

Florida South (Area 10) CONVENTION SUB-COMMITTEE GUIDELINES

**“This Guideline requires adherence to state and local laws
and the AFG Florida South (Area 10) Alateen Safety and Behavioral Requirements Policy.”**

PURPOSE AND GUIDING PRINCIPLES

The intent of the following guidelines is to provide direction and guidance throughout the planning and execution of AFG Florida South (Area 10) Conventions. Guidelines are just that – guidance. As trusted servants, each sub-committee chairperson is expected to make all decisions in the context of Al-Anon’s Twelve Traditions and Twelve Concepts.

The Sub-Committees:

This document provides general and specific guidance for all sub-committees, which are:

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

General Guidelines for All Sub-Committees

1. Recommendation: Use a Service Sponsor who has chaired this Sub-Committee in past conventions.
2. Consult Previous Years’ Convention Wrap-Up Report for the Sub-Committee being chaired.
3. The Convention Chair establishes due dates for each convention action. Read all reference documents provided by the Convention Chairperson, including Al-Anon Convention Policy, and Al-Anon Convention - Current Year’s – Timeline Information, WSO Convention Guidelines (G20), and Convention Sub-Committee Guidelines.
4. Attend all Convention Committee Meetings and/or send a representative to give an oral and written progress report.
5. Select a Co-Chair and form a District Committee; recruit and organize volunteers to help prior and during the Convention.
6. Review the sub-committee budget and plan all expenditures based on the given budget. All sub-committees are required to operate within budget. However, should circumstances make it necessary to exceed the allocated budget, approval of the Convention Executive Committee is required.
7. Submit itemized receipts monthly to the Convention Treasurer for reimbursement. Convention money should not be co-mingled with personal money, group or district funds.

8. Convention Chair will distribute *all* unsold items and supplies from Previous Year's Convention to each Sub-Committee Chair.

9. Select a name related to the Convention theme for the Sub-Committee Room/Area (if applicable).
10. Visit assigned Sub-Committee Room/Area and Workshop and General Session Rooms at the hotel to become familiar with size and attributes of the room to assist with the set-up rooms and placement of items.
11. Compose a short blurb (a brief description) about your Sub-Committee for the Program Book; send to Convention Chair for approval. Upon approval, send blurb to Printing & Publicity Sub-Committee Chair so it can be inserted into the Convention Program Book. (Note: Archives and Literature Blurb will be provided by Convention Chair.)
12. As requested, notify Decorations Sub-Committee Chair of any decorations needed by date requested.
13. Work with all Convention Committee members to prepare for any activity for the Opening General Session, as requested by the Convention Chair.
14. Send all flyers, Workshop signs, etc. to Convention Chair for approval. (Note: Printing & Publicity Sub-Committee Chair to make copies of flyers for Convention Chair to have for distribution at Spring Assembly.)
15. 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, entertainment signs, props, blurbs, hours of operation, “Payable to: AFG Florida South Convention” sign, Coffee, Tea, Decaf, etc.
16. Send any contracts to Convention Chair for provisional approval and signature. (Examples include Boutique resale item purchase and entertainment vendors.) Note: Final approval of all contracts is by the President, Al-Anon Family Groups, (Area 10), Inc.
17. Arrange Hours of Operation to be submitted, coordinating with Boutique, Hospitality, Literature, Raffle and Registration hours. Upon approval, submit this information to the Printing & Publicity Sub-Committee Chair to be inserted in the Convention Program Book. Suggested Hours of Operation:

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 evening 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.
18. Consult Convention Treasurer for the process and for training for accepting electronic payments.
19. Provide Convention Co-Chair with layout and table and chairs requirements for assigned Sub-Committee Room. All Executive Committee and Sub-Committee Chairs/Co-Chairs work with the Convention Co-Chair for ALL hotel requests.
20. Work with Co-Chair regarding needs for storage on the night before the convention begins and on Sunday afternoon for items the next convention chair will pick up.
21. Collect, store, and transport all Sub-Committee items/materials to the Convention.

