

CONVENTION GUIDELINES / POLICIES

Rotation:

Convention responsibility rotates according to the following schedule. Each district will help with a convention every 4 years.

2012 – Districts 3, 4, 6, & 9

2013 – Districts 10, 11, & 13

2014 – Districts 1, 2, & 5

2015 – Districts 7, 8, 12, & 14

Literature Reprints:

A 'Request Permission to Reprint' form must be completed and processed by the WSO if the committee wants to reprint any material. This form can be found on the WSO web site.

Raffle:

The Indiana Gaming Committee has approved our ability to apply for a license for specific events (i.e. Convention). If raffles are to be held at the State convention, the convention committee must notify the state treasurer to apply for the license. The state officers must sign the application. A separate check account is required for the raffle proceeds. This checking account must remain open all year. The license fee is based on the prior year's proceeds.

Form CG9 must be filed with the Indiana Gaming Commission within 10 days after the event. This form can be downloaded from <http://www.in.gov/igc/webfile/formsdiv/45388.pdf>.

Hearing Impaired:

Aids for the hearing impaired should be provided if possible.

Workshop Literature:

Only CAL is to be used for workshops.

Registrations:

A P.O. Box should be rented for mailings of convention registrations.

Taping at the State Conference:

Indiana Area Convention Guidelines on recording speakers:

- 1- The Convention Committee(CC) should arrange for a professional taper.
- 2- The CC will provide space for the taper in exchange for the taper's recording services.
- 3- The CC will advise the taper that they may only display, advertise and sell speaker recordings.
- 4- the CC will instruct the taper to showcase AIAnon speakers in the display.
- 5- The CC may locate the taper on the conference floor or any area where the craft and literature tables are located.

- 6- The CC will provide attendees with notice that the taper is an “Outside Enterprise”.

Literature at the state conference:

The chairman of the conference will see to it that only conference approved literature, and/or books, will be sold. Material that is not conference approved shall be removed from the premises by the chairman.

Suggestions on Writing Letter/s to Speakers:

After making the initial call to request/confirm speaker, follow up with a letter. Make a copy for your records.

1. Tell him/her exactly what we will and will not pay for.
 - a. will pay for room, meals, travel (if by auto – match the current Area Assembly mileage rate)
 - b. they may bring a spouse/friend – but the spouse/friend must pay for
 - i. registration (send a form to them)
 - ii. meals
 - iii. travel (unless by auto)
 - iv. room is free unless there is a special pkg deal, such as: State Park, etc.
 - c. will NOT pay for long distance telephone calls or any “extra” expense unless ok’d by committee.
2. Please note that we are unable to pay for first class airline tickets.

Signage:

AWSC moved to bring to Assembly to have all signage changed from AFG to “Al-Anon Family Groups” at all Area level functions. Motion approved.

Registration Fee:

The registration fee is set by the Area Assembly. Before increasing the fee, the Area Assembly must vote to raise this fee.

Motions made and carried concerning Al-Anon State Conventions:

Area Assembly November 14, 2009:

- **Raffle Checking Accounts:** Discussion ensued related to guidelines for ability to have raffles. Must have license and permit. State of Indiana also requires maintenance of a separate checking account for all raffle expenses. **Motion:** As of January first establish a single charitable gaming checking account with the established Area 17 signors, Area Chairman, Area Alternate Delegate/Chair and Area Treasurer, with the minimum balance required: Anita M. Dist. 1 Second: JoAnn R. Dist. 10
- **Convention Guidelines: Motion:** Revise Indiana Area Convention Guidelines on recording speakers to:
 - 1- the Convention Committee(CC) should arrange for a professional audio recording service.
 - 2- The CC will provide space for the recording service in exchange for services.
 - 3-The CC will advise the recording service that they may only display, advertise and sell speaker recordings. 4- the CC will instruct the recording service to showcase AlAnon speakers in the display.
 - 5- The CC may locate the recording service on the conference floor or any area where the craft and literature tables are located.
 - 6- The CC will provide attendees with notice that the recording service is an “Outside Enterprise”:

Nan S. Dist. 9 Second: Barbara R. Dist. 9 Motion carried.

