

APPENDIX A

GUIDELINES FOR THE RIO GRANDE REGIONAL CONVENTION OF NARCOTICS ANONYMOUS (RGRCA)

This annual event shall be known as the Rio Grande Regional Convention of Narcotics Anonymous (hereafter known as RGRCA). The Regional Convention Corporation (RCC) is the legal entity responsible to the Rio Grande Regional Service Committee (RSC) for administering all aspects of the regional convention. The service body (RCC, administrative committee members and subcommittee chairs) report to the RSC.

The purpose of RGRCA conventions held by members of Rio Grande Region of NA is to bring our fellowship together in a celebration of recovery from the disease of addiction. Reasons for holding RGRCA include helping addicts around the region to overcome isolation, to gain new information about recovery and service, to raise money, and, most importantly, to further our primary purpose.

RGRCA is held annually. Relapse of any RGRCA administrative committee or subcommittee member REQUIRES replacement.

All purchasing, whether for RGRCA use or for resale of equipment, supplies, services, or other work products shall, whenever practical, utilize a process which employs written bid specifications, and which requires at least three bidders and results in a written contract. Seed money for RGRCA is \$5000.00. Two signatures are required to be on the RGRCA checking account, and both must appear on every check written.

According to NA Intellectual Property Trust, the name "Narcotics Anonymous" and the symbols (NA with or without the double circles and/or the service symbol) can be used on flyers, merchandise, etc. ® must accompany them. The exterior of any mailing or correspondence, with or without a return address, uses only the RGRCA abbreviation or the service symbol, not the NA logo or the words "Narcotics Anonymous", to protect personal anonymity.

General requirements of the RGRCA administrative committee members and the subcommittee Chairs are:

- an active commitment to service
- a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of Narcotics Anonymous
- the ability to exercise patience and tolerance
- active participation in the NA Fellowship
- experience with conventions

The site for each annual convention is selected by the RCC at least two years prior to the event, if possible. Any area interested in hosting a convention should prepare a letter inviting the region to place a convention there, and present the letter at a regular meeting of the RCC. The letter should be a statement of willingness to support a convention, and should be approved by one of the RGRSC's member area service committees. The bid letter should include the following:

Resources:

- Hotel
 - Meeting room capacities
 - Spaces for all necessary services and entertainment (merchandise, registration, marathon meeting room, banquet facilities, hospitality, etc.)
 - Sleeping room numbers and costs
 - Accessibility
 - Technology
 - Willingness to allow us to provide some of our own food and coffee service in hospitality
 - Dates available

- Local members willing to serve
- Transportation services

If the RCC wishes to place the convention in a location within the region where no such letter has been received, the RCC will prepare a letter of intent to consider such a location, and will submit it to the area service committee whose boundaries include or are closest to the desired location. The area may choose to respond by either indicating their support for the idea, or by requesting that the convention not be held there. In the latter case, the convention will not be held in that location. If the area does not respond at all, the RCC may choose to go forward with that site selection only if they believe that they can adequately support and execute the convention without local support. The site of the convention will be recommended by the RCC and ratified by the RSC based on accessibility, availability of venues, costs, feasibility and needs of the fellowship.

The RCC will strive to include NA members from all RSC member Areas to participate as subcommittee chairpersons, using, when possible, a rotation system. At the beginning of the convention planning the RCC will host an initial planning meeting, inviting all interested members from around the region to participate, and requesting their help with the subcommittees as outlined in the rotation schedule.

OVERVIEW OF REGIONAL CONVENTION CORPORATION (RCC)

The Rio Grande Region Convention Corporation (RCC) was created to achieve continuity and efficiency in creating and operating the convention. The Board of Directors of the RCC is the primary agent for hosting the Rio Grande Regional Convention.

The RCC is the “single point of accountability” for holding the annual regional convention on behalf of the RGRSCNA. The RCC is responsible to document the annual convention processes, thereby developing convention guidelines for ongoing approval by the RGRSC.

The RCC shall have the primary responsibility to plan, prepare and hold the convention for the Rio Grande Region of NA. The RCC shall undertake everything necessary to hold the Convention. The RCC will have the sole responsibility of the following duties:

- Financial Accountability – Develop and maintain the process and procedures to collect, disperse, and report all financial transactions of the convention. The RCC will submit a detailed financial accounting of the convention no later than 60 days after the convention closes. Any discrepancies in this accounting will be thoroughly investigated by the Chair of the RGRSC and reported to the RGRSC.
- Registration – Develop and maintain the process and procedures to manage registration for the RGRSCNA.
- Merchandise and Speaker Tapes – Develop and maintain a relationship that negotiates with vendors to provide merchandise and the audio taping of the convention speakers.
- Contracts – Negotiate and sign all contracts associated with the RGRSCNA.

