

**DOWN EAST/INNER COASTAL/CROSSROADS**

**AREAS CONVENTION**

**OF**

**NARCOTICS ANONYMOUS**



**DEI 2C NA**  
**Areas Convention**



**CONVENTION**  
**GUIDELINES**

Developed in 2004

## Down East – Inner Coastal – Crossroads Areas Convention Committee

### Convention Guidelines

#### GENERAL PLANNING:

#### **PURPOSE**

Conventions are held by members of Narcotics Anonymous to bring our membership together in the celebration of recovery. Meetings, workshops and other activities are scheduled to encourage unity and fellowship among our members.

Because service committees of Narcotics Anonymous sponsor conventions, they should always conform to the N.A. principles and reflect our primary purpose, which is to carry the message to the addict who still suffers.

The DEICCACNA Convention Committee is formed to provide a celebration of recovery in the form of a Convention east of the Raleigh, North Carolina boundaries.

#### PLANNING COMMITTEE

Hosting a convention is a tremendous responsibility, which requires significant planning, dedication and effort. Conventions can be complex and overpowering endeavors; therefore, effort should be made to select key people who have had prior convention experience. The planning of a convention requires the combined efforts of many people. These people work as a committee, which might be made up of representatives from groups sponsoring the convention. If the convention is conducted as an area, regional or world activity, the committee should be organized as a subcommittee of the ASC, RSC or WSC. In areas and regions where annual conventions are held, the committee is oftentimes a standing committee of the ASC or RSC. This is done to ensure continuity of effort. Although some members change from year to year, enough experienced convention planners usually remain to ensure an effective planning process.

The Convention Committee should be a Subcommittee of the hosting or sponsoring ASC(s). This places the convention within the N.A. service structure via the Ninth Tradition by making it a committee directly responsible to those it serves. The Convention Committee is totally responsible to the hosting service committee(s) and exists only because those service committees formed it. Any convention not reporting to a branch of the N.A. service structure is not responsible to the Fellowship and hence is not an N.A. convention.

The Convention Committee should be allowed sufficient leeway to perform its responsibilities and should not bog down the host service committees with routine

business matters that can be handled within the Convention Committee. Also a report of the committee's activities should be given at each of the hosting service committees meetings. This keeps the ASCs in touch with how things are going and enables them to provide support and guidance when needed.

## **CONVENTION TYPE**

Combined Area Convention:

Traditionally, these conventions are sponsored by several areas, whose efforts and resources are combined, to celebrate recovery. They foster unity and celebration of recovery in specific areas. This convention is jointly hosted by the Down-East, Inner-Coastal and Crossroads Areas of Narcotics Anonymous, thus the acronym "DEICCACNA" stands for "Down East Inner-Coastal Crossroads Areas Convention of Narcotics Anonymous." Area conventions are rare because the efforts and resources required to stage a convention are often greater than those, which are available at any one-area level. Through forming the alliance of the aforementioned three areas, it is our hope to produce a celebration of unity in recovery in outlying areas.

In this spirit of Unity, the Chairpersons, Vice-Chairpersons, Treasurers, and Alternate Treasurers of the three (3) member areas will be called upon to work during the Convention, in an effort to ensure a smooth financial transfer and sufficient oversight manpower.

## **COMMITTEE MEETINGS**

All Convention Committee meetings should take place at a regularly scheduled time and place and follow the current edition of Robert's Rules of Order. The purpose of these meetings is to gather and share information regarding the planning and carrying out of the convention. Effort should be made to encourage support and participation from all members. Care should also be exercised during the planning process to involve as many groups and individuals as possible. Even at this early stage, it is necessary to elect a chairperson to preside over Convention Committee meetings and to activities. Election of officers should be based upon qualifications and experience. A description of Executive Committee members and duties is presented in these guidelines.

Voting privileges are extended to each member of the Convention Committee. Any member who holds an office or participates on a regular basis at the Convention Committee meetings is considered a member. Subcommittee voting privileges are determined by the chairperson of the subcommittee. All subcommittees hold separate meetings prior to the Convention Committee meetings. The subcommittee chairpersons submit reports, recommendations and other details about their areas of responsibility.

Convention Committee meetings are scheduled monthly until four months prior to the convention, at which time they take place every two weeks. At two months prior to the convention, meetings take place weekly. It is advisable to schedule two or three hours to conduct Convention Committee meeting business. An agenda or format should be prepared prior to meetings. The agenda shown below will be used at

DEICCACNA meetings:

- Opening: Begin with a moment of silence asking for all members to reflect on their involvement, thinking about who they serve and why. Follow with the Serenity Prayer, The Twelve Traditions and the Twelve Concepts.
- Read and approve the minutes of the last meeting.
- Chairperson’s report (review progress to date and relay any recent information.
- Treasurer’s report (update on expenses and new balance).
- Subcommittees’ reports (reports include goals and progress of each subcommittee).
- Old Business carried over from the last meeting.
- Area(s) Concerns/Comments/Suggestions
- New Business to be undertaken before the next meeting, including motions.
- Closing prayer.

**CONVENTION COMMITTEE**

The Convention Committee is generally made up of members who were involved in the preliminary planning process. However, membership in the Convention Committee should be open to all members of the Fellowship. The Convention Committee consists of an Executive Committee and Subcommittee chair positions, which are identified as follows:

The Executive Committee and subcommittee chair positions are identified as follows:

- Executive Committee
  - Chairperson
  - Vice-Chairperson
  - Secretary
  - Alternate Secretary
  - Treasurer
  - Alternate Treasurer
  
- Subcommittee Chairpersons
  - Hotels and Hospitality
  - Fund-Raising /Entertainment
  - Convention Information
  - Registration
  - Arts & Graphics/Audio-Visual
  - Program
  - Merchandise
  - Security/Serenity Keepers

Requirements and qualifications suggested for Executive Committee and Subcommittee chairpersons of the DEICCACNA are as follows:

- Chairperson-----5 years clean time and convention experience
- Vice-Chairperson-----4 years clean time and convention

experience  
Secretary-----2 years clean time  
Alt. Secretary-----2 years clean time  
Treasurer-----5 years clean time and convention  
experience  
Alt. Treasurer-----5 years clean time and convention  
experience

Subcommittee Chairs-----Minimum of 2 years clean and experience  
in the area of responsibility.

Working knowledge of the Twelve Steps, Twelve Traditions and Twelve  
Concepts of N.A.

Willingness to give the time and resources necessary.

Ability to exercise patience and tolerance

Active participation in Narcotics Anonymous.

Other duties as identified in the appropriate Subcommittee description.

Attend all meetings of the Convention Committee. Any Officer or Subcommittee  
Chairperson, who misses two (2) meetings of the Convention Committee  
within a Convention year, may be removed from office.

## **THE EXECUTIVE COMMITTEE**

The Executive Committee carries out (executes) the conscience of the overall committee. The positions of the Executive Committee rotate and alternate between the three member areas. Thus, the Chairperson responsibility rotates to each area within a three-year period. The Vice-Chair position is filled by the area, which will assume the Chairperson responsibility the following year. The Secretary and Alternate, Treasurer and Alternate positions also rotate between the member areas. As a result, each area should hold two positions within the executive body, each Convention year cycle, as follows: Chairperson and Alt. Secretary; Vice-Chairperson and Treasurer; and Secretary and Alt. Treasurer. The member areas bear significant responsibility in submitting members to fill these positions, as they are entrusted with the overall responsibility of the Convention. Therefore, nominees for these positions should come directly from the member areas.

The Executive Committee functions as the administrative committee of the convention and holds separate, periodic, and special subcommittee meetings. Its function is to ensure that various subcommittees work together and to assist subcommittees, which may need extra help. However, it is not necessary for the Executive Committee to involve itself directly in the specific workings of each subcommittee. The members of the Executive Committee discuss the performance of subcommittees as well as the convention budget and other matters, which affect the convention. The results of these discussions are included in the reports at Convention Committee meetings.

As soon as possible, the Executive Committee drafts a schedule of meeting dates for the Convention Committee. This schedule is then approved by the Convention

Committee and distributed to all members. It is advisable to choose a particular day/night on which meetings will be held and schedule all meetings on that day/night throughout the duration of the planning period.

The Executive Committee also makes regular reports to the member area service committees, which they represent. Comments and suggestions from the member area service committees are included in the chairperson's report at the beginning of each committee meeting.

The responsibilities and qualifications of the Executive Committee are as follows:

**Chairperson:** Five years clean time, demonstrated stability in local community and administrative abilities.

Organizes subcommittees and delegates major tasks to specific subcommittees.

Stays informed of the activities of each subcommittee and provide help when needed.

Attends at least one meeting of each Subcommittee during the year.

Helps resolve personality conflicts.

Keeps activities within the principles of the Twelve Traditions, Twelve Concepts and with the purpose of the convention.

Monitors the flow of funds and overall convention costs, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee functions.

Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.

Allows the subcommittees to do their jobs, while providing guidance and support.

Only major issues need be brought to the Convention Committee meeting.

Subcommittees should be given the trust and encouragement to use their own judgment.

Prepares the agenda for Convention Committee meetings and Executive Committee Meetings.

Votes only to break a tie.

Chairs the Convention Committee meetings as well as the Saturday night main meeting activities.

Assists Treasurer in picking up and depositing money during the convention.

Assists Treasurer in counting money during and after the convention.

Reserves all rooms billed to the master account.

Signature authority on the bank account.

Signs hotel contract, arranges for any special functions, and approves all charges to the master account.

Guarantees banquet and/or breakfast count(s) to the hotel.

Communicates with members of the Executive Committee regularly between Convention Committee meetings.

**Vice-Chairperson:** A minimum of four (4) years clean time, personable, and familiar with all committee members, in order to serve as a liaison between the subcommittees

and the hosting community.