Traditional – “Convention Sub-Committee Guidelines”

Policy & Procedure Committee Created 2-11-2026 AWSC Approved 5-9-2026, motion #1
 Assembly Approved 5-30-2026, motion #5 WSO Approved N/A

22. Bring necessary supplies for assigned Sub-Committee, such as: scotch tape, painters tape, pencils, marking pens, markers, straight pins, scissors, paper clips, stapler, note pads, paper bags, plastic grocery bags, tickets, cellophane, ribbons, signs, props, adhesive name badges, message board, tools, etc., and the important calculator.
23. ALL Convention Committee members at Convention are to provide Information & Security Sub-Committee Chair with personal contact phone and hotel room numbers.
24. Utilize a convention communication system which allows all Executive and Sub-Committee members to communicate with each other effectively during the Convention.
25. Work with Information & Security to arrange room opening and lock-up schedule during Convention, as necessary.
26. Notify Convention Co-Chair or if necessary, Chair, of any needs or problems.
27. Pack *all* unsold items, supplies, and non-perishable items prior to Closing General Session and prepare them for pick up by Next Year's Convention Chair. (Note: Decorations will take down ALL decorations after Convention and prepare them for pick up.)
28. Sub-Committee Chairs must complete a Wrap-up report after the Convention and send to the Convention Secretary. This report is to include what went well, what didn't go well, and any recommendations for future Convention Committees.
29. IMPORTANT -- Any deviations to above duties need Executive Committee approval.

CONVENTION BOUTIQUE GUIDELINE

1. Review the Boutique budget line items: one for resale items and a second line item for purchasing craft supplies to make items to be sold in the Boutique. Make craft items.
2. Create flyer asking for hand-crafted items for the Boutique.
3. Obtain Executive Committee approval if purchasing any resale items for the Boutique (Note: Items cannot endorse any other recovery programs, religions or holidays).
4. Printing & Publicity Sub-Committee Chair will provide a LOGO for the Boutique Sub-Committee with approval from the Executive Committee.
5. Provide Convention Chair with any contract for the resale item (Sub-Committee Chairs and Sub-Committee Co-Chairs do not sign any contracts).
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 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. Discounts are not allowed.)
8. Develop and circulate a District sign-up sheet for people to work in the Boutique and maintain the sheet on-site to allow others an opportunity to do service at the Convention.
9. Set up and arrange tables, displays, checkout area, and rearrange the look of the displays, as necessary, as items are sold. Staff the Boutique with at least two volunteers at all times during the hours of operation.
10. Request a “bank” from Convention Treasurer to ensure adequate funds and cash denomination types are available at the start of Convention.
11. Work with Convention Treasurer to arrange the process for money pick-ups; keep track of money picked up for any needed reconciliation with the Treasurer. Train volunteers on this process.

CONVENTION DECORATIONS GUIDELINE

1. Review the Decorations budget which is typically used for supplies to make banquet centerpieces and other convention decorations. (Note: Decorations for all Sub-Committee Rooms come out of Decorations budget.)
2. Provide decorations for workshop signs, if needed and requested by the Program Sub-Committee Chairs.
3. Evaluate Convention Area to determine options for decorations.
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 name badges for Convention Executive Committee, Sub-Committee Chairs and Co-Chairs, and ALL Speakers. (Note: Do not list "Treasurer" title on name badge since money is being collected. This is a safety measure.) Name badges are to be distributed 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. Transport decorations to the Convention hotel the day before Convention.
7. Work with Convention Co-Chair to arrange with hotel staff to assist in mounting decorations, as necessary. Hotels do not usually allow any type of a tack or sticky substance on the walls. 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 before Registration opens. Decorating as soon as the space becomes available is advisable.
10. Provide banquet centerpieces and place them on tables prior to Banquet. (Note: This is to be coordinated with Convention Co-Chair who will coordinate with hotel staff.) Suggestion: These may be given away by some method 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 ENTERTAINMENT GUIDELINE

1. Review the Entertainment budget which is typically used for events, such as a DJ and for entertainment -supplies/props.
2. If requested, coordinate with the Convention Chair to introduce committee members for the Opening Ceremony.
3. Plan a skit, or play or other activity to be scheduled during a General Session or Workshop time period. Determine who will provide the entertainment and coordinate practice, as necessary.
4. Make tentative arrangements to hire evening Entertainment, according to the planned convention program. This is often a DJ for a Dance or Karaoke. This event is usually on Saturday evening from 10:00 – Midnight or 1:00 am, but entertainment could also include a Friday evening event. Coordinate with Co-Chair for agreement on hours.
5. Provide Convention Chair with drafts of any contract(s) needing approval and signature. Note: Final approval of all contracts is by the President, Al-Anon Family Groups, (Area 10), Inc.
6. Coordinate with Co-Chair for Entertainment set ups, such as dance floor requirements and entertainment equipment set up.
7. Coordinate payment to entertainment provider with the Convention Treasurer.
8. Host and monitor all entertainment activities from the beginning to the end. Work with Information & Security at these events.

