

Florida South (Area 10)

AL-ANON CONVENTION - CURRENT YEAR'S - TIMELINE INFORMATION

3rd Saturday of each month Jan-July – Convention Committee Meetings

(Suggested to include any Hotel Deposit Requirements in this timeline)

January

- Review Committee positions
- Review and Approve Budget
- Request Spanish Registration translation from Spanish Committee
- Distribute Wrap-Up Reports
- Discuss Meeting Start-Time (10:00 or 10:30 a.m.)
- Explain Expense Reimbursement for Convention Committee

February

- Printing & Publicity present logo ideas for Convention Committee selection
- Boutique presents resale item choices
- Schedule hotel tour

March

- Al-Anon Program presents grid with timeslots & draft of workshops
- Alateen, Spanish & A.A. Programs present a draft of workshops
- Boutique, Hospitality, Info & Security, Raffle, Registration, Alateen, AMIAS/Alateen Training Sessions, A.A., District LDC, and Archives provide “Hours of Operation,” “Name” and “Blurb” for program book, if applicable.

April

- Al-Anon Program coordinates, with Convention Chair, the plan for the DR selection of Workshops at the Spring Assembly
- Printing & Publicity presents draft program for review
- Sub-Committees inform Decorations if any decorations are needed in their area
- Proof and approve all flyers, letters, food tickets and documentation for Sub Committees

May

- Committees provide Co-Chair with hotel requirements, i.e., layouts and table & chair requirements, including General Session Room, Stage, Podium, and Dance floor placement
- Committees provide Co-Chair with name of roommate or if rooming alone
- Printing & Publicity presents REVISED program for review

June

- Printing & Publicity presents finalized program for approval; Convention Chair approves by the 30th

July

- Printed Program brought to meeting for Registration
- Finalize all details
- Money for ½ room to be given to Co-Chair if you have a roommate not on committee or if rooming alone

August

- Convention Weekend