- Acts as chairperson if the chairperson is unavailable.
- Coordinates subcommittees and attends subcommittee meetings in order to ensure that they get the necessary support to do a good job.
- Works closely with the chairperson to help delegate responsibilities to subcommittee chairpersons.
- Makes a written report to the member area service committees on the progress of convention planning.
- Signature authority on the bank account.
- Attends at least one meeting of each Subcommittee during the year.
- Serves as chairperson for the Friday night Speaker meeting.

**Secretary:** Should possess a minimum of 2 years clean time, service experience and good typing skills, as well as service experience to ensure that accurate minutes are distributed to the committee members.

- Keeps minutes of all committee meetings and subcommittee reports.
- Keeps a running log of motions passed. Have a copy available at each committee meeting.
- Maintain a copy of all Subcommittee minutes for archive and reference purposes.
- Will have the latest approved Convention Committee Guidelines available at each meeting.
- Signature authority on bank account.
- Mails minutes to committee members after approval by the Executive Committee Chairperson. Minutes are mailed out within 10 days after the Convention Committee meeting. An agenda for the next committee meeting can be attached to the minutes if it will help the committee function.
- Maintain a list of names, addresses, and phone numbers of committee members for committee use.
- Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set.
- Communicates to the local N.A. membership regarding the progress and planning of the convention. Assists all committees in mailing and correspondence.

**Alternate Secretary:** Must possess the same qualifications of the secretary.

- Assist the Secretary in the discharge of secretarial duties.
- Assume the duties and responsibilities of the secretary in case of absence.

**Treasurer:** Five years clean time, demonstrated stability in the local community, accounting skills, service experience with conventions or other large-scale Fellowship activities, and accessibility to other committee members, especially the Registration Subcommittee.

- Opens a bank account for the Convention Committee. The signatures required for

the account are any two of five signatories which are the Convention Committee Chairperson, Vice-Chairperson, Secretary, Treasurer and Alternate Treasurer. The cards and account information are filled out at the committee meeting.

Works with the Chairperson and Vice-Chairperson to prepare a budget for the convention, which is used for planning fund-raising activities. The budget is based on the subcommittees' recommendations as to the monies they will need to carry out their tasks. The budget can be a rough estimate at the beginning of the planning, and revised as the convention draws near. When all of the financial needs of the subcommittees are listed and totaled, the income should be outlined: one source of income comes from fund-raisers, and the second from registrations.

Writes all checks and is responsible for collecting receipts from subcommittees for monies paid out.

Responsible for all monies, including revenues from registration and banquet tickets; pays all bills; and advises the chairperson on cash supply, income flow and rate of expenditures.

Keeps a record of expenditures for each subcommittee.

Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report.

Each check requires two signatures; one must be that of the Treasurer or the Alternate Treasurer and the other any authorized member of the Executive Committee. Additionally, a complete Treasurer's report should be submitted to the sponsoring service committee(s) along with funds distribution, within two months but no later than three months from the Convention end. The convention committee should also have the report audited as a further safeguard of convention funds.

The area service committees whom the Convention Committee serves should make a periodic review of all financial records. The records should be reviewed at the time of the actual funds distribution in accordance with the Treasurer's financial statement requirements.

Both the Treasurer and Alternate Treasurer will be bonded at the expense of the Convention Committee.

Oversees the programming of cash registers and organizes training for cashiers.

Cashes out all registers, at each shift change, with the assistance of the Convention Chairperson and keeps copies of register tapes for records.

Keeps all contracts and receipts.

Checks post office box for bills. Collects and distributes all mail, in a timely manner.

Signature authority on the bank account.

Maintains petty cash fund of \$500.00 beginning one month prior to the convention.

At the start of the convention, in a receipt book, record all cash transactions, in and out, along with all money drops taken from the registers during the convention. The Chairperson must sign all deposit slip receipts to ensure



accuracy.

*Helpful Hints for Treasurers:*

- Have an accountant check your work.
- Save all receipts in case of an IRS audit.
- The Convention Committee Treasurer and/or Alternate Treasurer are the only ones to handle checks.
- Determine budgets for subcommittees as early as possible.
- Maintain a separate account or record of monies received for banquet, brunch and/or registration.
- Utilize the WSC approved financial guidelines whenever possible.

*Helpful Hints for Budgets:*

The importance of making a budget for the Convention Committee and subcommittees needs to be emphasized. At this stage of planning, the committee should list as many financial responsibilities as possible. Most of the subcommittees, with the exception of the Fund-Raising Committee and the Hotels and Hospitality Committee, should write a budget and adhere to it fairly closely throughout the planning period.

The Arts and Graphics Committee projects a monetary figure for flyers, banner(s), literature, and other displays and graphics that will be used at the convention. The Program, Public Information and Registration committees estimate the cost of mailing, paper, envelopes, and other office supplies needed to carry out their duties. The Fund-Raising Committee sets a budget based on the entertainment that will be used at the convention. This committee also sets a new budget each month, which includes the expense of functions the other committees perform on their behalf, such as designing flyers, or mailing. For the sake of expediency, the Fund-Raising committee maintains a petty cash fund to aid in its operations. The Hotels and Hospitality Committee projects attendance figures before setting a budget. This is the most difficult area to budget because we can never really be sure of attendance until a few weeks prior to the convention. A reasonable projection of participation is a figure between 40 percent and 60 percent above the pre-registrations, depending on the efficiency of Fellowship communications. With regard to banquet tickets prudence and caution should be used when estimating the number of tickets because this is one important area where a committee can fall into the red.

## **SUBCOMMITTEES**

Nominated from Convention Committee members, and elected at the second meeting of the ensuing convention year, the subcommittee chairpersons should have the general qualifications as outlined in the qualification section listed above. Specific service or vocational experience should be considered prior to election. It should be clearly understood that the subcommittees have specific service responsibilities to perform. In the spirit of unity, the responsibility of Subcommittee Chairpersons should

be divided amongst the three member areas as evenly as possible.

Subcommittees are vital to the convention, and the individuals should expect to be replaced if they are unable to serve for any reason. Naturally, relapse necessitates replacement; this is because we are concerned for the member as we are for the service responsibility. Each subcommittee has only one chairperson and a maximum of 5 volunteer committee members. A list of committees is provided in this manual, although other committees may be established as needed.

Subcommittee meetings operate according to Robert's Rules of Order. This ensures that the meetings run smoothly and that business is conducted in an orderly fashion. Each subcommittee chairperson should be aware of what responsibility each member has assumed, and make sure that every task assigned is carried out.

Each DEICCACNA Subcommittee will meet at least once a month from the beginning of the convention year until 6 months prior to the convention date; and then at least twice a month from 6 months out until the actual start of the convention. These meetings will occur separately from the general Convention Committee meeting. At least one monthly meeting will be held immediately prior to the Convention Committee meeting at the same location.

Subcommittees maintain accurate records of the activities of the committee as well as all correspondence. Financial reports, including needs, expenditures, and receipts are included with each subcommittee reports. At the onset, each subcommittee should decide whether, or not, it will use the services of another committee, or address that particular area of business itself. Although either way is effective, remember, cooperation, consideration, and financial accountability, are the keys that will make it work.

Each Subcommittee is responsible for electing the following officers at the first meeting of the subcommittee, following the election of the Chairperson.

**Vice-Chairperson:** Assists the Chairperson, acts as Chairperson if the Chairperson is unavailable, and may become more actively involved in one or more aspects of the Subcommittee. Should have no less than one year less clean time than that required for Subcommittee Chairpersons.

**Secretary:** Keeps minutes and records of all Subcommittee meetings and provides a copy of the minutes to the Chairperson for presentation to the Convention Committee.

**HOTELS AND HOSPITALITY:** When searching for convention sites is appropriate, this committee is responsible for conducting that process. The committee should research adequate facilities that will be able to accommodate the fellowship as comfortably and affordably as possible. Keeping in mind, location, accessibility, and feasibility, the Hotels and Hospitality committee should present their findings and recommendations to the Convention Committee by its August meeting for the ensuing Convention year. The Convention Committee will then vote on the location at the August meeting.

Once the task of selecting a convention site is complete, the Hotels and Hospitality Subcommittee can begin planning to host the Fellowship. To assist in this planning it will be necessary to adopt and implement the procedures, or a reasonable facsimile, as they are outlined in this section. Care should be exercised in the

development of this committee to ensure that the tasks assigned to it are properly accomplished.

This subcommittee should consist of: a chairperson to conduct business meetings, make sure the duties of the committee are carried out, and make progress reports to the Convention Committee; a Vice-Chairperson to fulfill the duties of Chairperson in their absence; and a Secretary to record the minutes of the subcommittee. Additional responsibilities may be added or removed if the Convention Committee, or sponsoring areas (through the Convention Committee) so directs.

The workload of any individual committee member will probably be determined by the size of the committee itself. The first objective of this committee is to project an attendance figure to help determine the amount of meeting space, which will be needed for the Convention. The projected figure need not be accurate, although using criteria from previous conventions, after the initial convention, should help the committee to project a reasonable figure from which to work.

Once the committee has become comfortable with the projected attendance figure, they can plan how much meeting space will be needed, how the space can be utilized most effectively, and what would be the lowest possible expense incurred. It would be wise to have alternate plans of action if the actual attendance should be higher or lower than the projected figure of attendance.

Secondly, this committee will submit for approval, any catering proposals such as coffee, banquets and brunches. Special attention should be given to the wording of any proposal. **Beware of open end or additional charges. Inform the hotel, as well as any other contractors who might be involved, that the Convention Committee is unable to pay for unexpected costs. Make them explain their bargain in detail, exerting yourself to be sure that there won't be any unexpected costs. Also make sure that they don't extend services, which might be left unpaid.**

*All agreements should be in the form of a contract for services, which must be presented to the Convention Committee for approval and signatures.* Authorized signatories for contracts are: Chairperson and Treasurer, or their alternates if needed. Make it clear that the committee will only honor bills with these specified signatures. Final approval of any contracts will be the responsibility of the full Convention Committee.

