

# Convention Planning Timeline - Middle TN

Time	Person(s) Responsible	Activity	Done
24 months	District Representatives from the Districts involved	Call for an organizational meeting	
(July/August - Fall AWSC two years prior to Convention)	Those present at the organizational meeting	Elect officers, ask for volunteers to chair committees and begin organizing committees, select theme, propose dates	
	Convention Chair and Co-Chair	Meet with Site Committee at proposed sites	
	Convention Chair and Co-Chair	Select site and date for Convention	
	Convention Chair	Set up internal communications between meetings	
	Convention Chair	Obtains signature cards for Convention bank account	
	Treasurer	Obtains post office box	
18 months	Speaker Chair	Selects speaker committee; begins listening to speaker cd's; contact taper for cd's	
(February/March - the Spring AWSC the year prior to Convention)	Publicity Chair	Prepare "Save the Date" flyer; send to Area Convention Coordinator for posting on AWSC e-tree, to Area Website Coordinator for posting to the Area website, to AIS Liaisons for posting on AIS websites, and to DR's and GR's (list to be provided by Area Group Records Coordinator)	
16 months (April/May)	Publicity Chair	Presents logos for consideration	
	Treasurer/Registration Chair	Confirms post office box number and gives info to Publicity Chair for the pre-registration form	
	Convention Committee	Selects a logo	
	Publicity Chair	Begins work on a pre-registration form	
	Alateen Chair	Provides the Publicity Chair with the appropriate wording for the pre-registration form	
	Fundraising	Brings ideas to Convention Committee for input	
	Convention Chair and Co-Chair	Complete contract negotiation for Convention site, sign contract and deliver deposit; works with Site Chair to complete contract negotiations for convention site, as needed; signs contracts	
	Site Chair	Works with Convention Chair and/or Co-Chair to complete contract negotiations for convention site; facilitates signatures on contracts; obtains necessary deposits; delivers signed contracts and deposits to the appropriate vendors	

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14 months (June/July)	Convention Committee	Establishes budget	
	Convention Committee	Approves pre-registration form, including the appropriate Alateen language	
	Speaker Chair	Speakers and back-up Speakers selected	
	Speaker Chair	Secure taper for event	
	Delegate	Contacts WSO to see if a WSO volunteer or staff member chosen by the Speaker Committee is available to speak and provide a workshop	
	Delegate	Provides the Speaker Chair with contact information for the WSO speaker, if necessary	
	Workshop Chair	Begin requesting volunteers to do theme centered workshops	
	Publicity Chair	Sends pre-registration form to Area Convention Coordinator for distribution at Convention	
	Publicity Chair	Prints 500 registration forms for Convention	
	Publicity Chair	Sends pre-registration form to Area website coordinator and all Area AIS Liaisons for posting on all AIS websites after current Convention	
	Registration Chair	Begins taking pre-registrations on the last day of the current Convention	
13 months (July/August)	Speaker Chair	Confirm Speakers	
	Speaker Chair	Send confirmation letters to Speakers with Convention information	
	Registration Chair	Obtains list of out-of-area Convention attendees from the Area Convention Coordinator and e-mails/mails them a registration form	
12 months (August/September)	Publicity Chair	Designs the final Convention flyer with Speakers' names after all Speakers have been confirmed	
	Registration Chair	Pre-registers all Speakers and taper, and marks their registration form as "paid"	
	AA Liaison	Makes contact with local AA district to secure a chairperson for the AA Speaker meeting and coordinate space for closed AA meetings if they so desire	
	Publicity Chair	Prints 500 registration forms for Fall AWSC/Assembly, reserving 50 for each Area AIS office	
	Fundraising Chair	Provides the DR's with fundraising ideas and information about any Area wide fundraising project(s)	