The remaining convention duties may be delegated in whole or in part to a convention committee comprised of members from throughout the region. Final acceptance of the division of duties will be approved by the RGRSC. Responsibilities that may be delegated in this way include, but are not limited to:

- Theme of the convention
- Logo and associated artwork
- Support for on-site merchandise sales
- Hospitality
- Programming
- Entertainment and Events
- Convention Information
- Decorating

OVERVIEW OF RGRANA ADMINISTRATIVE COMMITTEE

- The RGRANA administrative committee will consist of a Chair, Vice Chair, Treasurer and Secretary. RCC members are eligible to serve as members of the administrative committee.
- The Treasurer will be elected by the RCC to handle all business of the corporation (RCC) and the convention.
- Suggested clean time is a minimum of 10 years.
- The RGRANA Administrative Committee (Chair, Vice Chair, Secretary and Treasurer) will attend every RGRANA meeting.
- An RCC member will attend each RSC meeting with a report on the convention progress.
- The RGRANA administrative committee submits to the RCC for approval proposed budgets for the administrative committee, each RGRANA subcommittee and the convention in general.
- Any and all outside services provided for the convention will have written contracts or invoices and shall be submitted to the Treasurer. All expenditures must include receipts for reimbursement.

ADMINISTRATIVE CHAIR

The RGRANA Chair guides the planning of, oversees the execution of, and summarizes the final report(s) of RGRANA. Suggested clean time: 5 years

- Sets the agenda and shall preside over all general RGRANA meetings, including any RGRANA meetings held at the RSC.
- Facilitates all meetings of the convention committee and/or the administrative committee using consensus
- Provides help, guidance and support of other members of the committee when needed
- Keeps activities within the principles of the 12 Traditions and in accord with the purpose of the convention
- Prepares executive committee budget and monitors fund flow or overall budget
- Co-signs the RCC bank account
- Completes a final written summary and final RGRANA report to the RSC
- Works with the RCC Treasurer to oversee the RGRANA budget
- Chairs the main meeting of the RGRANA

ADMINISTRATIVE VICE CHAIR

The RGRANA Vice Chair works under the direction of the Chair, performing all duties necessary for successful completion of all RGRANA activities and events. This elected trusted servant is available to other RGRANA administrative committee members and to subcommittees as a resource by sharing of experience, strength and hope. Suggested clean time: 4 years

- Serves as Chair in the absence of the Chair.
- Coordinates and oversees all RGRANA subcommittees and requires the ability to attend meetings of the subcommittees where they will assist the subcommittees in adhering to timelines. The Vice Chair will work with the Chair to ensure that all parts of RGRANA are progressing smoothly and effectively.
- Submits a written report at each RGRANA meeting.

ADMINISTRATIVE TREASURER

The RGRANA Treasurer is the guardian of RGRANA funds, both income and expenditures. This elected trusted servant is responsible for financial accounting and accountability of RGRANA and the RCC, and accountable to the RSC, but separate from the Treasurer of the RSC. Suggested clean time: 10 years with a steady income and not on

paper

- Works with the RGRCA Administrative Committee and each subcommittee to prepare an effective proposed budget
- Keeps all records of transactions through an approved financial system
- Keeps track of income, expenditures, taxes collected and expended plus any other financial information necessary to conduct RGRCA business as directed by the RSC
- Attends fundraising events and, along with one or more RCC and/or administrative committee member, counts and records money raised, then makes bank deposits in a timely manner
- Co-signs the RCC bank account, makes all deposits and balances the account at least once per month.
- Makes disbursements as approved by RGRCA and only if accompanied by completed, correct forms to which receipts have been attached
- Provides a copy of the RGRCA bank account bank statement (as often as they are received) in all Treasurers' reports.
- Keeps a careful and thorough record of all contributions and expenditures, providing this information and accounting in writing
- Attends each RGRCA meeting and submits a final written RGRCA financial report which is included in the end RGRCA report from the Chair to the RSC.

ADMINISTRATIVE SECRETARY

The RGRCA Secretary is responsible for producing, obtaining and maintaining the written records of the proceedings of the RGRCA committee. This elected trusted servant functions as an information resource to all concerned with the RGRCA. Suggested clean time:

2 years

- Keeps accurate minutes of each RGRCA general meeting and maintains the current (and past) RGRCA archives
- Distributes copies of the minutes to each RGRCA Administrative Committee member, to each Subcommittee Chair, to the RSC no later than 10 days following a RGRCA meeting, and maintains a copy in the RGRCA archives.
- Keeps on file all RGRCA committee and subcommittee reports
- Maintains a roster of administrative committee and subcommittee chairpersons
- Promptly distribute any inquiry received concerning RGRCA information to the appropriate committee or service body

GENERAL REQUIREMENTS & RESPONSIBILITIES OF SUBCOMMITTEES

Subcommittees will perform their functions in accordance with the Timelines provided to them by the RCC. At each meeting of the RGRCA committee, the chairperson of each subcommittee will submit and present a report to the committee on the status of the tasks listed on the month by month timeline, along with any obstacles to completion. Suggested clean time for subcommittee chairpersons: 2 years

HOTELS & HOSPITALITY

General:

- The subcommittee chair will work with the Regional Convention Corporation to contract a host hotel.