CONVENTION HOSPITALITY GUIDELINE

If outside food and beverages are allowed:

1. Review the Hospitality budget which is typically used for snacks, drinks and paper products. Budget is also used to tip hotel staff for services, particularly if they are transporting items 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., if permitted; organize volunteers to label food, shop and help with Hospitality prior and during the Convention.
4. Create flyer asking all Districts to donate snacks and beverages 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 important to know how many coffee pots or other electrical appliances can be plugged in the room at the same time to avoid circuit breaker problems.)
8. Develop and circulate a District sign-up sheet for people to sign up to serve in the Hospitality Room and maintain sheet on-site to allow others an opportunity to do service at the Convention.
9. Set up and staff Hospitality Area with volunteers to be manned during the hours of operation by at least two people at all times. Arrange tables, displays, hot/cold food, desserts, hot/cold drinks, special dietary options and rearrange area as needed.
10. Maintain cleanliness and food safety practices. All volunteers touching food must 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.

If food and beverages are not allowed:

1. Review the hospitality budget which may be different than the budget if outside snacks and beverages are allowed.
2. Work with Convention Co-Chair to clarify with hotel what items are allowed. (For example, beverages might be allowed but food is not.)

3. Solicit ideas for a variety of activities to be available to engage visitors to the area. For example, serving as greeters, card and board games, puzzles, etc. Perhaps items can be loaned from district members rather than purchased.
4. Consider designating a space where attendees can relax without interruption.
5. Coordinate with Convention Co-Chair to meet with Hotel Housekeeping staff for maintenance of any space used for Hospitality functions. Get contact information for services needed during the convention. Examples include establishing a schedule for cleaning, vacuuming, garbage removal, ice replenishment, etc.
6. Start sign-up sheet in District for members to serve in the Hospitality Room and maintain sheet on-site to allow others an opportunity to do service at the Convention.
7. Set up and staff Hospitality area(s) / functions. Suggest two people in each area at all times.
8. Depending on the type of Hospitality functions, arrange tables and displays as needed.
9. Maintain cleanliness in Hospitality areas at all times.
10. At the close of the Convention, return any borrowed items to lenders.

CONVENTION INFORMATION & SECURITY GUIDELINE

1. Review the Information & Security budget which is typically used for supplies.
2. Serve as Convention hosts, greeting and providing information relative to the convention.
3. Develop and circulate a sign-up sheet for people to sign up for service in Information & Security and maintain sheet on-site to allow others an opportunity to do service at the Convention.
4. Set up and staff the Information and Security Area(s). There may be one physical area for Information and a different area for Security. Information is often located near the Registration area. 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.
5. Provide and maintain a message/bulletin board with a map of the hotel facility near the Registration Room/Area. Procure supplies needed for this board. Coordinate "Lost and Found" and maintain a list of items found.
6. 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 to check name badges.
7. Utilize a communication system which allows all Executive and Sub-Committee members to communicate with each other effectively during the Convention.
8. Ensure all Information and Security volunteers understand the Convention communication system.
9. Obtain and maintain a list of all contact numbers and hotel room number for each Executive Committee member and all Sub-Committee Chairs and Co-Chairs.
10. Coordinate with Alateen and Registration Sub-Committee Chairs to receive a list of phone and room numbers for all Alateen Parents/Guardians. In addition, work with Alateen Sub-Committee Chair to obtain the Alateen Workshop schedule and a list of the contact numbers for AMIAS who are workshop leaders. Maintain lists 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 and 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 Entertainment activities from the beginning to the end. Work with Entertainment at this event.

CONVENTION GUIDELINE for DISTRICT LDC

There is a separate guideline titled “Al-Anon Convention Guideline for District LDCs.” Please refer to that document for initial guidance.