- **Convention Speaker Travel Expenses: Motion:** Convention Speaker travel reimbursement mileage will be at the rate of the current area reimbursement per mile or air fare whichever is lower: Mona P. Dist. 12 Second: Melinda W. Dist. 2 Motion carried.
- **Area Convention Seed Money Allocation: Motion:** Increase Convention Seed Money from \$1,000.00 to \$1,500.00 for both convention accounts: Ann D. Dist 14 Second: Patricia J. Dist. 9 Motion carried with one nay.

Signage – Area Assembly February, 2007:

AWSC moved to bring to Assembly to have all signage changed from AFG to “Al-Anon Family Groups” at all Area level functions. Motion approved.

Signage for Assembly: AWSC moved to bring to Assembly to have all signage changed from AFG to “Al-Anon Family Groups” at all Area level functions. Discussion ensued related to pros / cons of change.

Motion to approve as stated above: Karen B. Second: Mike Motion carried unanimously.

The motion does not address ribbons but it does address signage.

Indiana State Assembly on February 10, 1991:

“A motion was brought up that we should consider changing the State Al-Anon Convention time frame from the Spring of the year to Fall. After much discussion, the Group Representatives voted on whether to hold the Conventions in the Spring or Fall. It was voted to keep our State Convention time in the Spring of each year.

Rotation Schedule:

2013 – Districts 10, 11, & 13

2014 – Districts 1, 2, & 5

2015 – Districts 7, 8, 12, & 14

2016 – Districts 3, 4, 6, & 9

2017 – Districts 10, 11, & 13

2018 – Districts 1, 2, & 5

2019 – Districts 7, 8, 12, & 14

2020 – Districts 3, 4, 6, & 9

Convention site selection:

Information needed when selecting a convention site:

- Date of convention
- Total running time of convention
- Estimate of attendance (250 – 300)
- Rooms needed:
 - o Workshops:
 - Convention rooms needed
 - Number each convention room needs to accommodate
 - o Hospitality (privilege of making our own coffee?)
 - o Alateen
 - o AA
 - o Main meeting room
 - o Banquet
 - o Craft room
 - o Tapers
- Estimate of sleeping rooms needed
- Room rates
- Meals to be offered (package possible?)
 - o Menu selections and costs
- Head table required?
- Special equipment required? (Charges)?
- Coffee prices for that purchased through the facility
- Are prices guaranteed or subject to change without notice?
- How much is tax and gratuity?
- Is gratuity taxable?
- Accessibility by highway and airport (courtesy cars? Cab fares?)
- Cut-off dates for room reservations? Meals?
- Hotel reservation cards and marquee (show Al-Anon Family Groups)

AFG Convention Parental Consent Form

Parents:

Please read the convention parental consent form carefully, complete, date and sign.

Teens:

This form must be presented to the Indiana Al-Anon State Convention officials with your registration form prior to you taking part in any convention activities.

Parents Note:

The undersigned parent/legal guardian of the teen listed here, hereby grants to the Al-Anon State Convention at _____(location) , while the convention is in session, the right to discipline such teen through any lawful means necessary to assure appropriate behavior in accordance with such uniform rules as the convention committee may agree to be responsible for, and save the committee harmless with respect to charge by the teen for room, or board, or any damaged rooms, or property done by him/her.

Teen's name:_____ Home Phone:_____

During the convention the teen will stay at:

Name and phone # of

parent/guardian:_____

Teen Has:_____ does not have: _____ medical insurance

Company & Policy number:_____

Regular Medication is:_____

I further designate: _____ or _____

My lawful attorneys in fact to the intent that either of them shall have authority to obtain and consent to needed medical treatment for the child above named in case of accident or emergency, as fully as I myself do, releasing such person(s) from any liability in accordance with his/her best judgment at the time.

I certify my legal authority to execute this document on behalf of the above named child.