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Time	Person(s) Responsible	Activity	Done
	Fundraising Chair	Solicits and organizes volunteers	
	Convention Co-Chair	Prepares proposed schedule of events	
10 months (October/November)	Convention Committee	Approves final Convention flyer	
	Publicity Chair	Sends final Convention flyer to Area website coordinator and all Area AIS Liaisons for posting on all AIS websites after current Convention	
	Registration Chair	Consults with Alateen Chair about the proper handling of Alateen documents	
8 months (December/January)	Workshop Chair	Workshop topics and facilitators finalized	
	Hospitality Chair	Set the hours for the Hospitality Room	
	Publicity Chair	Consult with other committees regarding hallway signage needs	
	Decorations Chair	Consult with other committees regarding table signage needs	
	Convention Chair	Sends announcements to <i>The Traveler</i> , <i>The Forum</i> , the WSO website, the Area website, and all Area AIS websites	
	Publicity Chair	Prints 500 registration forms for Spring AWSC/Assembly and other Al-Anon events	
	Hospitality Committee	Provides request sheet for donations of coffee, soft drinks and snacks to be printed in <i>The Traveler</i> and distributed to DR's at AWSC and Assembly	
6 months (February/March)	Convention Committee	Approve signage from Publicity Committee	
	Program Chair	Designs convention program, to include schedule of events and other pertinent information	
	Registration Chair	Organizes volunteers	
	Registration Chair	Buys supplies to prepare registration packets	
	Speaker Chair	Makes arrangements for fruit baskets or welcome tokens for Speakers	
4 months (April/May)	Convention Committee	Approves program	
	Convention Chair	Sends Program to the Area website, and all Area AIS websites	
	Convention Chair	Invites all Coordinators to have a display at the Convention	

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	Welcome Chair	Contacts Chamber of Commerce to obtain information on restaurants, local attractions, etc.	
	Convention Committee	Decides whether to insert information about the local area in the registration packets or to make it available for pick-up at the Registration desk	
	Workshop Chair	Finalizes workshop schedule, including any open Alateen workshops and if there is a WSO workshop make sure it is a stand alone workshop in the main speaker room	
	Workshop Chair	Coordinates media arrangements for the WSO workshop, if any (LCD projector, screen, etc.)	
	Speaker Chair	Selects hosts and hostesses for speakers, including the current Delegate for the WSO speaker, if any	
	Speaker Chair	Makes arrangements for Speaker transportation	
	Hospitality Chair	Arranges for volunteers to staff the Hospitality Room	
	Entertainment Chair	Finalizes arrangements for entertainment, i.e. props, media resources, music, etc.	
	Voice	Prepares podium notebook for meeting chairs	
	Registration Chair	Obtains ribbons for committee members, Speakers and Delegate	
	Literature Chair	Arranges for volunteers to staff the literature table	
	Fundraising Chair	Arranges for volunteers to staff the fundraising table/room	
2 months (May/June)	Program Chair	Prints 500 Programs; delivers to Registration Chair	
	Registration Chair	Begins stuffing Registration packets	
	Workshop Chair	Compiles list of special needs for workshops	
	Workshop Chair	Receives copies of all workshop materials and handouts	
	Speaker Chair	Plans dinner with all Speakers	
	Speaker Chair	Sends copy of the Program to all Speakers	
	Alateen Chair	Plan meal function for Alateens - pizza, etc.	
	Voice	Informs Speaker Meeting Chairpersons about the podium notebook and readings	
	Voice	Prepares Agenda for Speaker Meetings	
	Literature Chair	Orders literature from local AIS to be sold at Convention	