1. The District LDC is a separate entity, and the LDC representative is not required to attend any Convention meetings, but is welcome to attend, if desired.
2. The District LDC representative will work closely with the Convention Chair and Co-Chair.
3. 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 accommodation may be needed at the hotel to store LDC items the night before convention begins.)
4. Work with Convention Chair to ensure Literature room hours of operation are consistent with the convention schedule.
5. Coordinate with the Co-Chair to ensure the LDC representative’s hotel room is put on the Master Account.
6. Set up and staff the Literature Room consistent with convention schedule
7. Wrap-up report is completed after the Convention and sent to the Convention Chair. This report is to include what went well, what didn’t go well, and any recommendations for future District LDCs selling literature at an Al-Anon Convention.

CONVENTION PRINTING & 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. Review the Printing & Publicity budget, which is used for Convention Program Book and includes other Sub-Committee printing requirements, such as forms, flyers, signs, etc.
4. The LOGO from the Registration Form may 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.
5. Make and distribute Registration Forms to Convention Committee at monthly Convention Committee Meetings. The Convention Chair determines the number of copies to be distributed. Availability of registration online may greatly reduce the need for paper copies.
6. Update Evaluation Form as requested from Convention Chair.
7. Work with all Convention Executive Committee and Sub-Committees to meet printing requirements (flyers, signs, Evaluation Forms, Workshop Guidelines, invitations to Boutique, Hospitality, etc. (Note: If hotel does not provide room signs outside of each Workshop Room, Printing & Publicity will print Workshop signs.
8. Receive approved Workshop schedules for Programs (Al-Anon, Alateen, Spanish, and A.A.) from the Program Sub-Committee Chairs to insert into the Convention Program.
9. Receive all approved flyers, etc.; Registration Forms for on-site registration, food tickets, pricing signs, rooms signs, Program Book, Workshop Guidelines, Evaluation Forms, Alateen Parental Permission and Medical Release form and Convention Alateen Behavioral Guidelines and Responsibilities forms etc. and print requested amount of copies. Give these to Registration Sub-Committee Chair. Note: All printed material must be approved by the Convention Chair before printing.
10. Work with A.A. Sub-Committee Chair to provide ample numbers of registration forms, flyers, etc. for distribution to A.A. Intergroup.
11. Provide ample numbers of registration forms, flyers, etc. for distribution to Spanish Intergroup and Districts.
12. 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.
13. Work with Convention Chair for information regarding prior printing providers. Prior conventions have found extremely low cost providers. If these are not available, get estimates from a couple of print shops for Program Book and general printing costs.
14. Discuss and get approval from the Convention Executive Committee as to the number of Convention Program Books to be printed.

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 Assembly Approved 5-30-2026, motion #5 WSO Approved N/A

15. 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.
16. List Executive Committee, Sub-Committee Chairs and Co-Chairs (with District #'s) in the Program Book.
17. Other items to consider including in the Program Book are:
 - Welcome (Workshops, General Sessions, Social Event, Banquet, Dance)
 - Badge requirement
 - Anonymity Statement
 - Archives display information
 - Literature information
 - Lost and Found information
 - Early registrations for Next Year's Convention
 - Serenity Prayer and Al-Anon Declaration
18. Design and submit a draft copy of the Program Book to the entire Convention Committee for review and proofreading. Review and make requested revisions for final review by the Convention Chair once approved, print and have agreed-upon amount of Program Books available for distribution to Registration Sub-Committee Chair.

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CONVENTION RAFFLE GUIDELINE

1. Review Raffle budget which typically is used for tickets and wrapping supplies to make baskets.
2. Create flyer asking for contributions of 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 recommendation 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.) All raffle sales are cash only.
5. Raffle ticket holders need to be present to win and they must be notified of this requirement at time of purchase.
6. Develop and circulate a District sign-up sheet for people to sign up to work the Raffle and maintain the sheet on-site to allow others an opportunity to do service at the Convention. (Note: the Raffle Room/Area must be staffed by at least two people at all times during its Hours of operation)
7. Provide sufficient number of volunteers so tickets are sold in the Raffle Room and throughout the entire Convention Area, especially prior to General Sessions throughout Convention weekend.
8. Provide aprons with pockets for volunteers to use while selling tickets.
9. Multiple colored tickets are suggested for more sales; and a separate ticket for 50/50 or any other special raffles is suggested.
10. Work with Convention Committee to set up when and how baskets will be raffled and collected by the winners; Options include a set number of raffles at different times during the weekend or all raffles awarded after the Saturday evening Keynote Speaker or other predetermined time. Tickets may be pre-drawn and winners announced at General Sessions or winner returns to the Raffle basket display room to collect the basket awarded.
 - Consider carefully the process of the actual drawing(s). This can be lengthy and will require a number of volunteers to ensure it moves as quickly as possible.
11. Request a “bank” from Convention Treasurer to ensure adequate funds and types of denominations are available at the start of Convention.
12. Work with Sub-Committee members to set up and assemble baskets the night before Convention starts and throughout the Convention, if loose items are donated. Suggestion: Bring empty baskets/containers for donated loose items.
13. Based on guidance from the Convention Chair, the Raffle Sub-Committee Chair will review all donated Raffle items and baskets to ensure contents relate in some way to Al-Anon spiritual principles without endorsing other recovery programs. Remove items in conflict with Al-Anon ~~our~~ Traditions. All literature in Raffle baskets must be Al-Anon Conference Approved Literature (CAL). No holiday or religious items may be included. If there is any objection to an item in a basket, the concern will be brought to the Raffle Sub-Committee Chair. (Note: Individuals may donate gift cards