Information regarding transportation to the host site should be included on the convention flyer. Information regarding the location of the airport, bus and train stations in relationship to the convention site is necessary for members to know. It helps them to make appropriate arrangements for their arrival.

Finally, this committee should open and operate a hospitality area where the Fellowship can gather and relax and drink coffee as well as obtain local transportation, tourist, dining or other information pertinent to the hosting community.

Keep in mind that the majority of problems arise from poor communication. Good communication between the Hotels and Hospitality Subcommittee and all other subcommittees is extremely important. Almost everything that will be done by other committees will hinge on how well Hotels and Hospitality performs and communicates.

Try not to lose sight of the reason your committee is doing all of this work. Stay in tune with the spirit of recovery. As the convention draws near there will be a number of tasks available for newcomers to perform. Try to enlist the help of as many local

members as possible.

When selecting a chairperson for the Hotels & Hospitality Subcommittee, the duties and responsibilities associated with the task should be seriously considered.

Experience has shown that a successful chairperson will have:

The willingness to work hard and the ability to motivate others;

The ability to deal effectively with people outside the Fellowship;

Demonstrated trustworthiness, especially where funds are concerned.

The tenacity, ability, and dedication to oversee all Hospitality activities of the Convention Committee.

Job Duties:

Ensure that all Hotels & Hospitality Subcommittee tasks are completed on time.

Schedules Home Groups to host the Hospitality suite during the convention and provide the Convention Committee with a list of Home Group assigned responsibilities at least 60 days prior to the start of the Convention.

Ensure that the Hospitality Suite is set-up, clean, and supervised at all times.

Check on the room frequently throughout the convention to ensure that this is done.

Responsible for purchasing all sheets, Sharpie pens, snacks, coffee and other supplies as dictated by the Convention Committee for the Hospitality Suite. These items should be delivered to the host Hotel no later than 12 o'clock noon on the day the convention begins.

Ensure that everyone at the Convention feels welcome.

**FUNDRAISING AND ENTERTAINMENT:** New members not familiar with the Twelve Traditions may be confused by the concept of “fund-raising” in Narcotics Anonymous because it is so unlike the kind of fund-raising done in other organizations – even nonprofit organizations. We never, under any circumstances accept any monetary contribution from any outside source. We affiliate ourselves with no one, choosing to be entirely self-supporting through our own contributions. In Narcotics Anonymous, whenever we do need to “raise funds,” we fund raise from our own membership.

With the adoption of these guidelines, surplus funds from the convention flow from year to year. This procedure was established by the group conscience of Narcotics Anonymous as a whole, as expressed through our World Service Conference in 1985 and 1986.

**PURPOSE OF FUND-RAISING:** We must remember that we have only one need for money in Narcotics Anonymous, and that is to further our primary purpose of carrying the message to the addict who still suffers.

The experience of many regions and areas is that fund-raising for conventions is extremely important as it generates interest and support from the local N.A. community, in addition to raising money. Our guidelines do not prohibit groups, areas or regions from hosting fund-raisers on behalf of conventions. We would, however, caution against placing an unreasonable financial drain on local resources for funds in support of the conventions, while at the same time welcoming activities which motivate attendance

by increasing awareness of how conventions—like meetings—help us as members in our personal recovery,

Area and regional conventions will probably continue to have a need for a fund-raising and entertainment committee. This subcommittee would plan and carry out activities such as dances and picnics and will need to interface with other subcommittees such as C.I., Arts and Graphics, and the Administrative Subcommittee in order to successfully complete its projects.

This subcommittee also has the responsibility for entertainment activities, selecting the bands or disc jockeys to be used at all fund-raising and convention dances. They also arrange for all other forms of entertainment, which are provided in conjunction with the convention.

It is suggested that one budget be prepared for fund-raisers and a separate budget for entertainment activities.

Activities can be held throughout the year; however, we suggest that events be scheduled at least three or four months prior to the date of the convention. Communication about your events is extremely important. A list of planned functions should be prepared and distributed through the area and regional service structure to the groups you serve to spark interest, encourage participation and support. Functions which are successful and well planned and publicized. Poor turn out and unsuccessful fundraisers can generally be traced back to a lack of planning and/or exposure within the local N.A. community.

**SELECTING A CHAIRPERSON:** When selecting a chairperson for the Fund-Raising and Entertainment Subcommittee, the duties and responsibilities associated with the task should be seriously considered. Experience has shown that a successful chairperson will have:

- The willingness to work hard and the ability to motivate others;
- The ability to deal effectively with people outside the Fellowship;
- Demonstrated trustworthiness, especially where funds are concerned.
- 4. The tenacity, ability, and dedication to oversee all fundraising activities of the Convention Committee.

Job Duties:

- Ensure that all Entertainment Subcommittee tasks are completed on time.
- Present recommendations for pre-convention fundraisers to the Convention Committee at least 60 days prior to the scheduled event for approval.
- Work in conjunction with the Arts & Graphics subcommittee, Convention Information, and the Convention Committee secretary to ensure that flyers for all fundraising events are created and distributed a minimum of 30 days prior to the event.
- Present three (3) bids and the recommendation to the committee for all entertainment.
- Have knowledge of recommendations for entertainment prior to presenting the information to the Convention Committee for approval.
- Responsible for submitting a list of activities that have a cost associated with them to the Arts & Graphics subcommittee to be included on the Registration flyer.

Responsible for providing a list of entertainment events occurring at the Convention to the Program Subcommittee Chairperson to be included in the Convention Program.

**ALL CONVENTIONS:** The N.A. logo, which will be in use on flyers, T-shirts, mugs, etc., is the property of the Fellowship of Narcotics Anonymous. Our World Service Office holds the trademark on our logo and symbol. Special and serious care needs to be maintained in order to assure that the use of the N.A. logo is always in good taste and in keeping with our Twelve Traditions. Any N.A. service board or committee created through our Ninth Tradition may use the N.A. logo, as well as any Narcotics Anonymous group.

Care should be exercised concerning the concept and design of flyers. This is especially critical because many of these flyers find their way into hospitals, institutions, and other facilities, which relate to N.A. Appropriate use of language and graphics is crucial; these flyers may represent N.A. to the public. Utilize the expertise of the Arts and Graphics Subcommittee.

Use of the convention “theme” for fund-raising and entertainment events is more likely to excite and increase the local members’ involvement in the upcoming convention.

In conclusion, fund-raising events for conventions should be held first to generate money. All fund-raising events held in support of the conventions should include an explanation as to why money is needed. Finally, all of our events, be they to raise money or simply to provide entertainment for our Fellowship, should always be in good taste, consistent with our spiritual principles, and set a tone which emphasizes caring and sharing the N.A. way.

**CONVENTION INFORMATION:** The Convention Information (C.I.) Subcommittee may actually be considered a two-part committee. This committee, as the name indicates, serves the purpose of providing information about the convention both to N.A. members and certain non-members. These two jobs are handled very differently and, because of the resulting contacts with non-N.A.’s, those members chosen to serve on C.I. must have a thorough knowledge of the Twelve Traditions, especially as they apply to public relations and personal anonymity.

Information provided by C.I. may include a description of the planned event, dates, locations and other pertinent information. It is always important that convention subcommittees work closely together and because of the work, which C.I. is responsible for, it becomes especially important for them to maintain close contact with the Programming, Hotels and Hospitality, Entertainment & Fundraising, and Arts and Graphics Subcommittees. All information must be up-to-date and accurate.

There should be no reason to promote the convention. It is an event of sharing and fellowship, and needs no “advertisement.” It is, however, the duty of the C.I. Subcommittee to communicate to all concerned persons and agencies about the coming events and encourage their participation. This is done in the spirit of providing information rather than promoting N.A., or its activities. In a subsequent section of these guidelines, entitled “Miscellaneous Questions and Answers” question number four

provides additional information about promoting N.A. conventions.

The C.I. Subcommittee chairperson has the sensitive tasks of encouraging a large attendance without abandoning the principle of “attraction rather than promotion.” Some of the following experience and suggestions are helpful in keeping all C.I. efforts within the dignity and spirit of N.A.:

- 1. Within the Fellowship:** Preparation and distribution of flyers, programs and a map of the area, if necessary. Distribution is usually accomplished by, handing out, or mailing the information to the G.S.R.’s and A.S.R.’s in the servicing region, with additional mailings to other R.S.C.’s and the WSO for inclusion in the *Newsline*.
- 2. Outside the Fellowship:** Pre-Convention informational activities of the C.I. Subcommittee’s activities outside the Fellowship should be extended only to those hospitals, treatment centers and similar agencies, which provide direct service to addicts. The purpose of this is to attempt to bring addicts in the hospital, center or facility to the convention. This is in keeping with our primary purpose. The H&I subcommittee in the hosting areas and servicing region should be asked to help by providing names and addresses of those agencies and institutions which are already aware of the Fellowship and have H&I panels currently operating. Addresses of other agencies, which have direct contact with addicts, may be available from the area or regional P.I. subcommittee. A short cover letter to the agencies should be included with the convention flyer or other information being mailed. The letter might be a simple statement acknowledging their ongoing support of recovery from addiction and a request that their clients be informed of the upcoming convention.

If the treatment centers or recovery facilities are residential, a request might be made that the Convention Committee be advised about the number of residents they expect to attend. This information would then be turned over to the Registration Committee. A member of the C.I. Subcommittee may be assigned to the Registration desk to greet and assist members and staff from treatment centers. Assuring that institutionalized addicts have the chance to attend a convention serves our primary purpose by showing them and the staff that there are indeed clean, recovering addicts in the outside world.