- Works with all subcommittees to designate appropriate space in the hotel for their needs
- The subcommittee chair or delegated committee member will be the single point of contact with the hotel catering staff for the planning of all food and beverages.
- Brings all menu selections to the committee for final approval
- Chair or subcommittee designate attends every RGRCA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- Plans and operates a hospitality room during the convention

RELATIONSHIPS:

- Prepare a budget (hotel, hospitality suite) and give to the **Treasurer**
- Work with **Registration** to project attendance figures
- Determine meeting space and speaker accommodations with **Program**
- Determine space and technical needs for **Registration, Merchandising, Entertainment & Fundraising, Convention Information, Arts & Graphics**
- Work with the **RCC** to contract a hotel
- Communicate information regarding the hotel to **Arts & Graphics** and **Convention Information**

PROGRAM SUBCOMMITTEE

General:

- Chair or subcommittee designate attends every RGRCA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- Plans all workshops and meetings at the convention, in keeping with the theme of the convention and our spiritual principles.
- Attempts a balance of workshops sensitive to the needs of the fellowship
- Selects all speakers, chairpersons and readers, striving to include members from throughout the region, country and world, if applicable
- Bring final selection of main speakers to convention committee for approval
- Make all travel arrangements for main speakers
- Schedule all events to take place during the convention
- Prepare a written program for the convention
- Prepare formats for all meetings and workshops
- Arrange for the taping of speakers, and obtain release forms from all speakers who will be taped
- Oversees all program activities during the convention

RELATIONSHIPS:

- Prepare a budget (mailing, paper, office supplies, phone calls, airline tickets, taping services) and give to the **Treasurer**
- Provide final draft of program with speakers, times and topics to **Arts & Graphics** for printing the program
- Communicate with **Hotels & Hospitality** to define space and facilities needs, as well as to coordinate lodging for main speakers
- Cooperate with **Entertainment** and **Hotels & Hospitality** to schedule and coordinate events
- Work with the **RCC** to contract for taping of speakers and workshop

ARTS & GRAPHICS

General:

- Chair or subcommittee designate attends every RGRCA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- Solicits graphic entries from the fellowship in support of the theme of the convention
- Brings the entries and recommendations to the committee for final approval
- Find a printer for all flyers, forms, signs, displays, tickets, programs and banner
- Be certain that for all NA logos that fall under the Fellowship Intellectual Property Trust are marked with the ® symbol
- Makes sure all approved art work is in the form needed by printer
- Provide art work in print ready form to other subcommittees as needed

RELATIONSHIPS:

- Prepare a budget (flyers, banner, literature, other displays and graphics) and give to the **Treasurer**
- Provide design choices to the **Convention Committee**. Provide approved designs to **Convention Information, Registration** and **Merchandising** as needed
- Work with **Convention Information, Program** and **Registration** to gather information needed to design and print banner, posters, programs, tickets, flyers and directional posters
- Communicate with **Hotels & Hospitality** regarding hotel guidelines for hanging banner and posters

ENTERTAINMENT AND FUNDRAISING

General:

- Chair or subcommittee designate attends every RGRCA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- Plans and executes various fundraising and/or “fun-raising” events
- Distributes flyers and announcements of various events to the fellowship in a timely manner
- Collects revenues from events, and with the Treasurer, accounts for the funds at the end of each event
- Plans all entertainment for the convention
- Brings entertainment plans to the committee for final approval
- Is the liaison to all entertainers

RELATIONSHIPS:

- Prepare a budget and give to **Treasurer**
- After planning any activities to spark interest and encourage participation in the convention, coordinate with **Arts & Graphics and Convention Information** for printing of flyers
- Communicate with **Hotels & Hospitality** regarding any space, lighting, sound or other needs for the entertainment at the convention
- Work with the **RCC** to contract any performers
- Coordinate with **Program** for scheduling of events

MERCHANDISING

General:

- Chair or subcommittee designate attends every RGRCA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- May choose items for pre-convention sales that are of a design that does not include the convention logo

- Attend fundraising events to sell pre-convention merchandise
- Study and choose items for sale at the convention, using previous sales data to plan for purchases.
- Bring recommended item choices to the committee for final approval
- Assemble a capable team to work at the Merchandise tables during the convention
- Inventory items before and at the end of the convention

RELATIONSHIPS:

- Prepare a budget and give to the **Treasurer**
- Get graphics for merchandise from **Arts & Graphics**
- Communicate with **Hotels & Hospitality** regarding space provision, security and scheduling of Merchandise room
- Coordinate operational hours with **Program** and communicate them to **Convention Information** and **Arts & Graphics** for inclusion in the program
- Work with the **RCC** for contracting vendors
- Work closely with the **Treasurer** for handling of inventory and cash

REGISTRATION

General:

- Chair or subcommittee designate attends every RGRCA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- Selects items for preregistration sales and for the registration packets
- Prepares a registration form for use online and in paper form
- Works with the regional webservant to obtain access to online reports for preregistrations, for posting of any information on the website, and for scheduling email blasts that drive people in the database to the website for preregistration
- Assembles a capable team to work at the Registration table during the convention
- Uses a paper order form for onsite registrations and meals
- If requested to do so, prepare statistical data for presentation at the main speaker meeting