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1 month (June/July)	Publicity Chair	Provides Public Service Announcements to local media	
	Publicity Chair	Consults the Site Coordinator/Hotel Chair about signage mounting materials	
	Hospitality Chair	Prepare donation cans	
	Voice	Consults with Speakers to see if they want to use a special CAL reading	
	Speaker Chair	Makes arrangements for volunteers Assists Meeting Chairpersons in finding members to read at Speaker Meetings	
	Voice	Makes arrangements to have a meal with each Speaker Invites each Speaker to share a meal during the course of the Convention	
	Speaker Chair	Coordinates with Host or Hostess to introduce Speaker	
	Registration Chair	Prints name tags	
	Registration Chair	Put name tags in Registration Packets and label envelopes with attendee names	
	Registration Chair	Organizes a system for the distribution of pre-registration packets and any fundraising items that were pre-ordered	
	Registration Chair	Organizes a separate area for on-site registrations	
	Welcome Chair	Makes arrangements for door greeters to check for badges 30 minutes prior to Speaker Meetings	
	Workshop Chair	Check in with workshop facilitators to make sure everything is ready	
	Workshop Chair	Gathers any special needs materials	
Week of Convention	Convention Chair	Checks the P.A. system on Friday afternoon	
	Convention Chair and Co-Chair	Opens Convention on Friday evening	
	Speaker Chair	Obtains Speakers' signatures on taping permission forms, if required	
	Voice	Consults with Site Coordinator/Hotel Chair on set-up in the Speaker Meeting room	
	Voice	Makes arrangements for water and tissues at the podium	
	Voice	Familiarizes themselves with the notebook on the podium	
	Area Alateen Coordinator	Chairs the Alateen Speaker Meeting	
	Area Alateen Coordinator	Conducts AMIAS training	
	Voice	Takes head count of attendees at all Speaker Meetings	
	Hospitality Chair	Hospitality Room opens at 5 p.m. on Friday	
	Hospitality Chair	Makes sure donation cans are in Hospitality Room	

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	Hospitality Chair	Keeps the room open during posted hours, and ensures that the room stays neat and supplied with coffee, soft drinks and food	
	Registration Chair	Keeps the Registration tables open during posted hours, beginning at 3 p.m. on Friday	
	Registration Chair	Keeps a daily tally of all registration categories for pre-registrations and on-site registrations	
	Registration Chair	Provides suggestion boxes, paper and pens or pencils in Registration area, Hospitality Room and fundraising areas	
	Registration Chair	Posts large hotel and/or convention site map in the Registration area	
	Registration Chair	Accounts for Registration income and delivers it to the Treasurer before it accumulates	
	Treasurer	Makes sure there is change (\$1's and \$5's) for Registration and Fundraising	
	Treasurer	Collects funds from Registration and Fundraising on a regular basis	
	Treasurer	Makes sure that records are kept with regard to the source of the funds - registration, fundraising, literature, etc.	
	Treasurer	Stores all collected funds in a safe unless daily deposits are made	
	Fundraising Chair	Organizes and displays all sale and/or raffle items	
	Literature Chair	Organizes and displays all literature	
	Workshop Chair	Makes sure rooms are properly set up with any necessary special materials	
	Workshop Chair	Make sure the room is ready for the next workshop	
	Delegate	Chairs the WSO Speaker Meeting, if any	
	Delegate	Facilitates the WSO workshop, including all IT/media needs	
	Voice	Introduces Convention Committee on Friday evening	
	Voice	Introduces Area Officers on Saturday evening	
	Voice	Opens each Speaker Meeting with Anonymity Statement and announcements before turning the meeting over to the Meeting Chairperson	
	Treasurer	Pays all authorized expenses	
	Convention Chair and Co-Chair	Closes Convention and announces the final Registration totals	
	All Committee Chairs	Remove all Convention materials from venue	

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Time	Person(s) Responsible	Activity	Done
After Convention	Treasurer	Pays all Convention expenses, including hotel bill after it has been checked for accuracy by the Convention Chair and the Site Coordinator/Hotel Chair	
	Treasurer	Prepares operating statement for AWSC and the Area Assembly	
	Treasurer	Writes check to Area to transfer all funds over prudent reserve amount	
	Convention Chair	Prepares final report for AWSC and Area Assembly	
	Convention Chair	Delivers check book to Area Treasurer	
	Speaker Chair	Sends thank you notes to all Speakers	
	Convention Chair	Turns over all documentation to Area Archivist	