

Area 76 Convention Guidelines

Area 76 holds one convention per year. These weekend events help us carry the message to the alcoholic who still suffers while giving us all the opportunity to learn more about issues facing our fellowship as we enjoy one another's company. The host committee can plan speakers, workshops, a banquet, dance, presentations and/or whatever else they think might make a great weekend.

Dates: The Area's preferred date for the Convention is either the last weekend of May or the first weekend in June. It is helpful not to schedule the Convention earlier as to give our delegate sufficient time to prepare a report on the General Service Conference.

Bidding a Convention: Convention locations rotate around the Area and are hosted by local committees. If your town is interested in hosting a convention, the DCM (or a member from the town/group) can bid to host at the assembly approximately two years prior to convention. At the Winter Assembly, bids are placed for the Convention two years hence. The Area then votes on which bid to accept. Before bidding a Convention, it is helpful to make sure you have the following:

- The support within district to have sufficient volunteers to carry out tasks;
- A large enough facility to house the convention with at least two large rooms;
- Sufficient hotel accommodations for up to 400 people;
- Local eating establishments to accommodate attendees.

Once you are awarded the bid for a convention, the Area Treasurer will give you the tax ID number to open an account and a check for \$1,000.00 seed money to begin covering expenses. All funds including 7th Tradition contributions in excess of expenses are returned to the Area after the convention. If expenses exceed the seed money, registration, and the 7th Tradition contributions, the Area will cover the overages. Please use prudence with Area funds and limit costs as much as possible. The host committee is responsible to the Area for a reckoning of transactions and needs to submit a financial report to the Area Treasurer along with excess funds/invoices.

Cooperation with Al-Anon Family Groups: While A.A. is not affiliated with Al-Anon Family Groups, they traditionally hold their service assemblies on Saturday morning of the convention. In the spirit of cooperation, the host committee also arranges for the facility for AFG. This is why two large rooms are needed. In addition, the host committee sets aside time on Saturday evening for Al-Anon to conduct a raffle. Al-Anon is responsible for planning their assembly and raffle, and a liaison from Al-Anon often sits on the host committee to assist in coordination.

Host Committee Responsibilities: The following are general guidelines from our experience for officers and subcommittees to help the host committee plan and carry out the convention.

Chair - Schedules and conducts host committee meetings, communicates progress with Area Chair, reports or sends a report with the DCM to be given at assemblies, receives or arranges to be

received, the Three Legged Stool from the convention prior, ensures committee chairs are filled and tasks are being accomplished, shares guideline suggestions, assists subcommittees as needed, prepares Host "Podium Book" is available for the convention, and encourages participation.

Alternate Chair - Assists Chair with responsibilities fills in for Chair when not present.

Secretary - Keeps notes of host committee meetings, handles written correspondence with other A.A. entities including the A.A. Grapevine and Box 459.

Treasurer - Works with committee to develop and follow a budget, deposits funds, pays invoices, reports finances to host committee, collects and deposits registration and banquet monies, places and monitors 7th Tradition cans at the convention to ensure all financial obligations have been met, communicates with the Host Committee chair concerning finances throughout the convention weekend, compiles final financial report for the Area, addresses overage/excess with Area Treasurer.

Facility - Serves as the liaison between the host committee and facility, ensures facility is set up for meetings, ensures tables are available for Archives, Grapevine, and Literature, assists with setting up and cleaning up rooms including any audio/video equipment, monitors outside area, ensures any problems with the facility are taken care of.

Speakers - Works with the host committee by listening to speaker tapes to recommend and invite speakers to the convention, arranges for speakers' travel, meals, and motel rooms, finds individuals to assist with local travel and to "host" speakers, arranges for any welcome gifts or thank you gifts.

Workshops - Works with the host committee to schedule and choose topics, presenters, and/or workshop facilitators for the weekend, works with the Delegate to ensure he/she has time to address the Area.

Entertainment - Works with the host committee to provide entertainment, if desired. Past entertainment has included AA Jeopardy, a Traditions Fair, skits, and/or dances.

Banquet - Works with the facility and coordinates banquet including food choices and prices.

Communications - Creates flyer with convention dates, location, contact numbers, and room information, ensures flyer is sent to the Area Secretary and posted on the Area website, provides copies to be distributed at conventions and assemblies, sends information to the Grapevine and Box 459, ensures any updated flyers are also sent out.

Registration/Greeting - Staffs registration table for preregistered and newly registering attendees, provides name tags and schedules, compiles and hands out welcome packets (if any), arranges for greeters to be available to welcome participants.

Hospitality - Sets up and monitors hospitality room or area for Friday night, Saturday and Sunday morning. The extent of the hospitality room is at the discretion of the host committee and can be subject to the facility's rules.

Meetings - Works with the host committee to plan and provide chairs for early bird or marathon meetings that are desired by the committee.

Taping - Arranges for a taper to be at the convention to record speakers and workshops.