RELATIONSHIPS:

- Prepare a budget (mailing, paper, envelopes, office supplies) and give to **Treasurer**
- Work with **Arts & Graphics** to develop a convention flyer and registration form using information from **Program, Hotels & Hospitality, Merchandise, Convention Information** and **Entertainment**. Give it to **CI** for distribution.
- Work with the **Treasurer** and **RCC** to clarify procedures for handling registrations, money, and record-keeping system
- Coordinate with **Arts & Graphics, Merchandising** and **Convention Information** to prepare registration packets
- Coordinate with **Hotels & Hospitality** regarding deadlines for banquet and breakfast number

CONVENTION INFORMATION(may be part of Registration Subcommittee)

TASKS:

General:

- Chair or subcommittee designate attends every RGRCA Committee meeting with written report of subcommittee activities and status of timeline tasks.

- Inform NA members about RGRCA through registration flyers, meeting announcements and web postings
- Contact treatment centers and other agencies that serve addicts to inform them of the convention
- Contacts the NAWS, through www.na.org for posting on the calendar, with the dates and location of the convention as soon as they are available
- Prepares a press packet and letter for non-NA people attending the convention, taking it to the committee for final approval prior to printing

RELATIONSHIPS:

- Prepare a budget (mailing, paper, envelopes, copies) and give to **Treasurer**
- Keep in contact with **Program, Hotels & Hospitality** and **Arts & Graphics** to have the most accurate, up-to-date information regarding the convention
- Obtain artwork for flyers from **Arts & Graphics**
- Inform **Registration** of projected numbers of attendees from any area residential treatment centers
- Prepare press packet and have available at **Registration**

TRANSLATIONS/INTERPRETATION SUBCOMMITTEE

General:

- Chair or subcommittee designate attends every RGRCA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- Along with the Program Subcommittee, plans all Spanish workshops and meetings at the convention, in keeping with the theme of the convention and our spiritual principles.
- Translate any new sections of the registration form and/or the program
- Attempts a balance of workshops sensitive to the needs of the fellowship
- Selects all Spanish speakers, chairpersons and readers, striving to include members from throughout the region, country and world, if applicable
- Bring final selection of Spanish main speaker to convention committee for approval
- Make all travel arrangements for Spanish main speaker
- Review and select Spanish interpreters and ASL interpreters for main meetings
- Arrange to rent translation headsets and equipment
- Prepare formats for Spanish meetings and workshops

RELATIONSHIPS:

- Prepare a budget and give to the **Treasurer**
- Coordinate Spanish program with the **Program** subcommittee
- Translate the registration form if submitted to you by **Registration**
- Communicate with **Hotels & Hospitality** to define space and facilities needs
- Work with the **RCC** to contract for translators and interpreters

Timelines

2017 Living Document

RCC Convention Timeline

Twelve to Twenty-four Months prior (May – May)

- Do a hotel selection process which includes defining space and sleeping room requirements, accessibility and cost
- Negotiate and sign a contract with hotel

Ten Months Prior (July)

- Put out a request across the region for subcommittee chairs and executive committee for the next convention
- Call the initial meeting for electing executive committee, subcommittee chairs and organizing the committee at large

Nine Months Prior (August)

- Hold the initial organizational meeting of the convention committee
- Distribute prior year budget as a template for each subcommittee

Seven Months Prior (October)

- Review subcommittee budgets and work with the committee to make any changes

Continue to monitor budgets and report monthly to the committee

Three Months Prior (February)

- Review, negotiate and sign all contracts with entertainers and vendors

One Month Prior (April)

- Contact all contracted entities and confirm
- Schedule final walkthrough with the hotel staff and subcommittee chairs

Showtime (May)

- Attend final meeting and walkthrough with hotel liaison and the entire committee
- Program cash registers for registration and merchandise, and prepare cash register training
- Set up Registration desk
- Must attend meeting at hotel on the first day of the convention

- Must be available at the hotel during the entire convention for money counts and cash register closeouts

One month post-convention (June)

- Hold a closeout meeting where all subcommittee chairs submit final reports and discuss lessons learned
- Incorporate the lessons learned in the timeline notes for the next year's convention subcommittees

Notes from 2015 & 2016:

- A walkthrough meeting with hotel staff is imperative one or two days prior to the convention start
- Having as many RCC members as possible on site could really ease the workload

Arts & Graphics

Nine Months Prior (August)

- Welcome to Arts & Graphics!
- Begin requesting submissions of themes and art
 - I sent a flyer out to the RSC asking RCMs to distribute in our Area. We gave a 10/31 deadline for submissions and offered free registration to the winner(s)
- Assemble your Arts & Graphics committee

Eight Months Prior (September)

- Continue requesting submissions of themes and art
- Review previous year proposed and actual budgets
- Develop an itemized budget
- Hold first subcommittee meeting

Seven Months Prior (October)

- Continue requesting submissions of themes and art
- Submit itemized budget for approval

Six Months Prior (November)

- Select new artwork/themes to be voted on at the next regular meeting
 - Bring your top3-5 picks for vote at the regular meeting