The C.I. Subcommittee does not do the type of work that is commonly associated with a public information committee. P.I. committees inform the public about Narcotics Anonymous, and the majority of that information is shared with non-addicts, often in the form of community presentations. The community at-large is not included in the C.I. Subcommittee’s efforts of distributing information about the convention. Letters or general announcements to professionals, other than those mentioned in paragraph 2 above, would not benefit the celebration of recovery which a convention represents. A convention is not an appropriate setting for a community presentation. Neither is it a beneficial time or place to encourage media participation.

It is recommended that pre-convention press releases to print and/or visual media sources be avoided. Anonymity, non-affiliation and “attraction rather than

promotion” are just some of our principles - which can easily, although unintentionally, be violated if the press is encouraged to attend a convention.

It is, however, a good idea for the C.I. Subcommittee to prepare a press packet to have available at the Registration desk in case a reporter does show up. All members staffing the Registration desk should be informed that if a reporter inquires they should give him/her a packet and immediately direct the reporter to a member of the C.I. Subcommittee.

When selecting a Chairperson for the C.I. Subcommittee, the duties and responsibilities associated with the task should be seriously considered. Experience has shown that a successful chairperson will have:

The willingness to work hard and the ability to motivate others;

The ability to deal effectively with people outside the Fellowship;

Demonstrated trustworthiness, especially where funds are concerned.

The tenacity, ability, and dedication to oversee all CI activities of the Convention Committee.

Job Duties:

Ensure that all Convention Information Subcommittee tasks are completed on time.

Responsible for getting an updated Regional address list from the W.S.O.

Responsible for getting a mailing list of previous years’ convention attendees from the outgoing Registration Chairperson.

Works with the Registration Subcommittee to ensure that Registration flyers are mailed to the entities listed in paragraph 2 above, all neighboring regions and prior convention attendees.

Responsible for Contacting the W.S.O. for getting the Convention Information listed in the N.A. Way and the Online Events Calendar.

Responsible for responding to phone calls referencing Convention Information in a timely manner.

Responsible for getting the Registration flyer posted to the Website of the three hosting areas.

Responsible for announcing relevant timeline information at each relevant Convention committee meeting.

Will have a space at the convention to provide general information, speaker/chairperson check-in.

Get copies of current hosting areas meeting lists and flyers of upcoming events to have available at the Convention Information Desk.

**REGISTRATION:** Usually, the first people convention attendees meet are those members manning the registration tables. How well they are greeted in many ways sets the tone for how well the convention comes off. Smooth, prompt, orderly, and hospitable service are key ingredients to successful registrations. Therefore, organization and planning by this committee is very important.

The Registration Subcommittee is one of the busiest committees of every convention. Although its most intensive work is completed in the weeks just prior to and



during the convention, its responsibilities begin with the advance planning. This advance planning includes drafting the flyers and forms, which must be done well in advance (at least nine (9) months prior to the convention date) in order to allow sufficient time for review by the full committee. The mailing schedule for flyers and pre-registration forms is six (6) months prior to the Convention. The cut-off date for pre-registration is one (1) month prior to the Convention start date.

The development of the convention flyer should be a cooperative effort between the Registration and the Arts and Graphics Subcommittees.

The Registration Committee should develop the convention registration form for the Arts and Graphics subcommittee. This form is customarily placed at the bottom of the Convention flyer. After the convention flyer is completed, it is given to the Convention Information Subcommittee for distribution.

The number of members needed for this committee will depend on the anticipated attendance and length of registration hours. It is not advisable to have the same members working five to eight hours without a break or a few members handling registration for a large rush of people. Therefore, the creation of shifts and work teams is important. The shift and team aspect is addressed in detail in a later section.

The first flyer announcing the convention should be made as soon as the dates are established and a contract or agreement is reached with the hotel. In this manner, participants will have an opportunity to schedule vacations or make other arrangements to attend the convention. The advance flyer can be distributed even if complete registration forms or convention fees have not been set. The flyer can be sent to the World Service Office so the convention can be mentioned in the *Newsline*. \*This subcommittee should also conduct a direct mailing to N.A. members listed in attendance rosters of previous conventions. When pre-registration and arrival registration information is available, the Registration Subcommittee prepares a finalized Registration flyer. This flyer should be sent to the W.S.O. for *Newsline* inclusion and sent to all members on the mailing lists. The W.S.O. *Newsline* includes announcements of conventions and reaches thousands of N.A. members around the world, at no cost to the Convention Committee. It is an excellent way of circulating information about the convention.

Care should be exercised in the production of flyers and registration forms. They should be clear and informative, not confusing. In the event that additional activities or events are added after the initial mailing, which require pre-paid fees, an additional flyer may be generated and distributed. Flyers should be attractive but need not be ornate or expensive.

A clear understanding should be reached between the Registration Subcommittee Chairperson, the full Convention Committee, and the Convention Committee Treasurer on the procedures for handling registrations and registrations from the committee's post office box or business address at least two or three times a week. Registration form records should be maintained on a weekly basis and all money received transferred to the Convention Committee Treasurer prior to full Convention Committee meetings.

As each registration is received, by mail or a direct sale, a record should be made indicating information about the registrant and all money received. If free registrations are given out as part of the promotional activities, the committees must keep careful records of what is provided and to whom. When registrations are made at fund-

raising activities, numbered cash receipts are used as a confirmation to the convention. The Convention Committee Chairperson, in conjunction with the Treasurer, should establish a good working system for handling cash registrations received at these fund-raising activities. All registrations, with numbered cash receipts, are used for preparing confirmations. Each member of the Registration Subcommittee who is authorized to accept registration money should work out of one, cash receipt book with three-part carbon copies. The Chairperson, Vice-Chairperson, and Secretary of the Subcommittee will be authorized to accept registration monies and will each have a cash receipt book.

The Registration Subcommittee conducts its activities within the scope of the budget authorized by the full committee. When funds are needed for expenses, they are obtained from the Convention Committee Treasurer. Un-deposited cash received by the Registration Subcommittee should not be used for committee expenses, as it can result in confusion and possible misuse of funds.

The record system developed by the Registration Subcommittee should be simple and clearly understood by all members of the Committee. The records of all registrations and banquet or brunch ticket sales should be updated at least once a week. In this way, the full Convention Committee can be apprised of the financial status. This record system can be used to verify the Committee Treasurer's records, and provide an indication of the solvency of the convention.

A duplicate record system should be maintained for all Registration Subcommittee activities. A simple file box containing 3" x 5" cards arranged alphabetically is a simple and effective method. A card is made for each registration. One card contains all the information about each registrant, including all functions, which have been paid, the receipt number, and confirmation number (which are the same). Another method would be the use of a computer database, which would include the same information. However, it is recommended that both be used, as a check and balance, in case of human or computer error and/or computer malfunction.

As mailed registration is received, a confirmation card is sent to the registrant. Most conventions only send confirmation cards for registrations, which are received by the announced cut off date. The cut off date for pre-registrations is included on the convention flyer. Following is an example of a simple confirmation, which has been used satisfactorily.

YOUR CONFIRMATION NUMBER FOR THE DEICCACNA  
CONVENTION IS # \_\_\_\_\_. PLEASE BRING THIS  
CARD WITH YOU WHEN YOU PICK UP YOUR REGISTRATION  
PACKET AT THE CONVENTION SITE.

The Registration Subcommittee is responsible for preparing a complete registration packet. The packets include:

- A Convention Program
- Name tag or badge
- Tickets (Banquet, Brunch, Entertainment, etc.)
- Sightseeing information
- List of local restaurants with approximate price ranges

(especially those open 24 hours)  
Marathon meeting list  
Souvenir items (N.A. phone books, key tags, pen, etc.)

A suggested shift for a team to work is three hours on and three hours off. Just remember, at times there will be a lot of responsibility and pressure on you. It is important that you look out for one another. Set personalities aside and help each other in our spirit of unity and purpose. Our personal recovery comes first, and you should do your part to make sure you and your fellow members do not use over the pressures of handling money. Stay clean and grow together.

When selecting a chairperson for the Registration Subcommittee, the duties and responsibilities associated with the task should be seriously considered. Experience has shown that a successful chairperson will have:

- The willingness to work hard and the ability to motivate others;
- The ability to deal effectively with people outside the Fellowship;
- Demonstrated trustworthiness, especially where funds are concerned.
- The tenacity, ability, and dedication to oversee all Registration activities of the Convention Committee.

**Job Duties:**

- Ensure that all Registration Subcommittee tasks are completed on time.
- Work with Arts & Graphics to create badges and badge holders.
- Presents subcommittee recommendations regarding giveaway items and badges to the Convention Committee for approval.
- Must be present at each opening and closing of Registration during the convention.
- Is responsible for keeping a count of all registrations, banquets, newcomer donations, etc.
- Assist Treasurer in training cashiers.
- Responsible for arranging breaks for cashiers during their shifts.
- Responsible for giving updated attendee address list to Information Subcommittee and the Convention Committee Secretary (for archives).
- Works with the Convention Information and Arts & Graphics Subcommittees to ensure that Registration flyers are prepared and mailed to the entities listed under the Convention Information Subcommittee, paragraph 2.
- Keep an accurate count of all registration items (i.e. registrations, comedy shows, banquets, brunches, etc.)
- Organize a “stuffing” party to prepare registration packets, utilizing both Subcommittee and Convention Committee personnel.

**Newcomer/Indigent Packages**

Newcomer and indigent packets should be made available to those who have less than 90 days clean and are not able to pay the cost of registration. In the case of attendees who are in a residential treatment program or recovery house, prior approval for these packages should be obtained from the Convention Committee following a recommendation from the Convention Information and/or Registration Subcommittees through the respective Subcommittee Chairperson.