Name:_____

Date:_____

An Informative Flyer would include:

- Title of Convention
- Location of Convention
- Date of Convention
- Programs – opens and ends
- Convention theme
- Special Events (skits, etc)
- Guest Speakers
- Telephone contacts
- E-mail contact
- Description of Program
- Room rates (make own reservation)
- Meal costs
- Hotel's phone numbers, address
- Housing availabilities
- Travel tips, if needed
- Registration Desk hours
- Registration and meals are transferrable not refundable
- Al-Anon, Alateen, AA membership
- Deadline for Ordering food
- All meetings open
- Pick up tickets at Registration Desk
- Alateen registration Free (if so decided by committee)
- Make checks payable to _____
- Convention mailing address
- Ask that registration forms be printed clearly (name, address, etc. on registration form).
- Badges should be worn at all sessions
- Everyone must register for all sessions

General State Convention Information:

When forming a committee for a state convention, the following information is available to support this activity:

- G20 publication
- Area Web site
 - o Rotation schedule
 - o Position Descriptions
 - o Past Motions
 - o Alateen statement
 - o Suggestions for writing letter/s to Speakers
 - o Site selection guidelines
 - o An Informative Flyer would include:
- The State Convention Coordinator

The following position descriptions are guidelines that should be used as 'guidelines'. Each convention committee is free to define the structure of committees as they see what needs they have and how best to address them.

Convention Positions:

| |
|--|
| AA Liaison |
| Alateen Liaison |
| Chairman |
| Co-Chairman |
| Convention Coordinator |
| Crafts |
| Decorations |
| Hospitality |
| Hotel Liaison |
| Literature |
| Program |
| Publicity |
| Registration |
| Secretary |
| Host Committee |
| Treasurer |
| Voice |
| Welcoming |
| Workshop Coordinator |

Convention Coordinator

- Attend AWSC and Area Assemblies
- Attend state convention committee meetings when possible
- Ensure that state convention guidelines are observed and followed
- Assist with resolution of any issues concerning the state convention
- Review, update, and provide guidelines information to the webmaster for the area web site

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Secretary

- Keeps meeting attendance records (names, addresses, phone numbers, jobs)
- Provides a copy of attendance records to the Chairman
- Attend as many committee meetings as possible and record the minutes of the meeting
- Sends meeting notices to committee members
- Prepare and disburse minutes of meetings prior to next meeting
- Read the previous meeting minutes at each meeting, note any needed corrections and file a correct copy in the Secretary's records
- Prepares committee roster (names, phone numbers) for all members
- Sends convention information to Forum and inside Al-Anon at least 4 months before Convention
- Handles correspondence
- Sends convention information to Lifeline Newsletter editor
- Obtain previous year registration information, create mailing labels and send out registration forms to those people
- Keeps a permanent record of meetings

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Treasurer

- Opens convention checking account with “seed” money.
- Sets up and uses a PO box for registrations, not your home address. **NOTE:** The flyer ends up on the internet and your anonymity will be broken at the level of “press” since websites are considered published.
- Picks up mail, extracting checks, makes deposits.
- Transfers registration forms to Registration Chairman.
- Keeps running record of registrations
- Keeps running record of meals ordered
- Reserves speaker rooms, authorizing charges to convention account
- Pays all bills from the convention account
- Reimburses speakers for travel expense (all expenses incurred for convention to be paid from convention proceeds)
- Signs tabs for hotel services
- Prepares financial report after convention
- Keeps seed money in Convention Checking account
- Forwards Convention proceeds after expenses and audit to State Treasurer
- Supplies change-making “banks” to Registration, literature, and Craft Table.
- Separately list receipts for upcoming expenses and show them net. Example: Banquet.
- Create meaningful categories for Expenses such as Hospitality room, Registration, etc.
- Registrations: Enter info as written on the registration form. Then compare address & phone with those on the check and envelope.
- Refund banquet cancellations made before the deadline. Allow members to transfer their banquet reservation to another if they have to cancel after the deadline; inform registration of transfers. Do not refund registration.
- Keep a log at the registration table for walk-ins. Note if paid with check or cash. Use this to reconcile deposits. The log will need name and form of payment. Address will be needed if paying with a check. Registration will also want fellowship membership and address for their records but they prefer to use a separate means for recording.
- Balance checkbook monthly. Keep all bank statements, deposit slips, cancelled checks/images. Keep copy of committee treasury reports for audit. Create an end of the year report before each audit.
- Periodically, ask Registration Chair to confirm counts (registered, fellowship, banquets, etc). Work out discrepancies as they arise.
- Email your reports to the other officers, registration chair, and host DRs before or immediately following each committee meeting or provide them a copy at the meeting.
- Provide Convention Chairperson (who is a co-signer) with a few checks so she can write one in an emergency.
- Require a receipt before reimbursing expenses. Note on the receipt who requested reimbursement, total paid, date paid, check number, and purpose.
- Before passing along registration form to Registration chair, initial amount paid, date received, and check number.
- Responsible for all money collected or disbursed in conjunction with the convention
- Provide regular financial reports
- Maintains a permanent record of funds

