel does not provide room signs outside of each Workshop Room, Printing & Publicity will print Workshop signs.
9. Receive approved Workshop schedules for Programs (Al-Anon, Alateen, Spanish, and A.A.) from the Program Sub-Committee Chairs by April Meeting to insert into the Convention Program Book for May Meeting.
10. Receive all approved flyers, etc.; Registration Forms for on-site registration, food tickets, pricing signs, rooms signs, Program Book, Workshop Guidelines, Evaluation Forms, AFG Florida South Area 10 Travel & Medical Release Including Authorization and Consent for Emergency Medical Treatment of a Minor and AFG Convention Alateen Behavioral Guidelines & Responsibilities Forms etc. and print requested amount of copies and give them to Registration Sub-Committee Chair at the July Meeting.

Note: All printed material must be approved by the Convention Chair *before* printing.

CONVENTION PRINTING AND PUBLICITY GUIDELINE (continued)

11. Work with A.A. Sub-Committee Chair to provide ample registration forms, flyers, etc. for distribution to A.A. Intergroup.
12. Provide ample registration forms, flyers, etc. for distribution to Spanish Intergrupo and Districts.
13. Work with Spanish Sub-Committee Chair to translate Evaluation Form and any other printed material, as requested, and provide 100 forms each for Registration Sub-Committee Chair by July Convention Committee Meeting.
14. Get estimates from a couple of print shops for Program Book and general printing costs.
15. Discuss and get approval from the Convention Executive Committee as to the number of Convention Program Books to be printed.
16. Include a map of the Hotel Conference Rooms/Area showing location of General Session Rooms, individual Workshop Rooms for Programs (Al-Anon, Alateen, Spanish, A.A.), Boutique, Hospitality, Information & Security, Literature, Raffle, Registration, etc. Areas in the Program Book.
17. List Executive Committee, Sub-Committee Chairs & Co-Chairs (with District #'s) in the Program Book by May Convention Committee Meeting.
18. Other items to consider including in the Program Book are:

<ul style="list-style-type: none">• Welcome (Workshops, General Sessions, Social Event, Banquet, Dance)• Badge requirement• Anonymity Statement• Archives display information	<ul style="list-style-type: none">• Literature information• Lost and Found• Early registrations for Next Year's Convention• Serenity Prayer and Al-Anon Declaration
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19. Design and submit a draft copy of the Program Book to the entire Convention Committee for review & proofreading at the May Convention Committee Meeting. Review and make revisions for June Convention Committee Meeting, final review is sent to the Convention Chair by July 1; once approved by Convention Chair, print and have agreed-upon amount of Program Books available at the July Convention Committee Meeting for distribution to Registration Sub-Committee Chair.
20. Place convention information in local papers calendar section, wherever possible.

CONVENTION RAFFLE GUIDELINE

1. Raffle has a budget for tickets and wrapping supplies to make baskets.
2. Create flyer asking for items and/or completed baskets for the Raffle.
3. Determine what type(s) of raffles will be held, i.e., silent, “pick a prize,” special weekend, 50/50 etc.; and bring this to the Convention Committee for approval.
4. Determine ticket prices for each type of Raffle, if applicable. (Note: Once prices have been set, prices are not changed. There are *no* discounts.)
5. Raffle ticket holders need to be present to win and they must be notified of this at time of purchase.
6. Any special raffle tickets sold at an Area Service Event, Assembly, and/or at AWSC Meetings prior to Convention are coordinated with the Convention Chair.
7. Start sign-up sheet in your District for people to sign up for 2-hour increments and have sheet on-site to allow others an opportunity to do service at the Convention.
8. Set up and staff the Sub-Committee Room/Area at Convention with volunteers to be manned during the Hours of Operation by at least 2 people at all times; arrange tables, displays, cash out area, and rearrange area as sales change the look of the displays.
9. Work with Convention Committee to set up when and how baskets will be raffled and collected by the winners;
 - may be a set number of raffles at different times during the weekend or may be done all at once after the Saturday evening Keynote Speaker
 - tickets can be pre-drawn and winners announced at General Sessions or winner returns to the Raffle basket display Room
10. Multiple colored tickets are suggested for more sales; and a separate ticket for 50/50 or any other special raffles is suggested.
11. Accept Raffle items from members during the Convention.
12. Walkie-Talkie training will be done by Information & Security Sub-Committee Chair, if applicable, for Chair, Co-Chair, Treasurer, Boutique, Raffle, Registration, and Information & Security. (Note: *Cell phones may be used instead.*)
13. Work with Sub-Committee members to set up and assemble some baskets the night before Convention starts and throughout the Convention, as items are donated.
14. Go through (view) Raffle items and baskets to ensure content relates in some way to our spiritual principles without endorsing other recovery programs. Pull out items that are in conflict with our Traditions. The only literature in the Raffle is to be AI-Anon Conference Approved (CAL).
15. Set up display of Raffle items/baskets with containers for tickets at Convention; have volunteers selling tickets in the Raffle Room and throughout the entire Convention Area throughout the weekend during the Convention.
16. Use the aprons on hand or provide new aprons for volunteers to use while selling tickets.
17. Request a bank from Convention Treasurer to start at Convention.
18. Work with volunteers and Convention Treasurer to arrange money pick-ups; keep track of money picked up in cash box.