Newcomer packets will include a badge and a Convention meeting schedule. Packets for Newcomers will be limited as decided by the Convention Committee. Newcomers may pick up packets twice a day and the hours of distribution will be posted at the Registration area. Newcomers will be required to do service work with the Program, Registration, Convention Information, or Security Subcommittee for at least 1 hour to receive a Newcomer packet.

Indigent packages for non-newcomers will only include a special badge for identification purposes only.

### **DEICCACNA Kids Policy**

N.A. Kids are age 17 and under. All N.A. Kids over 1 year old must be registered and must be accompanied by a registered adult. The parent/guardian's name and registration number must be written on the back of the Kid's badge. N.A. Kids must be accompanied by their parent/guardian at all Convention activities. Any N.A. kid seen wandering without a badge and/or adult chaperone may be required to leave the hotel. Each registered adult bears the final responsibility for the actions and behavior of their N.A. kid. This information should be listed on the Registration flyer and posted at the Registration Desk during the Convention.

**PRE-REGISTRATION FOR THE NEXT CONVENTION:** In an effort to continue the tradition of allowing individuals to pre-register for Conventions, the DEICCACNA Convention Committee will offer Advance Pre-Registration opportunity to conventioners on Sunday morning of the Convention. The Advance Pre-Registration funds will be kept separate as they are funding the following year's convention. The price for Advance Pre-Registration should be, at least, ½ of the anticipated registration fee for the next Convention.

**ARTS & GRAPHICS – AUDIO/VISUAL:** The Arts and Graphics-Audio/Visual Subcommittee is comprised of members who are artistic, energetic, and have some knowledge of sound and sight requirements for large gatherings. Prior to the convention, this committee is responsible for conducting a logo contest. Flyers announcing this contest should be designed, dated, and distributed by this Subcommittee. The deadline for the logo should be no more than nine (9) months prior to the Convention. The Arts and Graphics – Audio/Visual Subcommittee presents the logo contest submissions to the full Convention Committee for approval at least eight (8) months prior to the Convention. The Arts and Graphics – Audio/Visual Subcommittee is also responsible for soliciting and securing bids from taping vendors and submit a report of the results to the Convention Committee along with a contract for services.

Prior to the convention the Arts and Graphics – Audio/Visual Subcommittee will design and/or print a banner with the current year's logo, programs, tickets, flyers, convention posters, and/or directional posters as requested. Some conventions also produce coffee cups, T-shirts or other merchandise. The Arts and Graphics – Audio/Visual Subcommittee is also responsible for passing on the approved artwork from the logo design to the Merchandise subcommittee to assist in ordering mass merchandise.

The Arts and Graphics – Audio/Visual Subcommittee must work with the Hotel & Hospitality Subcommittee to ensure that all Audio/Visual needs are met. Microphones

for each workshop and speaker meeting, space and outlets for taping vendors, as well as visual screen equipment for large spaces or overflow rooms must be secured during negotiations with the host Hotel, through the Hotel & Hospitality Subcommittee.

The Chairperson of the Arts & Graphics – Audio/Visual Subcommittee develops a budget, which includes all printing and other expenses. Once the budget is developed, it should be presented to the Treasurer and to the Convention Committee for approval. The Arts & Graphics – Audio/Visual Subcommittee should present a variety of designs for each item to the full Convention Committee in order to provide a choice of selections.

### *Helpful Suggestions*

- Develop a set of priorities and keep first things first.
- Encourage members with artistic talents to get involved.
- Solicit the help of as many members as possible (especially newcomers).
- Find a large room in which to work; banner and poster makers need a lot of space.
- Utilize any, and all, resources available: members who work in hobby/craft stores, printing offices, copy shops, etc., may be able to provide services or supplies at discount rates.
- Always present ideas and suggestions to the entire Convention Committee for feedback.
- Always adhere to the group conscience of the Convention Committee, remembering that our Ultimate Authority is a loving God expressed through the group conscience.

When selecting a chairperson for the Arts & Graphics – Audio/Visual Subcommittee, the duties, and responsibilities associated with the task should be seriously considered. Experience has shown that a successful chairperson will have:

- The willingness to work hard and the ability to motivate others;
- The ability to deal effectively with people outside the Fellowship;
- Demonstrated trustworthiness, especially where funds are concerned.
- The tenacity, ability, and dedication to oversee all A&G-A/V activities of the Convention Committee.

### Job Duties:

- Hold and chair monthly A&G – A/V subcommittee meetings, separate from the Convention Committee meeting.
- Insure that all A&G – A/V subcommittee tasks are completed on time.
- Will have a rough artwork finished professionally within the committee, or by a graphic artist.
- Is responsible for producing the Registration flyers, Programs, event tickets, and Registration badges through collaborative efforts with the respective Subcommittees.
- Is responsible for producing badges for all of the Convention Committee to include their name and position.
- Is responsible for producing “Official Hugger” badges.
- Is responsible for producing Registration and Merchandise order forms.
- Is responsible for giving finished artwork to all vendors on time.

Is responsible for ordering and delivering the Convention banner.  
Is responsible for proofreading all printing with the Convention Committee Vice Chairperson.  
Is responsible for securing and delivering the Registration flyers to the Registration Chairperson.  
Will secure and deliver programs, event tickets, and other materials as dictated to the Registration Chairperson for stuffing the Registration packets.  
Will work closely with Registration on badges ensuring that they conform to any badge holder size approved.  
Present bids for taping of convention and make recommendation to the Convention Committee for approval.  
Will work closely with Hotel & Hospitality to ensure that all Audio/Visual needs are met.

**PROGRAM SUBCOMMITTEE:** Without a good program, the trouble and expense of putting on a convention is not justified. The reports of the Program Subcommittee should therefore be given appropriate attention.

The Program Subcommittee plans all the workshops and meetings at the Convention. The members of the Program Subcommittee select speakers, meeting chairs, and others to help with the program. The Program Subcommittee should enlist the assistance of the member area homegroups for suggestions on workshop topics. Any recruitment for this purpose should be completed by the 7<sup>th</sup> month prior to the convention. Once the suggested topics are in, they should be listed in tally-type ballot and resubmitted to the homegroups for final voting on the top 15 – 20 topics. From this final tally, the Program Subcommittee will submit a list of workshops to the Convention Committee for final approval.

The Program Subcommittee schedules all events to take place during the convention and prepare the written program to be distributed to attending members. Marathon meetings may be incorporated into the Convention Program if approved by the Convention Committee, to occur late night on Friday and Saturday. Marathon meetings should have a chairperson and may have a topic for each hour. The chairpersons for the Marathon meetings should be scheduled as any other workshop. It is imperative that the Program Subcommittee attempt to have a balance of workshops for newcomers, service-minded persons, and spiritual discussions.

One of the main problems in scheduling is the event of no-shows (people who don't call when they are unable to attend). The recommended procedure for speakers, chairpersons, readers, or anyone else involved in the program is to note somewhere on the program, or the registration package that a check-in list is located in the Registration area for all scheduled participants. Also, it should be noted that participants who are not checked in at least 1 hour prior to their scheduled duties will be replaced. This way, all program participants can sign in, thus assuring the Program Subcommittee that they are willing and able to fulfill their responsibilities. In the event of a no-show, the Program Subcommittee should have a pool of members from which to select replacements and may ask them to check in 45 minutes prior to each set of scheduled events. All selected speakers should be notified of their topics, time of the workshop, and check-in requirements at least 30 days prior to the convention.

The basic qualification for participation on the program of an N.A. convention is membership in N.A. A speaker or workshop chair at a convention shares his/her personal experience of recovery in Narcotics Anonymous. Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend N.A. meetings to sustain their recovery. These qualifications assure an N.A. member gets an N.A. convention. The best speakers for conventions are those who address recovery as if their lives, as well as the lives of the listeners, depend on it.

The search for potential speakers must require a Cassette tape or CD be submitted by a cut-off date of six (6) months prior to the Convention, and can be publicized in the form of a flyer. The information may simply be added to the Registration flyer, if the Convention Committee agrees to this alternative. Main speakers should have a minimum of eight (8) years clean and workshop speakers should have at least (3) years clean. These requirements should also be included on the flyer(s). If a Midnight or Midday speaker is scheduled, they should possess a minimum of five (5) years clean. The Program Subcommittee should meet specifically to review the submitted Speaker tapes and present their recommendations to the full Convention Committee for approval, five (5) months prior to the Convention. Potential Speakers should be asked the following questions: 1) Have you worked the 12 steps of Narcotics Anonymous? 2) Do you share a clear N.A. message? 3) Do you have a N.A. sponsor? These questions are asked to gather further information. The answers do not exclude anyone from being considered as a speaker. It is important to keep in touch with speakers as the convention draws near and assist them in any way possible to ensure their attendance. No speaker should be asked to speak at the convention again, until at least five (5) years have passed. No current Convention Committee member or Subcommittee member can be a speaker during the convention.

Workshops are held to satisfy the needs of our membership for information or discussion on specific topics and services related to N.A. These workshops allow attending members to ask questions, and/or learn about various aspects of the program and recovery. It is important to schedule similar workshops consecutively rather than at the same time. This allows interested members to attend an entire series of related workshops rather than having to choose between two or more workshops they would like to attend.

Taping speakers and workshops allows members who are unable to attend all functions the opportunity of hearing them at home, or sharing them with others. Care should be taken to inform the speakers and/or workshop participants that they are being taped. When contracting with someone to record meetings, it should be clearly understood that the Convention Committee holds the copyrights, to the tapes. Further, the vendor must agree that the masters from each meeting will be supplied to the Convention Committee, at no cost, at the end of the Convention.