- Assists in developing and monitoring a budget
- As date nears, get authority from committee to allow specified leaders permission to make decisions concerning unexpected situations.
- Create a budget. Compare to actual expenses and projected expenses as decisions are made. Adjust as needed. (We figured 200 paid registrations.) This helped inspire fund-raising efforts.
- Take Expense Reimbursement Request forms and/or a business card (or something with your name and & address on it) so Speakers and committee members can mail receipts after they have returned home (they might not have their receipts with them or, in the case of speakers, my have airport parking expenses to add after they have returned to their home airport).
- Ask hotel liaison to review hotel bill before paying
- Provides for a final audit of the convention account

New:

- Provide detailed data to the state convention coordinator on as many aspects as possible concerning costs and numbers
- Keep separate checking account for the raffle
- An audit of the treasurer's records should be done when the AWSC yearly audit is conducted

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Hotel Liaison

- The hotel liaison is involved in site selection through personal contact with hotel personnel or staff at local chambers of commerce or convention bureaus
- Secures confirmation from the manager of the facility outlining dates, meeting room costs, room arrangements, food, coffee, and banquet costs, parking security, etc
- Works with the treasurer to reserve hotel rooms for the speakers
- Reserves the big meeting rooms, workshop rooms, AA Alateen and banquet areas
- Acts as THE contact between the convention and the hotel
- Makes the arrangements for the coffee, tea, etc. set up outside (or in) the Main Meeting area
- Acts as our trouble shooter – handles room changes, extra chairs, etc.
- Visits the convention site and requests chairs and tables needed for registration

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Registration

- Receives registration forms from the treasurer after checks are removed.
- Registration packets are prepared for all registered attendees.
- Registration packets are to include basic information:
 - Tickets for meals
 - Name tags (pre-registered & walk-ins)
 - Convention program
- Responsible for keeping record of registrations received by categories of Al-Anon, Alateen, AA, guests, and Walk-ins
- Keep record of meals ordered
- Recruits helpers for the Registration desk and coordinates the helpers
- Distribute registration packets to attendees
- Visits site and arranges for set-up of the registration area
- Other duties as needed for registration (some possibilities):
 - creates the convention evaluation form
 - creates the first time convention attendees bookmarks

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Program

Plans layout for printed program.

Gets program printed and provided for registration packets.

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Publicity

Plans layout for flyers including registration information.

Gets flyers printed and distributed.

~~Gets comparison prices and lead times, and places orders.~~

~~Has program layout ready but holds for printer's deadline, in case of change.~~

~~Delivers programs, flyers, and registrations to the Registration Chairman.~~

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Host Committee

Speaker Committee Chair:

- Arrange Friday night speaker dinner (the speaker dinner includes speakers and their spouses, hosts, and planning committee members).
- Assigns Host/Hostess for each speaker
- Supplies Program Chairman complete information on chairperson and speaker.
- Advises Treasurer of speakers' names and addresses and when they will arrive so room reservations can be made.
- Arrange for Speaker Host (or substitute if needed) to pick speakers up at the airport when they arrive and take them to lunch (if necessary).