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for baskets.)

14. If there are multiple raffle drawings, organize baskets according to the raffle time.
15. Set up and staff the Raffle Room with volunteers; arrange tables and displays. Set up display of Raffle items/baskets with containers for tickets at Convention.
16. Accept Raffle items from members before and during the Convention. Many arrive on Saturday. Staff accordingly.
17. Work with Convention Treasurer to arrange the process for money pick-ups; keep track of money picked up for any needed reconciliation with the Treasurer. Train volunteers on this process.
18. 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.
19. Inform Convention Treasurer of the amount of the check to be written for the winner of the 50/50 raffle. Cash is not given to the winner.

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Assembly Approved 5-30-2026, motion #5 WSO Approved N/A

CONVENTION REGISTRATION GUIDELINE

1. Review Registration has a budget which is typically used for supplies such as envelopes, labels, name badges and holders, adhesive name badges, lanyards, etc.
2. Collaborate with the Convention Treasurer to create the process for sharing registration information. Periodically compare data for consistency and accuracy.
3. Work closely with Convention Treasurer to ensure the registration spreadsheet data includes all details of type of program (Al-Anon, Alateen, AA, Spanish) food tickets sold, etc. Past registration chairs suggest the Registration database should have a date received, phone number, and email address. Follow-up is often needed for those who paid for a meal but didn't indicate food choice.
4. Advise Chair at least monthly of the number of attendees and food tickets sold. Provide data on meal choices to the Convention Co-Chair.
5. Develop and circulate a District sign-up sheet for people to sign up for service at the Registration area and maintain sheet on-site to allow others an opportunity to do service at the Convention.
6. Convention Chair, not the Registration Sub-Committee 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.
7. Decide what to put on attendee badges. (Ex: First and Last Initial, District #, City, State). Badges should include the LOGO. Consider printing both sides of badges. Decorations, not Registration, will print name badges for all Committee members and Speakers.
8. Collect materials from Printing & Publicity Sub-Committee Chair (food tickets, Program Books, Evaluation Form (English and 100 Spanish), etc.).
9. 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: 600-800 packets are usually required). (Suggestion: District meeting may be held after the July Convention Committee Meeting to organize all materials for easy pick-up at the convention.)
10. Multiple lines at registration table are suggested: at least one for pre-registered, another for members registering at the Convention and paying electronically, and another for members registering at convention and paying cash /check.
11. Request a "bank" from Convention Treasurer to ensure you have adequate funds and types of denominations at the start of Convention.
12. Set up and staff the Registration Area at Convention with volunteers to be manned during the Hours of Operation by at least 2 people at all times; arrange tables, displays, payment area, and rearrange area as needed. Suggestion from prior Conventions: During the busiest times (registration opening on Friday evening and Saturday morning), have one full-time person for pre-registrations, one full-time person for credit card transactions, and one full-time person for cash transactions.
13. Distribute Registration packets to ALL Convention Committee Members the evening before the Convention, if possible.