Procedures for reimbursing travel expenses vary with different conventions. Whenever funds are available, a speaker's travel expenses are paid, thereby assuring attendance and participation. Sometimes a complimentary room is provided to the participant as a way of deferring travel expenses. Hotels usually give the convention a certain number of complimentary rooms, which can be used for this purpose. These financial considerations should be taken into account when the budget is being drawn up

in order to provide the Program Subcommittee with an idea of available funds for securing speakers.

The Convention Committee is responsible for the transportation, hotel accommodations, and brunch/banquet admittance for all Main Speakers. The Program Subcommittee should be cost conscious when making reservations for speakers' travel. In the case of car travel, the convention committee will reimburse the Speaker up to the amount of airfare from their destination. For regional and or area speakers, the Convention Committee will offer the Speaker(s) \$100.00 towards their transportation expenses, provided they do not reside within the city of the Convention. Hotels usually give the Convention Committee a certain number of complimentary rooms, three (3) of which can be used for the Main Speakers. These financial considerations should be taken into account when the budget is being drawn up in order to provide the Program Subcommittee with an idea of available funds for securing speakers.

The Program Subcommittee should explore the idea of presenting books, key tags, and/or other N.A. literature to newcomers during the countdown at the Saturday Main Speaker Meeting. There should be a line item for this type of giveaway in the Program budget. Once the Subcommittee makes a decision, their recommendation should be presented to the Convention Committee for approval and authorization at least six (6) months prior to the Convention. Any items the Convention Committee approves should be ordered at least 60 days prior to the Convention.

When selecting a chairperson for the Program Subcommittee, the duties, and responsibilities associated with the task should be seriously considered. Experience has shown that a successful chairperson will have:

The willingness to work hard and the ability to motivate others;

The ability to communicate effectively with people outside the Fellowship;

Demonstrated trustworthiness, especially where spending Committee funds are concerned.

The tenacity, ability, and dedication to oversee all program activities of the Convention Committee.

#### Job Duties:

Hold and chair monthly Program subcommittee meetings, separate from the Convention Committee meeting.

Insure that all Program subcommittee tasks are completed on time.

Phone number may appear on the Registration and Speaker Recruitment flyer.

Choose speakers and Chairpersons for all meetings.

Oversee the choice of topics for all workshops and time schedule.

Greets all speakers personally and insures that the Main Speakers are checked into the hotel.

Collaborates with the Arts and Graphics – Audio/Visual Subcommittee to ensure that taping needs for all meetings are met.

Will compile and deliver all Program information to the Arts and Graphics – Audio/Visual Subcommittee on time.

Will present a draft copy of the program to the Convention Committee at least 90 days prior to the Convention.

Will communicate with Hotel & Hospitality to ensure that rooms are allocated for the Main Speakers.



**MERCHANDISING SUBCOMMITTEE:** The merchandising effort of any convention should be based strictly on the need to generate funds to ensure the success of the event. Too often the merchandising efforts of the Convention Committee detract from the primary focus. The focus of any convention is the celebration of recovery. Our efforts to generate funds from our members should be based solely on what is necessary to ensure that the convention is successful. If a Convention Committee finds that it is not necessary to generate considerable sums of money to cover expenses, then the merchandising effort should be kept to a minimum. Every Convention Committee wants to be able to provide commemorative items for the convention attendees, however, the efforts to do this should be done in such a way that a department store atmosphere is not created.

The Merchandising Subcommittee should be fairly business minded and have an understanding of the Twelve Traditions, especially regarding the sale of N.A. related items. The practice of allowing commercial vendors to sell their products at an N.A. convention violates our Sixth Tradition and should be strongly discouraged. Any time there is a person or group of people selling merchandise at an N.A. convention, other than the Merchandising Subcommittee, we are, in fact, sanctioning the idea that it is alright for individuals to generate a personal profit in the name of our Fellowship. Any funds generated from an N.A. convention should be used to further enhance our Fellowship either locally or worldwide. Careful consideration should be made in negotiating the purchase price of items selected for sale. Usually three different bids are submitted for consideration. The bids and recommendations of the Merchandising Subcommittee should be presented to the Convention Committee for a decision at least seven (7) months prior to the convention. The recommendations brought forward should include quantity, color, and design. All items selected by the Merchandising Subcommittee should be purchased outright by the Convention Committee. In cases where funds are not available to purchase the items, then the possibility of a consignment agreement should be investigated. This will ensure that all merchandising done at a convention is done by the Merchandising Subcommittee or its equivalent body.

The Merchandising Subcommittee Chairperson prepares a budget consisting of the items to be sold and expenses incurred. This budget is then submitted to the Convention Committee for approval. Attached to the budget should be a complete summary of information regarding the ordering, marketing, and shipping of the items selected for sale at the convention (i.e. individual item prices, service charges, consignment agreement terms if applicable, and the time frames for obtaining the items). All items for sale must be approved by the Convention Committee, prior to ordering. The approval should be received from the Convention Committee at least six months prior to the start of the Convention. The Merchandising Subcommittee is responsible for the sale of all merchandise.

The Merchandise Subcommittee is responsible for ensuring that items to be sold at the Convention are received, inventoried, and displayed prior to the start of the Convention. It is suggested that the items be delivered to the host Hotel at least 1-2 days prior to the Convention and that the Merchandise Subcommittee be on hand to receive the items and inventory them upon receipt.

The Chairperson of the Merchandise Subcommittee should work with the Hotel

and Hospitality Subcommittee to ensure adequate space for storage of merchandise items until the convention opens, and adequate space for display and selling merchandise to include all contracted vendors. Store hours should be coordinated with the Program and Hotels and Hospitality Subcommittees to assure proper scheduling with the facility management. The Merchandise Subcommittee is responsible for the storage of all items, in a secure place, and the delivery of all receipts, promptly, to the Convention Committee Treasurer along with an accurate list of remaining items in the inventory. Following the Convention a final statement of remaining inventory is given to the Treasurer. This should be provided no more than one (1) week from the closing date of the Convention. This information should be included in the Treasurer's final convention report. In addition to the statement of remaining inventory, a complete set of records showing all subcommittee orders for merchandise, expenditures, and sales should be given to the Treasurer to assure accountability for all merchandise and expenditures.

On occasion, there will be committee representatives from other N.A. conventions or similar activities (i.e. state, regional, world convention committee's) at this convention. Many times these committees would like to sell items from a previous or upcoming N.A. event. This should be allowed, as long as it does not conflict the merchandising effort of the sponsoring convention committee. One very practical approach is to establish a specific time and place for these sales to take place. This not only simplifies the situation for the sponsoring committee, but also allows conventioners the opportunity to purchase items from these committees at one time and in one place. The Merchandise Subcommittee coordinates arrangements to provide space for this type of sale to take place with the Hotels and Hospitality and the Program Subcommittees. It is customary for the sponsoring committee to receive some type of advance notification of a committee's intention to be present to sell. This allows the host committee ample time to plan for the provision of space and the scheduling of the sale so as not to interfere with the convention program. It is important that the host committee be reasonably sure that such sales will benefit the Fellowship. This opportunity should not be provided for commercial vendors.

Therefore, on Sunday, immediately following the Closing Speaker, an "Open Store" will be conducted in the Merchandise area. This will provide other committees the opportunity to sell their N.A. wares. However, a letter must be received from the sponsoring committee, area, region, etc. at least 30 days prior to the Convention for a committee to be allowed to participate in this Open Store. Only N.A. merchandise will be sold at this time, and only dated materials will be allowed.

The Merchandise Subcommittee is responsible for the acquisition and sale of N.A. Conference-approved literature and other items selected for sale at the convention.

Although these steps may seem a bit excessive, they are necessary to ensure that proper accountability is always maintained. Additionally, using a set of established guidelines makes merchandising much easier to handle. Finally, we all have a responsibility to ensure that our Fellowship, and not individuals, is the beneficiary of the funds generated at N.A. convention.

**SELECTING A CHAIRPERSON:** When selecting a chairperson for the Merchandise Subcommittee, the duties and responsibilities associated with the task should be seriously considered. Experience has shown that a successful chairperson will have:

The willingness to work hard and the ability to motivate others;  
The ability to deal effectively with people outside the Fellowship;  
Demonstrated trustworthiness, especially where funds are concerned.

4. The tenacity, ability, and dedication to oversee all merchandising activities of the Convention Committee.

**Job Duties:**

Hold and Chair monthly Subcommittee meetings, separate from the regular Convention Committee meeting.  
Ensure that all Merchandise Subcommittee tasks are completed on time.  
Present recommendations for purchase items to the Convention Committee.  
Work in conjunction with the Arts & Graphics subcommittee, Convention Information, and the Convention Committee secretary to ensure that flyers for all fundraising events are created and distributed a minimum of 30 days prior to the event.  
Present three (3) bids and the recommendation to the committee for all entertainment.  
Have knowledge of recommendations for entertainment prior to presenting the information to the Convention Committee for approval.  
Responsible for submitting a list of activities that have a cost associated with them to the Arts & Graphics subcommittee to be included on the Registration flyer.  
Responsible for providing a list of entertainment events occurring at the Convention to the Program Subcommittee Chairperson to be included in the Convention Program.

**SECURITY/SERENITY KEEPERS SUBCOMMITTEE:** In considering the operations of the conventions, it is important to cover issues of security and functional aspects. This includes crowd control, set-up, and break down tasks, as well as transportation for out-of-towners. All of these tasks will probably involve every member of the committee and all subcommittees although it may be considered a separate committee.

Security is necessary whenever large functions take place in order to maintain harmony between the hotel and the convention. Most hotels have rules and by signing the contract, the committee indicates agreement with those rules. Every attempt should be made to maintain harmony and reduce the negative reflection on N.A. or future conventions. However, security decisions should remain with the Executive Committee and the hotel staff.