Five Months Prior (December)

- Have new artwork professionally finished, if needed
- Get price quotes for registration form (if applicable)

- Talk to registration about this – they may do it themselves
- Make a PDF of registration flyer and save
 - Talk to registration about this – they may do it themselves
- Have registration forms printed to bring to next meeting (if applicable)
 - Talk to registration about this – they may do it themselves

Four Months Prior (January)

- Work on possible cost effective program layouts and get quotes
 - Single sheet of paper, double sided, color
- Modify artwork to meet the needs of Merchandise and Registration
- Begin requesting a schedule from Program subcommittee – you will need it finalized before the end of March

Three Months Prior (February)

- Continue working on program layout
- Get quotes for banner (6'X4' or 8'X6')
- Request signage needs from all committees (work with Hotels & Hospitality to see what signage the hotel provides)
- Remind Program subcommittee that you will need the program (full schedule of events) before the end of March

Two Months Prior (March)

- Begin working on program layout using submitted meeting/workshop/event schedule. Programs will need to give you the schedule
 - Include locations for things like marathon meetings, hospitality room, yoga room, entertainment events, etc.
- Get quotes for the program based on final layout
- Request signage needs from all committees

One Month Prior (April) – you will meet more frequently than once a month now

- Finalize program, have proofed, and distribute to full committee for finalization
 - Minor changes will still be made during this process
- Have banner made/printed and delivered
- Print event tickets, meal tickets, Registration and Merchandise onsite order forms, contact cards and badges (if not printed by Registration)
- FINALIZE the program 2 weeks from the Wednesday before the convention. This gives you time to get the layout exact, get it printed, and handle any unanticipated problems. Programs will have to provide you with their most current schedule. There will likely be changes after it's printed, but that's ok. You can make signs! Don't get hung up about changes when you hit that 2 week mark. You will need about 700 programs.
- Request signage needs from all committees

Showtime (May) – you will be meeting weekly by now

- Print a poster size (24”x36” at least) schedule to display outside registration, and an additional 2-3 smaller size posters
- Print signage needs for all committees
- Deliver programs and badges to Registration packet stuffing party (ask Registration)
- Deliver banner to Hotels & Hospitality
- Deliver onsite registration forms to Registration (if applicable)
- Attend final meeting and walkthrough with hotel liaison and the entire committee
- Must attend meeting at hotel on the first day of the convention
- Must be available at the hotel during the entire convention

Entertainment/Fundraising

Nine Months Prior (August)

- Assemble subcommittee
- If possible, elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention

Eight Months Prior (September)

- Review previous year proposed and actual budgets
- Develop a draft budget
- Hold first subcommittee meeting

Seven Months Prior (October)

- Develop an itemized budget
- Plan first fundraising or “fun-raising” event, and create a proposed schedule for all pre-convention events

Six Months Prior (November)

- Submit itemized budget for approval
- Begin auditioning bands, DJs, listening to tapes of comedians, etc., based on entertainment choices

Five Months Prior (December)

- Finalize decisions on convention entertainment events – we have found in previous years that it does not serve the attendees well to schedule competing events, and that both are under-attended if they are in the same time slot
- Determine what events should appear on the Registration flyer
- Submit detailed event recommendations including times and costs for approval
- Communicate in writing to Hotels & Hospitality what space, technology and furniture you will need during the convention
- Finalize events
- Prepare list of events to give to the Arts & Graphics and Registration subcommittees next month

Four Months (January)

- Negotiate prices and reserve dates with band, DJ, and other entertainers. *Get three bids for all contract-based entertainment and present those bids to the committee at large, with your recommendation, then to the RCC.*
- Give all info to Program Chair prior to the next meeting
- Coordinate pre-convention events

Three Months (February)

- Submit event list including signage and ticket requirements to Arts & Graphics
- Define event audio/video needs for Hotels & Hospitality

Two Months Prior (March)

- Host any pre-convention events

One Month Prior (April)

- Confirm all convention entertainment

Showtime (May)

- Attend final meeting and walkthrough with hotel liaison and the entire committee
- Coordinate with entertainment providers onsite
- Must attend meeting at hotel on the first day of the convention
- Must be available at the hotel during the entire convention

Notes from 2016:

We missed some opportunities for revenue:

- We wrongly guessed that attendees would like a big event with a live band on Friday night. The band was expensive and few attended, to the point of embarrassment.
- The expensive band required fundraising, which took the money we usually raise from the talent show for the general fund.
- The comedy show that occurred during lunch on Saturday was awkward, and had we sold low cost tickets (at \$7-10 as in previous years) we could have made some revenue

Having the bands/DJs set up prior to the meeting they follow, and warm up while the meeting assembles is a good strategy. Then they can begin playing as soon as the meeting is over.