Suggested Timeline:

24 months from the Convention	<p>Arrange for and announce a host committee planning meeting for everyone interested in being involved with the convention.</p> <p>Elect a Chair, Alternate Chair, Secretary and Treasurer or Secretary/Treasurer.</p> <p>Agree on which bank to set up host committee account to deposit seed money. The Treasurer and two other officers of the host committee should be on the account with two signatures required on each check.</p> <p>Form a committee to immediately gather information on facility and date options.</p> <p>Ask Al-Anon to elect one of their members to serve as a liaison on the host committee.</p> <p>Set date and time for next planning meeting and encourage all to attend.</p>
23 months from the Convention	<p>Assure bank account is opened and seed money has been deposited.</p> <p>Hear the report about facility and date options and select the best option, staying as close to the guidelines as possible.</p> <p>Elect/appoint sub-committee chairs to begin doing work.</p> <p>Set dates for host committee meetings. Plan on meeting approximately every three months the first year, monthly the second year, and twice the month of the convention.</p>
21 months from the Convention	<p>Hear report from Facilities. Preliminary dates and arrangements should be agreed to by the facility in writing, and a contract should be signed as soon as possible.</p> <p>Hear report from the Speaker Committee for speaker choices as well as the recommendation from Al-Anon. Expenses should be discussed and final choices should be invited as soon as possible.</p> <p>Hear reports from other committees.</p>
18 months from the Convention	<p>Hear progress reports from sub-committees.</p> <p>Discuss a preliminary schedule for the weekend and request from the delegate how much time he/she will be needing.</p> <p>Agree on a preliminary convention budget.</p> <p>Secure any contracts with the facility.</p>
15 months from Convention	<p>Hear progress reports from sub-committees.</p> <p>Discuss the schedule and adjust the budget if need be and decide on registration and banquet costs.</p> <p>The theme for your convention should be decided so that flyers can be made and taken to assemblies and conventions, and information can be posted to the Area website.</p>
12 months from the Convention	<p>Hear report from the Treasurer.</p> <p>Hear progress reports from sub-committees.</p> <p>Review guidelines and review any notes from previous host committees.</p> <p>Chair should update the Area Chair on progress.</p>
11 months from the Convention	<p>Hear report from Treasurer.</p> <p>Hear progress reports from sub-committees.</p> <p>Touch base with speakers and workshop people.</p>
10 months from the Convention	<p>Hear report from Treasurer.</p> <p>Hear progress reports from sub-committees.</p>
9 months from the Convention	<p>Hear report from Treasurer.</p> <p>Hear progress reports from sub-committees.</p>

	<p>Make sure flyers/registration forms are available on the Area website and distributed at assemblies and conventions. Chair should report or send report to assemblies.</p>
8 months from the Convention	<p>Hear report from Treasurer. Hear progress reports from sub-committees.</p>
7 months from the Convention	<p>Hear report from Treasurer. Hear progress reports from sub-committees. Be aware of the last convention before yours to make sure someone accepts the Three-Legged Stool on Sunday morning.</p>
6 months from the Convention	<p>Hear report from Treasurer. Hear progress reports from sub-committees. Send convention information to Grapevine and Box 459. Touch base with the facility.</p>
5 months from the Convention	<p>Hear report from Treasurer. Hear progress reports from sub-committees. Send email through the Area Secretary to remind the Area about the convention.</p>
4 months from the Convention	<p>Hear report from Treasurer. Hear progress reports from sub-committees. All committees should be fully functioning.</p>
3 months from the Convention	<p>Hear report from Treasurer. Hear progress reports from sub-committees. Chair should touch base with the Area Chair. Touch base with the speakers, workshop people, and taper. Tie up any loose ends now!</p>
2 months from the Convention	<p>Hear report from Treasurer. Hear progress reports from sub-committees.</p>
1 months from the Convention	<p>Hear report from Treasurer. Hear progress reports from sub-committees. Remind local groups about the convention and opportunities to get involved. Speaker hosts should be put in contact with their respective speakers. Chair should touch base with the Area Chair and Delegate.</p>
1 week from the Convention	<p>Hear report from Treasurer. Hear progress reports from sub-committees. Take care of any last-minute details!</p>
After the Convention	<p>Have a final meeting to share what went right and what went wrong. Please take notes on your experience, strength, and hope to pass on to other host committees and to remember for the next time you host! Hear final report from the Treasurer to be accompanied by an income and expense report which will be forwarded to the Area Treasurer with a check for excess funds or a request for additional funds to cover expenses. Send out any thank you cards. Ensure account is closed.</p>

Sample Convention Financial Report

This is an example of a financial report that does not reflect an actual Convention. It is meant to serve as a formatting guide for your committee. Ideally, Area 76 Conventions should break even.

This includes paying all expenses *and* returning the seed money to the Area. In this example, the host committee would give a check to the Area Treasurer for \$56. If expenses cannot be met, the seed money cannot be repaid and the host committee can request a check from the Area Treasurer for the amount needed to meet expenses.

It is the host committee's responsibility to be prudent with expenses and keep track of 7th Tradition contributions to get as close as possible to a break-even event. While the Area is always hoping to not lose money on Conventions, it is not necessary for a Convention to make a profit.

Income		Expenses		
Item	Amount	Item	Amount	
Seed Money from Area	\$1,000.00	Convention Center	\$ 1,700.00	
Pre-Registrations (159 @ \$20)	\$3,180.00	Hospitality room supplies	\$ 139.00	
Registrations (85 @ \$25)	\$2,125.00	Coffee	\$ 350.00	
Banquets (110 @ \$25)	\$2,750.00	Speakers - Travel	\$ 1,865.00	
7th Tradition	\$306.00	Copies and postage	\$ 54.00	
		Name tags and registration	\$ 128.00	
		Rooms (Speakers, taper, hospitality, marathon meetings)	\$ 1,068.00	
		Banquets	\$ 2,750.00	
		Speaker Gifts	\$ 150.00	
		Return Area Seed Money	\$ 1,000.00	
Total Income	\$9,361.00			\$ 9,361.00
Total Expenses			\$ 8,204.00	\$ 9,204.00
Total				\$ 56.00