

**FRCNA TIMELINE / BEST PRACTICES**

MONTH	DATE	ATTENDED BY	✓	DESCRIPTION		
JULY	Prior to RSC	Merchandise		Submit Logo Request Flyer for next years convention for approval / bids / print to distribute at July RSC		
		Registration		Submit 1 Page Registration Form for next years convention for approval / bids / print to distribute at July RSC		
				Update Registration Information on Web		
				Submit Support Committee Request Flyer for next years convention for approval / bids / print to distribute at July RSC		
	Sat prior to 3rd Sun	Directors	Elections		<b>BOD Meeting @ RSC: Annual Meeting</b>	
					Officers - President, Vice-President, Corporate Secretary, CFO	
					BOD Elect - 3 in even years (2 year term)	
					BOD Elect - 3 in odd years (2 year term)	
					RSC Elect - 5 (1 year term)	
					Recording Secretary	
					Hotel Liaison (Policy states September)	
				CFO		Annual Budget of FRCNA and BOD expenses for Approval by BOD
						Turn over Master Recordings to FRSO
						Update Timeline / Best Practices
				Review Contracts		
Sunday RSC	Registration / Merchandise			(OPTIONAL) Table for Pre-registration / Merchandise (Evening)		
	Registration / Merchandise			(OPTIONAL) Table for Pre-registration / Merchandise		
	Merchandise			Distribute Logo Request Flyer at RSC		
After RSC	Registration			Distribute 1 Page Registration Form at RSC		
	President			Designation of Committee Chairs		
AUGUST	1st Sunday of Month	Directors		<b>BOD Meeting</b>		
		Programming		Submit Speaker Request Flyer for next years convention for approval / bids / print to distribute at Sept RSC		
		Registration		Work on Design / Layout of Registration Brochure		
		by 15th	CFO		Work with the Accounting firm for filing of corporate taxes	
SEPTEMBER	Sat prior to 3rd Sun	Directors		<b>BOD Meeting @ RSC</b>		
		Merchandise		Approve Preconvention Logo (follow requirements as defined in the Logo Requirement Checklist)		
		Registration		Approve Registration Brochure to distribute at November RSC		
	After RSC	Merchandise			Obtain Bids for Preconvention Shirts / Approve / Print to distribute at the November RSC	
		Programming			Drop Box Ready for Support Committee / Listening Information	
		Registration			Obtain Bids for Registration Brochure / Approve / Print to distribute at November RSC	

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<b>OCTOBER</b>	<b>1st Sunday of month</b>	<b>Directors, Support Committee</b>	<b>Support Committee Meeting</b>
			Yearly workshop establishing a support committee
		Merchandise	Verify status of Preconvention shirt order
		Programming	Feedback & Ideas Previous Convention, Review Speaker Evaluation and Selection Process
			Review Speaker Evaluation and Selection Process
		Registration	Discuss Workshop Planning Process and New Workshop Ideas Verify status of Registration Brochure order
<b>NOVEMBER</b>	<b>Sat prior to 3rd Sun</b>	<b>Directors</b>	<b>BOD Meeting @ RSC</b>
		Registration / Merchandise	(Optional) Table for Pre-registration / Merchandise (Evening)
	<b>Sunday RSC</b>	Merchandise	Distribute Preconvention Shirts to RCM's
		Registration	Distribute Registration Brochures to RCM's
		Registration / Merchandise	(Optional) Table for Pre-registration / Merchandise
<b>DECEMBER</b>	<b>1st Sunday of month</b>	<b>Directors, Support Committee</b>	<b>Support Committee Meeting</b>
		Entertainment	May Registration Drive Theme
		Programming	Discuss Workshop Topics & Determine Time Slots
		Programming	Identify available workshop spaces
		Registration	Select proposed content of packets
<b>JANUARY</b>	<b>Sat prior to 3rd Sun</b>	<b>Directors</b>	<b>BOD Meeting @ RSC</b>
		Programming	Initial list of volunteers from pre-registrations
	<b>Sunday RSC</b>	Registration / Merchandise	(Optional) Table for Pre-registration / Merchandise (Evening)
		Registration / Merchandise	(Optional) Table for Pre-registration / Merchandise
		<b>Due Prior to May 1st</b>	CFO Annual report to Directors for fiscal year, assets & liabilities, principal changes, revenue of receipts of Corporation
<b>FEBRUARY</b>	<b>1st Sunday of month</b>	<b>Directors, Support Committee</b>	<b>Support Committee Meeting</b>
		Entertainment	Vote on May Registration Drive entertainment
			Design May Registration Drive Flyer / Approve / Bid / Print to distribute at March RSC
		Hospitality	Submit Bid / Approve / Order centerpieces
		Merchandise	Finalize merchandise choices / Bids
			Approve Convention Logo (follow requirements as defined in the Logo Requirement Checklist)
			Obtain Bids for Banner / Approve / Order
		Programming	Workshop Topics - Select and place in time slots
			Determine consensus for main speakers
			Allocate Workshop Speaker & Chair Selections
			Design Program Layout (to be finalized by May)
		Registration	Bids for selected proposed content of packets