This function is sometimes referred to in some conventions as the Bulldog Committee, Blood Sweat and Tears Committee and the Operations Committee. For the purpose of DEICCACNA, this Subcommittee will be titled Serenity Keepers.

The Serenity Keepers Subcommittee is responsible for maintaining an atmosphere of recovery throughout the convention. Although they are not “recovery police,” they do bear a degree of responsibility to encourage members to behave responsibly and within the traditions of Narcotics Anonymous, as necessary. The Serenity Keepers Subcommittee is also responsible for ensuring that smoking stipulations are adhered to,

that order is maintained during speaker meetings, and that the flow of traffic in high traffic areas remains smooth. In the event that a member is resistant to the gentle urging of the Serenity Keepers Subcommittee member, they may be asked to leave the area with or without an escort.

It is not our intention to alienate any member from participating and enjoying our Convention, however, it is the responsibility of the Convention Committee, through the Serenity Keepers, to maintain an atmosphere of recovery and order. During any event that requires a ticket for entry, the Serenity Keepers are responsible for assisting the Program, Entertainment, and/or Registration Subcommittees in ensuring that members present their tickets or pay for entry. During the Main Speaker Meetings, it is the Serenity Keepers subcommittee's responsibility to ensure that the aisles are kept clear, the chairs are kept orderly, and the doors, except for those designated for entry and exit, remain closed for the duration of the meeting. To this end, a member of this Subcommittee is responsible for manning the other doors to ensure they remain closed, so as not to disturb the speaker or the flow of the meeting. The members, who are stationed near the entry and exit doors, should make every effort to ensure that noise levels are kept to a minimum upon entry and exit and that outer hall noises do not rise to the level that it disrupts the meeting.

In the spirit of N.A. Unity, a statement regarding the role of the Serenity Keepers should be printed in the program, to allow members to recognize the responsibility of these subcommittee members. With this printed statement comes the freedom to allow this Subcommittee to function, and the response of the attendee to respect and adhere to the standards set forth from this Subcommittee.

**SELECTING A CHAIRPERSON:** When selecting a chairperson for the Serenity Keepers Subcommittee, the duties and responsibilities associated with the task should be seriously considered. Experience has shown that a successful chairperson will have:

- The willingness to work hard and the ability to motivate others;
- The ability to deal effectively with people within the Fellowship;
- Demonstrated trustworthiness, especially where funds are concerned.
- The tenacity, ability, and dedication to oversee all Serenity Keeper activities of the Convention Committee.

**Job Duties:**

- Hold and Chair monthly Subcommittee meetings, separate from the regular Convention Committee meetings.
- Ensure that all Serenity Keepers Subcommittee tasks are completed on time.
- Will work with the Arts & Graphics Subcommittee to ensure that visible badges are made for each committee member to wear during the convention.
- Oversee any newcomers assigned to the Serenity Keepers Subcommittee to work as an effort to offset the cost of their Registration packet.
- Communicate with the Registration, Program, and Entertainment Subcommittee Chairpersons to ascertain the need for Serenity Keepers during the Convention activities and assign subcommittee members to assist accordingly.

Assign Subcommittee members to secure the doors during each of the Main Speaker meetings.

Will assist the Chairperson and Treasurer in the pick-up of funds from Registration and Merchandising areas during the Convention.

## **DEICCACNA TIME LINE**

While experience has shown that these time lines (\*) should be followed closely, others are meant to help each Chairperson better plan his/her year.

### **Eleven Months Prior:**

#### **All Chairpersons from prior year's convention**

\*Write year-end report and proposed budget and be prepared to pass on all information and materials to next year's Chairpersons. (Should be candid about opinions/concerns of the previous convention).

Submit names of committee members to be nominated for Executive Committee and Subcommittee Chairperson positions.

#### **2. Executive Committee**

- a. Hold election to determine the ensuing convention year's officers and Subcommittee Chairpersons.
- b. Ensure that all information is passed down to the incoming officers and Chairpersons.
- c. Present signature cards, from the bank, to be filled out by incoming officers and returned to the bank by the incoming and outgoing Treasurer.
- d. Present the contract from the previous year's host Hotel (if applicable) to be reviewed and signed by the appropriate incoming Officers to secure the facility for the ensuing convention year.

**\*Review to ensure the appropriate amount of space and accommodations**

**are relevant based on previous year's attendance and comfort.**

- e. Schedule an Audit of the books from the previous year's convention with the incoming committee as well as with an Accountant. The Audit should be completed and the report presented to the Convention Committee meeting in month nine.
- f. Have copies of the Convention Committee Guidelines available for distribution to all incoming officers who have not received a copy.

### **3. Arts & Graphics/Audio Visual**

- a. Present a Convention logo contest flyer for approval by the Convention Committee. The deadline for logo submissions should be no more than nine months prior to the Convention.

### **Ten Months Prior:**

#### **Chairperson and Hotel & Hospitality Chairperson**

- a. Meet with the host hotel to confirm dates and space for the ensuing year's convention.
- b. Present room rates, reservation deadline and meal costs to the Committee and Arts & Graphics for inclusion on the Registration flyer.

#### **All Sub-Committees**

Present election results for Vice-Chairperson and Secretary positions.

Submit schedule of monthly and bi-monthly meetings for the ensuing year to the Convention Committee.

Submit itemized budget to be approved by the Convention Committee.

#### **Program**

Submit flyers requesting member area home group's suggestions for workshop topics to the Convention Committee for approval.

Submit flyers soliciting speaker tapes for Convention Committee approval. The deadline for receiving Main Speaker tapes should be no more than six (6) months prior to the Convention date.

Contact tape vendors to obtain speaker tapes from other conventions.

Rough draft of Thursday and Friday's events at the convention (time schedule and room locations).

#### **Arts & Graphics/Audio Visual**

Start work on Registration flyer (use previous layout if appropriate).

Get price quotes for flyer.

Submit any recommendations regarding changes in Audio/Visual needs.

Prepare and submit the Pre-Convention flyer for distribution.

#### **Entertainment**

Submit a list of proposed monthly fundraisers for the ensuing Convention year to

be approved by the Committee.  
Determine what events should appear on the Registration flyer. Present confirmed recommendations to the Arts & Graphics Subcommittee for inclusion on the flyer.

### **Merchandise**

\*Decide what, if any, pre-registration items (and cost) will be offered. Give to Arts & Graphics Subcommittee for inclusion on the flyer.  
Start deciding on what items will be sold at next year's convention.

### **Registration**

Work with A&G/AV and CI to produce and distribute the Pre-Convention flyer.  
\*Determine policy for N.A. kid badges and submit to A&G/AV for inclusion on the Registration flyer.  
Give past attendee address list to the Convention Information Subcommittee.  
Begin discussion on give away items and badge holders.

### **Convention Information**

Get Regional address list from WSO.  
Purchase labels and/or envelopes for mailing Registration flyers.

### **Serenity Keepers**

Make recommendations to Convention Committee based on previous year's attendance, response, and problems.

## **Nine Months Prior:**

### **Arts & Graphics/Audio Visual**

Prepare to present all Logo Contest submissions to the Convention Committee for voting and selection next month.  
Compile a draft of the Registration flyer soliciting input from the Convention Committee for the final copy to be prepared following the next meeting after voting on a logo.

### **Committee**

Approve the logo, from submitted entries, for the ensuing year's convention.  
Approve the final outline for the Registration flyer.

### **Convention Information**

\*Contact the WSO to list the convention in the NA Way and the online events calendar.

### **Merchandise**

Continue choosing items, colors and quantities.

### **Program**

Start on rough draft of Saturday and Sunday's events at the convention.  
Begin listening to Main Speaker tapes.

### **Eight Months Prior:**

#### **Arts & Graphics**

\*Have draft of Registration flyers available for preview.  
Present all Logo submissions to the Convention Committee for final voting and selection process.

#### **Convention Information**

Prepare labels to mail flyers to all Regions and previous convention attendees.

#### **Program**

Continue with draft of program.  
Continue receiving Speaker tapes and schedule listening sessions.

### **Seven Months Prior:**

#### **Arts & Graphics/Audio Visual**

Submit final draft of Registration flyer for approval.  
Proofread the flyer with the Convention Committee Vice Chairperson, Registration, Programs, Entertainment, and Convention Information Chairpersons to ensure accuracy and complete information.  
Modify artwork to meet the needs of Merchandise and Registration.  
Present three (3) copies of approved Logo artwork, saved to disk, for the Chairperson, Merchandise and Secretary (for archives).

#### **Entertainment**

- a. Finalize events.
- b. Negotiate prices and reserve dates with DJ, Comedian, Band and/or other entertainment.

#### **Hospitality**

- a. Assemble subcommittee and begin discussing ideas for hospitality at the Convention.

#### **Merchandise**

Make sure that artwork is appropriate for items and colors, and make slight changes as necessary.

#### **Program**

Begin selecting Main Speakers and workshop topics to be submitted to the Convention Committee next month.  
Research costs associated with transporting the Main Speakers to the Convention and present the cost to the Convention Committee next month.



## **Registration**

- a. Select give away items, and badge holders and present recommendations to the Committee next month.

## **Six Months Prior:**

### **Arts & Graphics**

- Present 1,000 copies of the Registration flyer for distribution.
- Modify artwork to meet the needs of Merchandise and Registration.
- Present three (3) copies of the flyer in PDF, saved to disk, for the Chairperson, the Regional PI Chairperson, and Secretary (for archives).
- Work on possible cost effective Program layouts and get quotes to present at next meeting.

### **Entertainment**

- a. Submit detailed event recommendations including times and costs for approval.
- b. Give all information to the Program Chair prior to the next Convention Committee meeting.