Speaker Hosts:

- Listens to tapes, identify great speakers, and contact desired speakers EARLY.
- Chair the Speaker meeting and choose what is read, i.e. 12 steps, speaker's favorite page, opening, closing, etc. Also ask someone to do the readings.
- Act as a good host/hostess so the speakers feel welcome, have a good time at the convention, and retain good memories of Indiana Al-Anon. Throughout the conference, make sure to perform the duties of a good hostess – introduce them to other people, sit with them at talks and the banquet, keep them company, take them to meals with groups of other friends, and ask if everything is going okay or if they need anything. Introduce the speakers to the committee members and other speakers.
- Obtain speakers addresses, preferred location listing for our flyers, and request e-mail and cell phone numbers.
- Ask if there are any needs or questions and ask if there are any preferred speaking times.
- Pass the speaker information on to the Speaker Committee Chair and send conference information to the speaker.
- Prior to the convention, contact the speakers periodically just to keep in contact and to let them know we had not forgotten them.
- If picking up speakers at the airport, take them to lunch (if necessary) and transport them to the convention site. (**NOTE:** The speaker's lunch is a reimbursable convention expense; the host's lunch is not.)
- Provide assistance with the speaker's room registration if needed.
- Escort the speakers to the Friday night speakers' dinner and join them there to make sure they have company.
- Provide transportation back to the airport. (Airport-to-convention mileage was a reimbursed convention expense.)
- Follow up with the speaker afterward the convention to ask if there are any additional expenses to send in.
- Send a thank-you note.

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Welcoming

- Responsible for speakers' gifts
- Signs to direct people to activity areas
- Orders ribbons for the greeters
- Gift baskets for the speakers
- Gifts for first-time convention goers
- Coordinates volunteers to work as greeters

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Workshop Coordinator

- Ensures that workshops are done only with the Al-Anon focus
- Involve all hosting districts with planning and providing a workshop for the convention
- Responsible for deciding on workshop schedule and leaders
- Assigns rooms to workshops
- Assures that only CAL is used in each workshop
- Determine what materials will be needed at the workshops
- Ask the Literature Chair to supply needed workshop materials and return unused literature to the Literature Chair
- Makes sure any copyright permission requests are made to WSO
- Identify equipment needs for each workshop and obtain equipment
- Ask Literature Chair to have available for sale any literature related to workshops

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Decorations

- Decorates tables, etc in accordance with the theme of the convention with help from the committee as a whole
- Provides table centerpieces, program signs, state, lobby, and hospitality room decorations (as desired)

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Chairman and Co-Chair

Chairman

- With the Hotel Liaison, helps select a convention site
- Directs activities during the convention
- Chooses members or asks for volunteers for heading up the various work categories and committees.
- Calls committee meetings (time and place), prepares meeting agendas, leads meetings.
- ~~- Determines quantity of flyers, registration forms, programs and mailing dates.~~
- Invites AA and Alateen representation
- ~~- Has information obtained on alternate housing, rate, phone numbers, etc.~~
- ~~- Suggests to chairmen to write notes of appreciation, before and after convention to speakers.~~
- Keeps close check on all phases of planning and progress.
- Reviews and signs hotel contract
- Coordinates the activities of the sub committees
- Signs a contract with the taping company and keeps in touch with them.
- Reviews the hotel expenses with the treasurer before payment by the treasurer.
- Manages budget for the convention.
- Provides progress reports to the area.
- Maintains a record of activities
- Chairs the banquet and large meetings

Co-Chair

- Co-Chair supports the Chair as needed and fills in when the chair is not available

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Voice

- Be available and visible to receive messages from any appropriate source. Be sure to check questionable messages with convention chair before delivering to convention.
- Plan to deliver announcements at the beginning of sessions. It is difficult to make opportunity for announcements at the end of a session.
- Coordinate plans for announcements and content at the opening session with the convention chair.
- Be aware of plans for special activities like Al-Anon countdown. Be sure of whom you follow and who follows you and exactly what you are responsible for at the times of those activities.
- Selected by the committee
- Is responsible for opening/closing the convention.
- Announces hotel guidelines/policies, i.e. where or if smoking is allowed, coffee supplied by hospitality must stay in the hospitality area, etc.
- Announces location of rest rooms, hospitality, banquet location, restaurant in hotel, etc.
- For each speaker meeting:
 - o Reads the Anonymity statement found in the Al-Anon / Alateen Service manual, under Anonymity section titled “Anonymity within Al-Anon”.
 - o Introduces the chairman of each session.
 - o Has a folder containing copies of the 12 Steps, 12 Traditions, 12 concepts, declaration, meeting openings and closings in case speaker chair doesn’t have them.
 - o Makes announcements pertinent to the convention.
 - Wear badges
 - Lost/found items
 - Upcoming activities at each session
- Other duties as assigned by the chairman.
- Develop an outline of each session including opening, announcements, who follows who (for chairman, speaker introduction, etc.) and closing
- Be a little early for sessions so that committee and attendees can approach you with questions, information to be announced lost and found, etc., and similarly stick around a few minutes after each session for the same reason
- Create a “flavor” of your own for the job—there is no right way or wrong way to do this
- Try not to get yourself volunteered to do things like LEAD SONGS from the podium
- Be an example of how to “Truly Enjoy a Convention”; it will be contagious and all attendees will have more fun
- Be sure to have a copy the steps, concepts and traditions in your notebook as well as the declaration.