Hotels & Hospitality

Nine Months Prior (August)

- Assemble subcommittee

Eight Months Prior (September)

- Review previous year proposed and actual budgets
- Develop a draft budget
- Hold first subcommittee meeting

Seven Months Prior (October)

- Develop an itemized budget
- Begin discussing ideas for hospitality at the convention

Six Months Prior (November)

- Submit itemized budget for approval

Five Months Prior (December)

- Request from subcommittees all space, technology and furniture needs during the convention and communicate that to our hotel POC

Four Months Prior (January)

- Create a list of Hospitality Room host times and begin soliciting home groups and volunteers (have one person dedicated to this task as the single point of communication)
- After preregistration opens, request weekly Thursday reports via from the hotel, informing you of sleeping rooms booked. Make adjustments on number of rooms available as needed.

Three Months Prior (February)

- Continue planning any hospitality meals or events

Two Months Prior (March)

- Finalize list of home groups hosting the Hospitality Room

One Month Prior (April)

- Take inventory of old supplies
- Purchase needed supplies for Hospitality Room
- Confirm Hospitality Room volunteers

Showtime (May)

- Have final meeting and walkthrough with hotel liaison and the entire committee
- Confirm with the hotel and the committee at large the clear understanding that only one person can authorize on site requests from the hotel.
- Set up Hospitality Room and ready for opening
- Must attend meeting at hotel on the first day of the convention
- Must be available at the hotel during the entire convention

Notes from 2015:

What worked:

- Having subcommittee members in the host city
- Having one person scheduling home groups to man the hospitality suite
- Having Saturday lunch for everyone at the convention

- Lots of volunteers – Registration sending groups from treatment centers to help us was really supportive

Needs:

- A liaison from the RCC to the hotel and clear understanding that only one person can make on site requests from the hotel
- Large indoor space for hospitality – larger than a sleeping room suite
- A new scheduling scheme for hosting hospitality
- Communication with past subcommittee chairs to share their experience
- Must keep half & half and stevia supplied in the coffee room

Merchandise

Nine Months Prior (August)

- Welcome to Merchandise! This is fun and a lot of work!
- Assemble your Merchandise committee

Eight Months Prior (September)

- Review previous year proposed and actual budgets
- Review what was purchased in the past, what sold, and what was leftover

Seven Months Prior (October)

- Develop an itemized budget
 - Remember that your budget will pay for the merchandise for the event – preconvention and convention. However, you will sell preconvention merchandise and reload your budget and make money!
- Hold first subcommittee meeting
- Submit itemized budget for approval
- Decide what, if any, pre-convention items to submit to the committee next month (include cost and minimum quantity) Have all information ready to pass on the Arts & Graphics once approved

Six Months Prior (November)

- Start selection of items, colors and quantities of pre-convention merchandise to present to the committee for approval

- Start selection of items, colors and quantities of convention merchandise to present to the committee for approval
 - T-shirts, Women's shirts, and Pocket T-shirts are a must; coffee mugs should be at least 14 oz in size
- Get three bids for each item selected to present to the committee

Five Months Prior (December)

- After artwork is complete, order any pre-convention merchandise
- Contact vendors interested in selling items (jewelry) at the convention (get recommendations from RCC)
 - Ask them to send you a bid. You just turn those bids in to the RCC with your committee's recommendation(s)

Four Months Prior (January)

- Make sure the artwork works on selected items, and make adjustments, if necessary
- Distribute pre-convention merchandise for sale throughout the region
 - Keep track of what you give and to whom it's given
- Make recommendations for vendors to sell their merchandise at the convention – get three bids

Three Months Prior (February)

- Turn any money received from pre-convention merchandise in to the RCC & get a receipt
- Submit final convention item choices including colors and quantities for approval
- Upon committee approval, secure contracts and submit to RCC for signing
- Begin compiling a list of volunteers to work during the convention
 - You will have some help at the convention, so don't stress out if you have a hard time getting help

Two Months Prior (March)

- Turn any money received from pre-convention merchandise in to the RCC & get a receipt
- Communicate to Hotels & Hospitality subcommittee what space, technology and furniture you will need during the convention
 - Submit this information in writing to the hotel liaison
- Send artwork to vendor and order samples to bring to next month's meeting

- Often the samples come back as the vendor's samples – not containing the actual artwork you want.
- Assemble team for onsite sales
 - Cash register will need to be manned by someone deemed by the RCC. Please speak with the RCC to understand who can and cannot work the cash register. You need at least one person working the register plus 1-4 other people helping.

One Month Prior (April) – you will meet more frequently now, not just once a month

- Turn any money received from pre-convention merchandise in to the RCC & get a receipt
- Bring merchandise samples to committee meeting
- Order all merchandise
- Arrange for pickup or delivery of merchandise

Showtime (May) – you will be meeting weekly by now

- Turn any money received from pre-convention merchandise in to the RCC & get a receipt
- Create an order form for all merchandise. Include each item by size, design and color. Each person who is purchasing merchandise must fill out an order form to present at the register.
- Attend final meeting and walkthrough with hotel liaison and the entire committee
- Take inventory of and ready merchandise for sale
 - Be prepared to track EXACTLY what was ordered and what was sold, by size and item
- Get tables ready for opening
- Must attend meeting at hotel on the first day of the convention
- Must be available at the hotel during the entire convention

You will likely spend most of the convention at the Merchandise table

Program

Nine Months Prior (August)