### **Convention Information**

- Prepare stuffing/labeling party for Registration flyer distribution.
- \*Take two (2) checks (amount left blank) to the Post Office with the complete mailing, prior to the next Convention Committee meeting.

### **Merchandise**

- Submit final item choices including quantities and colors to the Committee for approval.
- Present schedule of receipt of recommended merchandise, including turn around time for additional quantities.
- Order samples after getting approval.

### **Program**

- Prepare to submit meeting/workshop/event/entertainment schedule (including marathon meetings) to be approved next month.
- Conduct listening session for selecting Main Speakers to recommend to the Convention Committee next month.

### **Serenity Keepers**

- a. Make recommendations to committee for aides (i.e. radios, badges, flashlights, etc.) to ensure smooth operation during the Convention.

### **Hospitality**

- Submit suggestions to the Convention Committee regarding items for the Hospitality suite (i.e. cards, board games, refreshments, etc.)

### **Five Months Prior:**

#### **Arts & Graphics/Audio Visual**

Begin working on program layout using submitted workshop/event schedule.  
Get quotes for the Program based on the layout.

#### **Entertainment**

Finalize events.  
Negotiate prices and reserve dates with approved entertainers.  
Submit event list including badge/ticket requirements to A&G/AV.

#### **Program**

Submit recommendations for Main Speakers and workshop topics for final approval.  
Narrow down Workshop Speakers and Chairpersons.  
Submit finalized meeting/workshop/event schedule for approval.

#### **Registration**

Work with the Program Chairperson to determine the scheduled times for Registration at the Convention.  
Begin logging in all incoming pre-registration info (including banquet/brunch, comedy show (entertainment), and newcomer donations).  
Submit paid registration monies to the Convention Treasurer on a weekly basis.  
Send confirmation cards promptly.  
Input registration information into the computer database at least weekly.

#### **Secretary**

\*Get mailing list of local institutions to invite their clients to our convention.

#### **Merchandise**

Present sample items to Committee for final order authorization.  
Make any recommendation changes prior to final Committee authorization.  
Work with the Program Chairperson to determine the scheduled times for Merchandise sales at the Convention.

### **Four Months Prior:**

#### **Chairperson**

Get meeting room details including room locations from the hotel and submit to Program Subcommittee.

#### **Vice-Chairperson**

Get Merchandise and Registration schedules from those Chairpersons.  
Determine radio/television needs and contact radio/television stations to ascertain costs of PI announcements.

**Treasurer**

- a. Ascertain the need for state taxation permit and obtain necessary documents.

**Arts & Graphics**

Submit a draft of the Program layout for approval.

**Hospitality**

Submit a sign-up list of needed items to be distributed to member area home groups.

Submit a list of Hospitality host times for distribution to member ASC's to obtain volunteers.

**Program**

Present costs for transporting Main Speakers to the Convention Committee for approval and funding.

Finalize Main Speakers attendance and verify with the Committee.

\*Compile a list of Marathon meeting topics/times and chairpersons.

Submit to A&G/AV next month.

\*Finalize room layout/resume and submit to the Hotel and A&G/AV Chairpersons.

Finalize accommodations for all Main speakers.

Determine and make purchase arrangements for any giveaways (books, key tags, mugs, etc.)

**Registration**

\*Submit list of needed artwork and sizes for all giveaway items and badges to A&G/AV.

**Secretary**

\*Draft and mail letter to institutions inviting their in-patient clients to the convention.

**Entertainment**

- a. Submit all Entertainment contracts to Convention Committee for approval and signature.

**Three Months Prior:****Chairperson**

Reserve all rooms billed to the master account (all main Speakers and Chairperson).

Announce need for artwork and theme for next year's convention at member ASC's.

**Arts & Graphics/Audio Visual**

Continue working on final draft of Program layout.

Get quotes for banner(s).

### **Convention Information**

Begin compiling a list of volunteers to work during the convention.

Contact Public Information Subcommittee(s) to request 500 extra meeting schedules to be printed and given to the Convention Committee the month prior to the Convention.

### **Merchandise**

Begin compiling a list of volunteers to work during the convention.

### **Program**

a. Confirm main speakers and travel arrangements.

\*Finalize all speakers/chairpersons/events/room numbers. All information must be submitted to A&G at the next meeting.

\*Determine number of books to be given away and order from the Carolina Region.

Get formats and readings, for all meetings, approved by Convention Committee.

Confirm all Main Speakers and ensure that their travel arrangements have been finalized.

### **Registration**

Begin compiling a list of volunteers to work during the convention.

### **7. Entertainment**

a. Obtain signed copies of all contracts for distribution, ensuring that one copy is given to the Convention Secretary for the archives.

### **8. Serenity Keepers**

a. Begin compiling a list of volunteers to work during the convention.

### **Two Months Prior:**

#### **Vice-Chairperson**

\*Obtain cash registers for Merchandise and Registration areas.

Order two-way radios.

Develop training schedule for Cashiers.

#### **Arts & Graphics**

a. \*Present final draft of program to Convention Committee for final approval prior to printing.

b. \*Have banner(s) made.

c. \*Create ticket layout and get approval from Entertainment and Program Chairpersons.

#### **Hotel & Hospitality**

- a. Finalize list of home groups hosting the Hospitality Suite and distribute accordingly.

### **Merchandise**

- a. Order merchandise.

### **Program**

- a. \*Submit final schedule of all speakers/chairpersons/marathon meetings/events to A&G/AV.
- b. Contact Main Speakers to confirm receipt of travel documents.

### **Registration**

- a. \*Order give away items and badge holders (include enough for newcomers/indigent packages and NA kids).
- b. Determine policy for giving away newcomer/indigent packages.
- c. Have special badges made for Officers, Chairpersons, and Subcommittee members.
- d. Continue to track registrations received and send confirmation notices out weekly.
- e. Advise the Convention Committee of the number of Pre-Registrations received, by category (i.e. adult, children, indigent, newcomer).

### **Serenity Keepers**

- a. Compile and distribute list of all volunteers and their assigned work location and schedules to be distributed to each Officer and Subcommittee.

### **One-Month Prior:**

#### **Chairperson**

- a. Confirm that all subcommittee Chairpersons are on schedule.
- b. Get area meeting schedules from each member ASC and give to Convention Information Chairperson.

#### **Treasurer**

- a. Evaluate cash registers, check ink roll and purchase tape (paper).
- b. Program cash registers with the assistance of Merchandise and Registration Chairpersons.
- c. Conduct training seminar for everyone authorized to run cash registers.
- d. Withdraw \$500.00 from Convention bank account to fund Petty Cash.

#### **Arts & Graphics**

- a. \*Distribute proofed program for one last approval and have printed before stuffing party.
- b. Print event tickets, Registration/Merchandise onsite order forms and badges (include enough for newcomer/indigent badges), and Early-bird registration forms for next year's convention.

**Entertainment**

- a. Confirm all convention entertainment.

**Hospitality**

- a. Take inventory of all supplies.
- b. Purchase needed supplies, snacks, coffee, and sheets.

**Convention Information**

- a. Get previously requesting meeting schedules from the Chairperson.

**Merchandise**

- a. Arrange to pickup or have merchandise delivered to the hotel.
- b. Work closely with the Hotel & Hospitality Chairperson to coordinate storage of the merchandise at the hotel.
- c. Submit a list of all volunteers and committee members and their work schedules to the Executive Committee.

**Program**

- a. Confirm that all speakers have a ride from the airport (or wherever) to the host hotel.
- b. Notify all workshop speakers and chairpersons of the time, location, and topic of their workshop.

**Registration**

- a. Arrange to pick-up give away items and badges.
- b. Prepare N.A. kid badges.
- c. Submit a list of all volunteers and committee members and their work schedules to the Executive Committee.

**SHOWTIME****All Convention Committee Officers and Subcommittee Chairpersons:**

- a. Must attend a meeting at the hotel on the 1<sup>st</sup> day of the Convention at 12:00 noon!
- b. Must be available at the hotel during the entire convention, except during scheduled breaks.
- c. Must notify the Chairperson or Vice-Chairperson when they are going to be out of reach, during the convention.

**Chairperson**

- a. Set up Safety Deposit Box at Hotel.
- b. Confirm all Convention Committee, Chairpersons, and Main Speakers for VIP hotel check-in.

**Vice Chairperson**

- a. Have radios delivered, in working order to the Chairperson, Vice-Chairperson, Treasurer, and each Subcommittee Chairperson.

**Treasurer**

- a. Have cash ready to make banks for registers.
- b. Complete form and pay sales tax within 30 days after the convention (if applicable).

**Secretary**

- a. Provide Newcomer orientations to those receiving Newcomer packets.

**Arts & Graphics**

- a. Deliver banner(s) to Registration and Hotel & Hospitality Chairpersons.
- b. Deliver order forms and tickets to appropriate committee Chairpersons.

**Hospitality**

- a. Set up Hospitality Suite and get ready for opening.
- b. Oversee hanging of the Convention Banner in the Main Speaker room.

**Merchandise**

- a. Conduct inventory of all merchandise upon arrival. (Convention Committee Officers should assist the Merchandise Committee in this endeavor).
- b. Transport convention supplies to and from storage area.
- c. Organize merchandise in an appealing manner in the Merchandise/Store area.
- d. Get ready for opening.

**Program**

- a. Arrange for pickup of speakers.
- b. Be on hand to greet speakers upon their arrival at the hotel.

**Registration**

- a. Organize stuffing party for the Wednesday prior to the convention.
- b. Prepare Newcomer packets and keep track of how many are given away.
- c. Take inventory of and fold all pre-registration merchandise.
- d. Get ready for opening.

**Everybody**

- a. Make every effort to make this a pleasant experience for the attendees. Take a deep breath and hold onto your seats! It will all be over soon! You are about to see the fruit of all of your hard work!