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Crafts Chair

- Request donations of crafts
- Responsible for crafts and people needed to help staff tables.
- Schedules hours of volunteer helpers (Committee decides on hours room will be open)
- Responsible for checking that items are marked with a price – request donor to price items.
- Responsible for sale of raffle tickets for special items.
- On Sunday, all crafts are ½ price. Donors of crafts may take back any unsold crafts on Saturday night if not wanted to be sold at ½ price.
- Boxes up left over crafts and passes them on to next year’s convention crafts chair or any member of next year’s committee
- At end of convention, turns monies into Treasurer.

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Literature

- Contacts Literature Depot Coordinator for Convention supply of CAL
- Responsible for literature and people needed to help staff table.
- Schedules hours of volunteer helpers (Committee decides on hours room will be open)
- ~~- Responsible for checking that items are marked with a price.~~
- At end of convention, turns monies into Treasurer. (?????-Literature Depot)

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Hospitality

- Responsible for set up of the hospitality room
- Responsible for coffee, refreshments, and people needed to handle the hospitality room.
- Coordinates helpers for the hospitality room. (Committee decides hours Hospitality room will be open.)
- Buys coffee and other supplies needed in the hospitality room.
- Oversees good housekeeping practices in Hospitality room.
- Establishes a message center ????
- Provides good housekeeping practices I Hospitality room.
- Provides a 'kitty' or coffee can for donations.
- Encourages donations of food, snacks, drinks from Al-Anon members to keep the expenses of buying supplies down.
- Hands off extra supplies – cups, plates, and dry goods that will keep to the next convention representatives at end of convention.

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AA Liaison

- State and/or local representatives should be part of at least the first committee meeting to ensure AA participation.
- Plans/schedules with the Program Committee AA meetings (open or closed), times, etc.
- Is responsible for the AA session and convention.
- Introduces the AA speaker
- Listens to tapes and contacts desired speaker early.
- Asks people to read a few of AA's opening readings.
- Sends letter to speaker confirming time, date and what we cover monetarily.
- Requests a room for the AA workshops
- Asks the voice to announce who the AA Liaison is so folks know who to get in touch with about AA
- Have a Big Book and a Twelve and Twelve Book in the meeting room
- Make sure there is coffee near the meeting room.
- Close the meeting room during main speaker sessions.
- Ask AA members to help chair the meetings
- Workshop topics should be on subjects that all sides (AA, Al-anon and Alateen) of the program deal with.

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Alateen Liaison

- Works with Alateen Coordinator to ensure Alateen participation, and plans workshop and/or meetings for Alateens
- Is the host for the Alateen speaker and chair of Alateen speaker meeting
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Entertainment Chair:

- Works with convention committee as a whole as to what type of entertainment is desired
- Works with hotel liaison to ensure needed equipment is available
- Arrange for entertainment as decided upon
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Coffee Guru

Realizing that coffee costs can wreck havoc with a convention budget, the following guidelines are provided to help avoid this situation:

- The only person allowed to order more coffee from the hotel
- Remind conventioners that coffee is available in hospitality room
- For coffee purchased through the facility, figure 22 cups makes a gallon and try to get 5-ounce cups. Estimate 7 cups per person for the weekend.
- Designate times when coffee is to be available near Main meeting room
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Raffle Chair

Each convention committee must decide whether or not a raffle will be held during the convention. If a raffle is to be part of the convention, a separate checking account must be used for this purpose only. All raffle activity must be handled through this account.