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14. The evening before the convention, give registration packets for all Al-Anon Speakers, Recording Provider, 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.
15. Accept payment of Registrations from members during the Convention (cash, check and 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 by and for any needed reconciliation with the Convention Treasurer. Train volunteers in this process.
17. Work closely with Alateen Sub-Committee Chairperson.
 - ALL Alateens MUST have a notarized Area approved Parental Permission and Medical form.
 - Recruit and ensure the availability of notaries for parental signatures on required forms for on-site Registration throughout the Convention. Coordinate with the Alateen Sub-Committee Chair.
 - Prepare a master list of all parents/guardians of Alateens which includes contact phone numbers, hotel room numbers. Copies must be provided to the Alateen Chair and the Information & Security Chair.
 - Alateens and parents/guardians must sign Area Alateen Behavioral Guidelines and Responsibilities form in accordance with Florida South Area Alateen Guidelines PRIOR to receiving their registration packet.
 - Suggestion from prior convention: Alateen forms could be emailed to registered members, to be notarized ahead of convention.
 - Suggestion: Write the parent/guardian phone number on the back of the Alateen badges.
18. According to the timeline, notify Convention Co-Chair of the number of attendees and food tickets sold. (Note: Provide any special meal information to the Convention Co-Chair.)
19. Maintain a waiting list of attendees requesting food tickets, and develop a plan to sell unclaimed meals.
20. 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.)
21. 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.

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CONVENTION PROGRAM GUIDELINE

AL-ANON, ALATEEN, SPANISH & A.A. *Sub-Committee Chairpersons*

*are referred to as **PROGRAM CHAIRS** in this Convention Program Guideline.*

*Volunteers who lead workshops are referred to as **WORKSHOP FACILITATORS**.*

WORKSHOP PROGRAMS

1. PROGRAM Chairs have a budget for supplies.
2. Plan an Al-Anon/Alateen/Spanish/A.A. Workshop programs using the convention theme and, wherever possible, with meeting topics in meeting topics staying within our Traditions.
3. Alateen, Spanish and A.A. Program 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.)
4. Submit draft of PROGRAM Workshops to the Convention Committee for approval.
5. Schedule Workshops – titles, dates, and times – to be presented to the Convention Committee for approval. (Note: Do not schedule Workshops during General Sessions.)
6. Send approved Workshop schedules to Printing & Publicity Sub-Committee Chair to print in the Convention Program Book.
7. Make sure all workshops have Workshop Facilitators; and alternates are available. (ALL Workshop Facilitators must register for Convention and pay his/her own way.) Provide ALL Workshop Facilitators with Workshop Guidelines in advance of the Convention. A.A. will develop and provide their own guidelines. Each Program Chair will communicate with Workshop Facilitators to confirm workshop details the time.
8. Prior to Convention, obtain Workshop Facilitator name(s), email and cell phone numbers. (Note: A.A. will handle their own.)
9. Coordinate with Registration to set up a sign-in sheet(s) at the Convention for Al-Anon (English, Al-Anon Spanish, and Alateen Workshop facilitators and Speakers (Name, Cell number, and Hotel Room number) at Registration. Work with the Speaker Advisor to confirm speaker times, arrival of speakers, and provide speakers with any needed information. Confirm each Workshop and if assigned workshop facilitators have not signed in, recruit alternate facilitators, as necessary.
10. Provide each Workshop Room (except A.A.) with Workshop Guideline. Provide separate Alateen workshop guidelines in the Alateen room.
11. Program Speakers may be asked, or may ask, to facilitate a workshop during Convention.

SPEAKERS

1. Speaker/Advisor selects three (3) Al-Anon Speakers. Alateen, Spanish and A.A. PROGRAM Chairs select their Speakers. Approval from the Speaker/Advisor is needed for out-of-state speakers.

Traditional – “Convention Sub-Committee Guidelines”

Policy & Procedure Committee Created 2-11-2026 AWSC Approved 5-9-2026, motion #1

Assembly Approved 5-30-2026, motion #5 WSO Approved N/A

2. Coordinate with the Speaker Advisor and send letters to PROGRAM Speakers confirming Convention date and informing Speakers of details relative to the Convention and information about expenses. Include a Registration Form to be completed for each speaker. (See Speaker/Advisor for Sample – Letter to Speakers).
3. 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 and tolls. Note: Alateen Speaker’s Parent/Guardian and other Speakers’ Spouse/Guests are responsible to register for Convention and pay their own way.
4. Provide the Speaker/Advisor all details about the Speaker so hotel accommodations and travel can be arranged, if necessary.
5. Work with Convention Speaker/Advisor to coordinate a gift for Speaker within Speaker/Advisor budget, for approval.
6. Assign a volunteer to pick-up the Alateen/Spanish/A.A. Speakers at the airport (if applicable) and take them back for departure. (Note: Speaker/Advisor is responsible for Al-Anon Speakers.)
7. 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).
8. 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 assigned 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. Plan for someone to change ALL Workshop signs between sessions or have all workshops and times listed for the day outside of each workshop room for all programs (Al-Anon, Alateen, Spanish, A.A.).