CONVENTION REGISTRATION GUIDELINE

1. Registration has a budget for supplies such as envelopes, labels, name badges & holders, adhesive name badges, lanyards, etc.
2. Work closely with Convention Treasurer, who will send/give a copy of the Registration Form and a copy of the check to the Registration Sub-Committee Chair; Convention Treasurer may also forward spreadsheet detailing registrations, food tickets sold, etc. for Registration to use. Treasurer may also e-mail new registrations to keep records updated between both groups, if desired.
3. Keep a record (spreadsheet) of all registrations and food (ice cream, pizza, banquet, etc.) ticket sales. Keep a record of the registrants' specific Program (Al-Anon, Alateen, Spanish, A.A.).
4. Convention Chair is responsible for getting a table and selling Registration Forms at Area Service Event, Assemblies and/or AWSC Meeting, or other Al-Anon events.
5. Look at Registration Form and decide what to put on badges (Ex: First and Last Initial, District #, City, State); once decided, print on name badges, along with LOGO, for registered attendees, including Convention Committee and Speakers.
6. Collect materials from Printing & Publicity Sub-Committee Chair (food tickets, Program Books, Evaluation Form (English and 100 Spanish), etc.) no later than July Convention Committee Meeting.
7. Prepare registration envelopes/materials for registered members. Each registrant will receive name badge, Program Book, food tickets, Evaluation Form, and any other special flyers/documentation. (Note: It is helpful to make 600-800 packets).

(Note: A stuffing meeting may be done in your District after the July Convention Committee Meeting to organize all materials for easy pick-up at the convention.)
8. Suggested to have section for pre-registered and another section for members registering at the Convention.
9. Suggest organizing by first name & last initial and have District # written on all pre-registered material/envelopes ready for easy pickup. (Be respectful of member's anonymity.)
10. Start sign-up sheet in your District for people to sign up for 2-hour increments and have sheet on-site to allow others an opportunity to do service at the Convention.
11. Set up and staff the Sub-Committee Room/Area at Convention with volunteers to be manned during the Hours of Operation by at least 2 people at all times; arrange tables, displays, cash out area, and rearrange area as needed.
12. Give out Registration packets to ALL Convention Committee Members the evening before the Convention, if possible.
13. Give registration packets for all Al-Anon Speakers plus the Taper and Assistants to the Speaker/Advisor; Alateen Speaker packet to the Alateen Sub-Committee Chair; Spanish Speaker packet to the Spanish Sub-Committee Chair; and A.A. Speaker packet to the A.A. Sub-Committee Chair.

CONVENTION REGISTRATION GUIDELINE (continued)