- Assemble subcommittee – you will need to have a minimum of 4 members
- If possible, elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention

Eight Months Prior (September)

- Review previous year proposed and actual budgets
- Develop a draft budget
- Hold first subcommittee meeting
- Review timeline and delegate tasks

Seven Months Prior (October)

- Develop an itemized budget
- Layout a general plan for workshops and speaker meetings. Coordinate with Hotels & Hospitality, Entertainment, Registration & Translation/Interpretation to create a rough draft of program and events (may begin with a prior year's program as a template)

Six Months Prior (November)

- Submit itemized budget for approval
- Work with Translation/Interpretation subcommittee to obtain Spanish language speakers
- Start gathering speaker tapes and CD's for review and selection of speakers – some will come through the regional PO box.
- Request CDs from the contracted recording company for the convention

Five Months Prior (December)

- Select workshop topics and begin selection process for workshop speakers – generally members of the subcommittee are not chosen to chair meetings or speak at meetings or workshops – traditionally, the chair of the convention chairs the Saturday night main meeting.
- Continue work on draft of program
- Communicate in writing to Hotels & Hospitality what space, technology and furniture you will need during the convention

- Submit draft meeting/workshop/event schedule for approval

Four Months Prior (January)

- Continue evaluating speaker CDs and tapes
- Prepare to submit final meeting/workshop/event/entertainment schedule, including marathon meeting schedule, to be approved next month
- Finalize main speakers
- Contact main speakers and begin process of logistics, transportation and hotel, assigning a subcommittee member to each main speaker as a contact and for transportation to and from the airport if needed.
- Plan centerpieces (may be done by subcommittee or through challenging home groups or areas to create centerpieces)

Three Months Prior (February)

- Finalize workshop/meeting speakers and topics – contact and confirm all speakers and chairpersons
- Confirm main speakers and make travel arrangements
- Compile a list of marathon meeting topics and chairpersons to submit to Arts & Graphics next month, if this is how you choose to handle marathon meetings
- Finalize room layouts and setups and submit to Hotels & Hospitality
- Determine signage provided by the hotel, then provide Arts & Graphics with any additional signage needs (directional, maps, marathon meeting signup, large poster of program, etc.)
- Give list of main speakers to Registration to create their packets, and to Hotels & Hospitality to make room reservations

Two Months Prior (March)

- Submit final schedule of all workshops, meetings and events to Arts & Graphics for creation of printed program
- Arrange for any gifts for main speakers
- Order Basic Texts for giveaway to newcomers at Saturday night main meeting and any readings needed for workshops or main meetings
- Write formats for each workshop (use previous years' formats as a starting point)
- Put together a list of contingency workshop speakers

One Month Prior (April)

- Confirm rides from the airport for all main speakers

- Organize formats for each meeting room
- Create a sign in sheet and information sheet for each workshop and meeting speaker and deliver them to Registration
- Post the program on the Convention page of the website through the webmaster

Showtime (May)

- Attend final meeting and walkthrough with hotel liaison and the entire committee
- Pick up and greet all speakers
- Oversee all workshops and meetings
- Must attend meeting at hotel on the first day of the convention
- Must be available at the hotel during the entire convention

Notes from 2015:

What worked:

- Ask the fellowship what workshop topics they would like to have
- Balance of workshop speakers from in and out of the region
- Use of a democratic process for selecting speakers where all subcommittee members listen to all speaker CDs then decided together
- A “Gone But Not Forgotten” signup sheet placed at the Registration table for attendees to put the names of members who have passed. Sunday morning, prior to beginning the meeting, names are read, 4 or 5 at a time, then a declaration “Gone but not forgotten” after each set of names.
- Place on the Registration table a list where members can suggest topics and speakers for the next year.
- Use prior year budgets for guidance

What could be improved:

- At the main meeting, give away Basic Texts to only about 30-40 newcomers (e.g., <90 days clean)
- If final walkthrough was on Saturday prior to the convention it would give more time for the hotel and the committee to make any needed adjustments. This is usually the final committee meeting, so members will be on site anyway.
- May want to consider alternatives to transporting the local podium, as it is tall and a bit fragile. Perhaps we could make a large wood service symbol to prop against a hotel podium

Registration/Convention Information

Nine Months Prior (August)

- Assemble subcommittee
- If possible, elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention
- As soon as all information is available, post the convention to na.org events calendar
- Pass on to the Program subcommittee any speaker CDs that come to the PO box

Eight Months Prior (September)

- Review previous year proposed and actual budgets
- Develop a draft budget
- Hold first subcommittee meeting

Seven Months Prior (October)

- Develop an itemized budget

Six Months Prior (November)

- Begin discussing items to be included in registration packet and badge holders
- Submit itemized budget for approval
- Begin work on registration form (use previous layout if appropriate) and begin compiling information from subcommittees for inclusion on registration form. It is helpful to have the convention theme and logo in electronic format, as well as a committee decision on preregistration, registration banquet and buffet prices ASAP.