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CONVENTION ALATEEN PROGRAM GUIDELINE

1. The Sub-Committee Chair and Co-Chairs are certified Al-Anon Members Involved in Alateen Service (AMIAS).
2. The Alateen Program Sub-Committee Chair is responsible for working with the Area Alateen Coordinator and the Area Alateen Process Person (AAPP) to ensure event is in compliance with Area and WSO policy and guidelines. Alateen Chairperson creates plan for implementing the policy and guidelines at the event. The Plan must include:
 - a. The specific roles and responsibilities of AMIAS for that event: Examples include keeping the event secure, maintaining reasonably good order during the workshops (avoid roughhousing, fighting, overt and covert sexual behavior, or any other inappropriate activities.)
 - b. A list of names and phone numbers of all AMIAS volunteering with the Alateen program: This information is shared with other AMIAS volunteering with the Alateen program, with Information and Security and with the Area Alateen Process Person (AAPP) and the Area Alateen Coordinator.
 - c. A parental/guardian contact list: Alateen Chair works with Registration to determine how the parental / guardian contact list will be created. This information is shared with AMIAS volunteering with the program and with Information & Security. This ensures parents can be, and are, quickly contacted in the event of an emergency or when an Alateen's behavior is inappropriate or poses a risk to others. The process protects personally identifiable information.
 - d. A process to ensure AMIAS are responsible for Alateen Safety and Behavior during Alateen Activities / Workshops and will only release the Alateen to the Parent / Guardian.
 - e. A process to ensure the required forms are completed appropriately and notarized when required. The Sub-committee Chair determines who keeps these forms and ensures the process protects personally identifiable information. The forms include 1) parental permission / medical authorization release and 2) the Alateen Behavioral Guidelines and Responsibility for the event.
3. Recruits Area certified AMIAS for the Alateen workshops. The Alateen Sub-Committee Chair must verify with the AAPP to ensure that all AMIAS who volunteer with the Alateen program are currently certified.
4. Conventions present safety challenges that exceed a regular Alateen group meeting. During Alateen workshops, there must always be a minimum of two certified AMIAS in the workshop. Therefore, this requirement may exceed Area requirements for regular Alateen group meetings.
5. The Alateen workshop schedule should be structured so Alateens are the responsibility of their parents, not the AMIAS, unless they are in an Alateen Workshop.
6. Provides Printing & Publicity Sub-Committee Chair with forms and works with Registration to ensure parent/guardian and Alateen complete required forms. Should either form be missing, or the required notarization is incomplete, the Alateen will not be allowed to participate in the Alateen

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program. The forms include the current Area Parental Consent and Medical Release Form and the Convention Alateen Behavior Guidelines and Responsibilities form.

7. Prepares a program that coordinates with the Al-Anon program and presents the Convention Committee with any ideas, needs or proposed Alateen activities and gets approval from the Executive Committee.
8. Selects a name for the Alateen Room(s) that relates to the Convention theme.
9. Provides the Alateen Workshop Room(s) with copies of the Area Alateen Behavioral Guidelines & Responsibilities.
10. Works with Registration Sub-Committee Chair to provide multiple Notaries for on-site registrations.
11. Alateen Sub-Committee Chair and/or Co-Chair generally attend the Alateen Party.
12. Raffle(s) are not considered Alateen Workshops. The parent/guardian can be encouraged to have their Alateen participate in the Raffle by giving winners their raffle item, but during Raffles, the Alateen is the responsibility of the parent / guardian.
13. Supervise Alateen activities at Convention during all Alateen workshops and Alateen food events. The parent/guardian must pick up the Alateen from the Alateen Workshop. Alateens are never released to anyone other than the parent or guardian.

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Policy & Procedure Committee Created 2-11-2026 AWSC Approved 5-9-2026, motion #1
Assembly Approved 5-30-2026, motion #5 WSO Approved N/A

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 options with Convention Speaker/Advisor and the 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.)