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<b>MARCH</b>	<b>Sat prior to 3rd Sun</b>	<b>Directors</b>		<b>BOD Meeting @ RSC</b>	
		Hotel Liaison		Setups for May Registration Drive	
		Merchandise		Approve Bids submitted for merchandise choices to place order immediately after RSC	
			Programming Committee		Verify Status of Banner
			Registration		2 speakers for each of the 3 main meetings for March RSC Approval.
			Registration / Merchandise		Approve Bid for selected proposed content of packets / Order
	<b>Sunday RSC</b>	Entertainment			Table for Pre-registration / Merchandise (Evening)
		Registration / Merchandise			Distribute May Registration Drive Flyer at RSC
	<b>After RSC</b>	Merchandise / CFO			(Optional) Table for Pre-registration / Merchandise
		Secretary			Finalize Quantities of merchandise with CFO and place order
	<b>March 30th</b>				Special Event Insurance for May Registration Drive
		Merchandise			Submit Logo to Parable Design (per contract)

<b>APRIL</b>	<b>1st Sunday of month</b>	<b>Directors, Support Committee</b>		<b>Support Committee Meeting</b>	
		All Committees		Submit sign requirements for each committee	
				Themes for next years convention	
				Volunteers for Convention (recruiting, pre-registrations, last years volunteers, etc..)	
		Hotel Liaison		Finalize Setups for May Registration Drive	
		Programming		Speakers Selected and Confirmed	
			Serenity Keeper / Greeters		Finalized Program layout Approved / Bid for print
	<b>After Meeting</b>	Merchandise			Review open workshop slots and allocate openings
					Review Meeting formats, workshop formats, readings for convention
					Send Preliminary Program to Recording Company
					Obtain dates, times, and number of serenity keeper / greeters for each committee
					Verify Status of order
					Obtain bids for signs

<b>MAY</b>	<b>Sat prior to 3rd Sun</b>	<b>Directors</b>		<b>BOD Meeting @ RSC "May Registration Drive"</b>		
				Submit sign bids / approve / Order		
		Hotel Liaison			Final Agenda to Hotel Convention Services Department <b>60 Days in Advance (5/7/2017)</b>	
		Hotel Liaison			Setups for convention: registration, meetings, workshops, hospitality, merchandise, RSO, Naranon, recording, outside vendors, marathon	
		Programming			Approve bid submitted for printing program / Send to print	
		Registration			Approve bid / Order Convention forms: One Day Special, Onsite Forms	
		Programming / Hospitality			Order basic texts and books for banquet tables	
		Registration / Merchandise			Table for Pre-registration / Merchandise (Evening)	
		<b>Sunday RSC</b>	Registration / Merchandise			(Optional) Table for Pre-registration / Merchandise
			<b>After RSC</b>	Secretary		Special Event Insurance for Convention

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<b>JUNE</b>	<b>1st Sunday of month</b>	<b>Directors, Support Committee</b>	<b>Support Committee Meeting</b>
			SUPPORT COMMITTEE APPRECIATION
		Hotel Liaison	Finalized Setups for convention
		Marathon	Meeting formats, readings
		Programming	Meeting formats, workshop formats, readings for convention
			Review open workshop slots and allocate openings
			Support Roles / coverage schedule at convention
		All Committees	Coordinate Volunteers
<b>1 MONTH PRIOR</b>	<b>weekly as needed</b>	<b>Directors, Support Committee</b>	<b>Support Committee Meets in person or via telephone conference</b>
<b>WEEK OF EVENT</b>	<b>1 DAY PRIOR</b>	President	Be on site
		CFO	Be on site - Training & Organization of Cash Registers
		Vice-President	Be on site
		Secretary	Be on site
		Hotel Liaison	Be on site
		All Chairs/Vice Chairs Committees	Be on site
		Hospitality	Main speaker baskets to Hotel Liaison to distribute
<b>DURING EVENT</b>		All Board Members	Be on site Attend morning and/or evening meetings
<b>DAY AFTER</b>		President	Assist CFO in closing out business with hotel
		CFO	Close out business with hotel
<b>REGISTRATION DRIVE(S)</b>			
<b>within 7 days</b>		CFO	Collect funds from Area Registration Drives
		CFO	Collect funds from the Sale of pre-con Merchandise