Five Months Prior (December)

- Finalize registration form and proofread with Arts & Graphics and executive committee
- Confirm with regional web servant that Paypal (or Square) is ready to accept money for early registrations
- Make sure website is ready for online registration, access codes assigned, database of prior years is intact and receipts function is ready for both printing and emailing
- Select giveaway items, lanyards, badge holders and get price quotes
- Compile a list of facilities in the region whose clients may want to attend the convention
- Work with Entertainment subcommittee to obtain list of pre-convention events

- Draft a letter to facilities and addiction professionals informing them of the upcoming convention (use previous year's letter as a format)

Four Months Prior (January)

- Work with regional webserver to begin online registrations
- Ask webmaster to eblast all in the database with link to pre-registration
- Begin data entry and reporting of all incoming pre-registration data
- Communicate in writing to hotel liaison what space, technology and furniture you will need during the convention
- Be available to attend convention-related activities to do early registrations at the events
- Submit list of needed artwork and sizes for all giveaway items and badges to Arts & Graphics
- Take facilities letter to full committee for approval
- Assemble press packet (use previous year's packet)

Three Months Prior (February)

- Assemble onsite registration team
- Work with Merchandise to get lanyards and giveaway items included in next month's order
- Have special badges made for committee members and Spanish speakers (*hablo español* badge insert)
- Send approved letter to facilities and professionals and field return calls

Two Months Prior (March)

- Arrange to pick up giveaway items and badges
- Work with facilities wishing to send their clients to the convention, negotiating group rates, if applicable, or scheduling clients to do service at the convention (the Saturday lunch always needs a lot of manpower)

One Month Prior (April)

- About 2 weeks prior to the close of pre-registration ask webmaster to eblast to all in the database who have not pre-registered with link to preregistration online
- A few days before the close of pre-registration ask webmaster to send an email link to all those who created a registration online but have not paid.

- At the close of preregistration get formatted sticker information for registration packets from the regional webservant
- Print event tickets, meal tickets, onsite registration and merchandise order forms, Press Packet, volunteer sign up sheet, contact cards and badges (or give to Arts & Graphics for printing) Each onsite registration must be accompanied by an order form at the time of check out at the cash register
- Take inventory and fold all pre-registration merchandise
- Organize registration packet stuffing party

Showtime (May)

- Attend final meeting and walkthrough with hotel liaison and the entire committee
- Deliver Main Speaker packets to the hotel registration desk to be available for them at check in
- Attend cash register training
- Set up Registration desk
- Must attend meeting at hotel on the first day of the convention
- Must be available at the hotel during the entire convention

Notes from 2016:

- It is helpful to have at least one person on your committee who is well versed in Microsoft Publishing.
- We used the Square card reader on an iPad and a phone at the registration and merchandise tables. It worked really well, and people purchase more if they can use a card.
- Each shift needs 3-4 people with one on the register, one running credit cards and 1-2 doing preregistration.
- For large groups coming from treatment centers, it really helped to know the number of addicts coming and to pre-package their newcomer packets.
- For newcomers who did not pay for a registration, we were able to give registration packets, including the badge, a program and the convention package items (pen, clip and wooden nickel) because we had plenty!
- It was helpful to post on the registration table all that came with a registration badge
- For those wishing to donate time at the convention, it was helpful to have a sign up sheet at the registration table where they put their name and phone number in a time slot (form included with registration documents).
- Might be a good idea to set up a Recycle Box for lanyards and badge holders (they are expensive, and most folks just throw them away after the convention)

Translation/Interpretation

Nine Months Prior (August)

- Assemble subcommittee

Eight Months Prior (September)

- Review previous year proposed and actual budgets
- Develop a draft budget
- Hold first subcommittee meeting with the Program subcommittee

Seven Months Prior (October)

- Develop an itemized budget
- Rough draft Spanish language program with the Program subcommittee

Six Months Prior (November)

- Submit itemized budget for approval
- Start gathering Spanish speaker tapes and CD's for review and selection of speakers

Five Months Prior (December)

- Select workshop topics and begin selection process for Spanish workshop speakers – take care to choose speakers who are comfortable speaking Spanish in a workshop
- Continue evaluating speaker CDs and tapes
- Finalize workshop/meeting speakers and topics

Four Months Prior (January)

- Finalize main speakers
- Begin looking for onsite interpreters to translate main meetings for both Spanish and American Sign Language. Submit any contracts to the committee for signing by the RCC

Three Months Prior (February)

- Communicate to hotel liaison what space, technology and furniture you will need during the convention
- Confirm main speakers and make travel arrangements

Two Months Prior (March)

- Translate formats for each workshop

One Month Prior (April)

- Organize formats for each meeting room

Showtime (May)

- Attend final meeting and walkthrough with hotel liaison and the entire committee
- Pick up and greet speakers
- Oversee all Spanish workshops and meetings
- Must attend meeting at hotel on the first day of the convention
- Must be available at the hotel during the entire convention

Notes from 2016:

- Schedule interpreters for 2 ½ hours on Saturday night, as the main meeting usually runs beyond the time on the schedule.
- Be prepared that most of the work is on site, so it would be good to have several people on the committee who can be available throughout the convention