14. Request a bank from Convention Treasurer to start at Convention.
15. Accept payment of Registrations from members during the Convention (cash, check and possibly credit/debit). (Note: A condensed Registration Form can be used for on-site registration.)
16. Work with volunteers and Convention Treasurer to arrange money pick-ups; keep track of money picked up in cash box.
17. ALL Alateens MUST have a notarized AFG Florida South Area 10 Travel and Medical Release Including Authorization and Consent for Emergency Medical Treatment of a Minor Form and must sign AFG Convention Alateen Behavioral Guidelines & Responsibilities (Code of Conduct) in accordance with Florida South Area Alateen Guidelines PRIOR to receiving their registration packet.
18. Coordinate with the Alateen Sub-Committee Chair, or other members, to supply multiple Notaries for On-Site Registration throughout the Convention.
19. Coordinate with Alateen and Information & Security Sub-Committee Chairs to maintain a list of phone and room numbers for all Alateen Parents/Guardians, and/or Sponsors at Convention, in case of emergency.
20. Notify Convention Co-Chair of the number of attendees and food tickets sold. (Note: Provide any special meal information to the Convention Co-Chair.)
21. On Sunday morning of the Convention, provide the Convention Chair with the total number of attendees at the convention. (Separate Al-Anon, Alateen, Spanish, and A.A. in your reporting.)
22. Keep hard copies of all Registration Forms and checks until the Convention Treasurer has reconciled the convention books. Once the books have been reconciled by the Convention Treasurer, shred all information.

CONVENTION PROGRAM GUIDELINE

(AL-ANON, ALATEEN, SPANISH & A.A.

*referred to as **PROGRAM** in this Convention Program Guideline)*

1. PROGRAM Chairs have a budget for supplies.
2. ALL PROGRAM Speakers expenses are budgeted separately by the Convention Treasurer.

WORKSHOP PROGRAM

3. Plan an Al-Anon/Alateen/Spanish/A.A. Workshop program and use our convention theme, wherever possible, in meeting topics staying within our Traditions.
4. Alateen, Spanish and A.A. Program Sub-Committee Chairs will have their Workshops coincide with the Al-Anon Program times. (Note: It is suggested to have 10-15 minute break between each workshop time.)
5. Submit PROGRAM Workshops to the Convention Committee for approval no later than March Meeting.
6. Schedule Workshops – titles, dates, and times – to be presented to the Convention Committee for approval no later than the April meeting. (Note: Do not schedule Workshops during General Sessions.)
7. Upon approval, PROGRAM Sub-Committee Chairs, send Workshop schedules to Printing & Publicity Sub-Committee Chair to insert into the Convention Program Book for May Meeting.
8. Make sure all workshops have Workshop Chairs; have alternates available. (ALL Workshop Chairs must register for Convention and pay his/her own way.)
9. Provide ALL Workshop Chairs (except A.A.) with Workshop Guidelines in advance of the Convention. Provide Workshop Chairs with verification of the Workshop they are chairing and the time. (See Sample - Workshop Guideline.)
10. Prior to Convention, obtain Workshop Chair name(s), email & cell phone #'s. (Note: A.A. will handle on their own.)
11. Set up a sign-in sheet at the Convention for Workshop Chairs and Speakers (Name, Cell #, and Hotel Room #) at Registration Room/Area. (Note: A.A. will handle on their own.)
12. Provide each Workshop Room (except A.A.) with Workshop Guideline.
13. Monitor Workshops in progress during Convention.

CONVENTION PROGRAM GUIDELINE (continued)

(AL-ANON, ALATEEN, SPANISH & A.A.

*referred to as **PROGRAM** in this Convention Program Guideline)*

SPEAKERS

14. Alateen, Spanish (*must be a member of Al-Anon*) and A.A. Sub-Committee Chairs select their Speakers. Get approval for an out-of-state speaker from the Speaker/Advisor, if applicable. (Note: Speaker/Advisor selects three (3) Al-Anon Speakers.)
15. Send letter to PROGRAM Speakers confirming the Convention date and informing Speakers of details relative to the Convention and information about expenses. Include a Registration Form for him/her to complete and mail back to you. (See Speaker/Advisor for Sample – Letter to Speakers).
16. Speakers are provided with free registration, food event tickets, hotel room and food allowance. Receipts are needed to process expenses, including airline, luggage, and parking, if applicable; no receipts needed for gas & tolls.