- Works with convention chair to get members to staff raffle – these must be sent to the Area State Treasurer 8 weeks before the convention so the treasurer can complete the paperwork for the Indiana State Raffle Form.
- Only the workers listed on this form may sell raffle chances and work at the raffle table.
- Sets up raffle table and items
- Gets tickets for the raffle items (roll of tickets)
- Raffle items are given out before the Saturday night speaker
- Raffle proceeds are deposited in the raffle account dedicated only to the convention raffle
- The Al-Anon Area Treasurer makes the report to the State of Indiana.

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Publicity Chair

Publicity is the key to increased attendance at state conventions. Included here are some guidelines to help 'get the word out'.

- Designs flyers for the convention
- Sends flyers to Al-Anon Assemblies in neighboring states: Illinois, Michigan, Ohio, and Kentucky
- Approximately 6 months prior to the event, prepare flyers to send monthly to groups and Districts
- Flyers should provide a map of the general and specific locations.
- Conventions held at college campuses should make note of the buildings or halls being used.
- No individual's name should appear on any envelope with Al-Anon/Alateen identification.
- The convention committee's post office box number should be used on all mailings.
- Room registration and meal ticket forms should be included in mailings.
- See 'An Informative Flyer would include' for additional information on publicity flyers.
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After closing the books on your convention, data including the following categories should be sent to the convention coordinator. This data will be used to help future convention committees estimating costs. Feel free to add additional information that seems pertinent.

| Convention Information | | |
|---|--|----------------------------------|
| <u>Year</u> | | |
| <u>Income</u> | | <u>MISC Data</u> |
| <u>Seed \$</u> | | <u>Registrations</u> |
| <u>Crafts</u> | | <u>Al-Anon</u> |
| <u>Donations</u> | | <u>AA</u> |
| <u>Meals</u> | | <u>Alateen</u> |
| <u>Raffle</u> | | <u>Walk-ins</u> |
| <u>Registration</u> | | <u>TOTAL</u> |
| <u>-</u> | | <u>Room Costs</u> |
| <u>-</u> | | <u>(+ tax for 1)</u> |
| <u>-</u> | | <u>(+ tax for 2)</u> |
| <u>Expenses</u> | | <u>(+ tax for 3)</u> |
| <u>Hotel Deposit</u> | | <u>(+ tax for 4)</u> |
| <u>Registration</u> | | <u>Cabin</u> |
| <u>Coffee</u> | | <u>Meals Package</u> |
| <u>Speaker Expenses</u> | | <u>Cost - w/o Banquet</u> |
| <u>Airfare</u> | | <u>#</u> |
| <u>Ground Transportation</u> | | <u>Banquet</u> |
| <u>Food</u> | | <u>Cost Each</u> |
| <u>Gifts</u> | | <u>#</u> |
| <u>Rooms</u> | | |
| <u>TOTAL</u> | | |
| <u>Printing/Programs/Publicity</u> | | |
| <u>Decorations</u> | | |
| <u>Treasurer</u> | | |
| <u>Banner</u> | | |
| <u>Workshops</u> | | |
| <u>Registration</u> | | |
| <u>Countdown Books</u> | | |
| <u>Entertainment</u> | | |
| <u>Raffle</u> | | |
| <u>Food/Coffee/BD Cake</u> | | |
| <u>-</u> | | |
| <u>-</u> | | |

Common Misconception

One of the most common misconceptions regarding conventions is that they are Al-Anon meetings. Since “There are no dues for membership,” there should be no fees to attend. Conventions are special events, NOT regular meetings. They require months of planning, preparation and substantial money to produce. Since the convention is held at a hotel there is a charge for the use of the facility. Additionally, the hotel will require minimum purchases be made through the hotel. Other expenses include travel, room and board for the speakers, printing, postage, and supplies.

A convention is self-supporting. The total cost is paid through the registration fees. However, baskets may or may not be passed. Attendance is voluntary and as responsible Al-Anon/Alateen and AA members, we “pay our own way.”