Note: Parent/Guardian/Adult Alateen Sponsor and Spouse/Guests are responsible to register for Convention and pay his/her own way.
17. Provide the Speaker/Advisor all details about the Speaker so hotel accommodations and travel can be arranged, if necessary.
18. Work with Convention Speaker/Advisor to coordinate a gift for Speaker within Speaker/Advisor budget, for approval.
19. Pick-up, or assign a volunteer to pick-up, the Alateen/Spanish/A.A. Speakers at the airport (if applicable) and take him/her back for departure. (Note: Speaker/Advisor is responsible for Al-Anon Speakers.)
20. Accompany or arrange for someone to accompany and/or see to the needs of the Alateen/Spanish Speakers throughout the Convention weekend. (Note: Speaker/Advisor handles this for Al-Anon Speakers.)
21. The PROGRAM Chairs are introduced by the Al-Anon Convention Chair for the General Session. The PROGRAM Chair introduces the Speaker. A gift is given to the Speaker after he/she speaks by the PROGRAM Chair.

CONVENTION AL-ANON PROGRAM GUIDELINE

1. Notify the District Representatives of Workshops that are to be given to each District (with a specified time frame, i.e., 45 min, 50 min, 1 hour) or have a listing of Workshops available for DRs to select topics at the Spring Assembly.
2. If hotel does not provide Workshop Room signs outside of each Workshop Room, provide information to Printing & Publicity Sub-Committee Chair to be printed.
3. Plan for someone to change ALL Workshop signs between sessions or have all workshops & times listed for the day outside of each workshop room for all programs (Al-Anon, Alateen, Spanish, A.A.).

CONVENTION ALATEEN PROGRAM GUIDELINE

1. Select a name for the Alateen Room(s) that relates to the Convention theme.
2. Present the Convention Committee with any ideas, needs or proposed Alateen activities and get approval from the Executive Committee.
3. Provide Printing & Publicity Sub-Committee Chair with AFG Florida South Area 10 Travel and Medical Release Including Authorization and Consent for Emergency Medical Treatment of a Minor Form and AFG Convention Alateen Behavioral Guidelines & Responsibilities Form (Code of Conduct), in accordance with Florida South Area Alateen Guidelines – **See Convention Chair for Forms.** (Note: Forms must be signed PRIOR to receiving his/her Registration packet.
4. Provide Workshop Room(s) with AFG Convention Alateen Behavioral Guidelines & Responsibilities. (See Sample - AFG Convention Alateen Behavioral Guidelines & Responsibilities.)
5. Work with Registration Sub-Committee Chair to provide multiple Notaries for On-Site Registrations.
6. Recruit WSO and Area 10 Certified Alateen Sponsors for all Alateen Workshops. The Alateen Convention Sub-Committee Chair submits a list of Alateen Sponsors (AMIAS) to the Area Alateen Coordinator for verification of certification.
7. Coordinate with Information & Security and Registration Sub-Committee Chairs to provide a list of phone and room numbers for all Alateens' Parents/Guardians, and/or Sponsors at Convention, in case of emergency.
8. Alateen Sub-Committee Chair and/or Co-Chair generally attend the Pizza Party with the Alateens.
9. Alateens may participate in the Raffle(s) during the Convention by giving winners their raffle item.
10. Supervise Alateen activities at Convention during all workshops and food events. Alateens must be in the designated Alateen Room(s) at Workshop times. Note: During General Sessions and Dance/Karaoke, all Alateens must be with Parent/Guardian.

CONVENTION SPANISH PROGRAM GUIDELINE

1. Notify the Area and Spanish Intergrupo of the participation, progress and needs of the Spanish Convention Sub-Committee.
2. Assist Printing & Publicity Sub-Committee Chair with Spanish translation for the Registration Form, Program Book, Evaluation Form and any other printed material, as requested. Once approved, it is sent to Printing & Publicity Sub-Committee Chair.
3. Discuss availability of Spanish translation equipment with Area Spanish Coordinator.

CONVENTION A.A. PROGRAM GUIDELINE

1. Notify A.A. Intergroups in Florida South of the participation, progress and needs of the Al-Anon Convention Committee.
2. Assist Printing & Publicity Sub-Committee Chair with distribution of Registration Forms, flyers, and notification of Convention to A.A. Intergroups and clubhouses.
3. Plan the A.A. Speaker General Session.
4. After being introduced by the Convention Chair, the A.A. Sub-Committee Chair opens the meeting (does A.A. Steps, Traditions, How it Works, and/or chooses other A.A. members to participate). Introduces the A.A. Speaker.
5. If A.A. literature is to be sold, it must be sold in the A.A. Meeting Room. (Note: It is against Al-Anon Traditions for Al-Anon members to sell A.A. literature at the Convention.)