

After closing the books on your convention, the following information should be sent to the Convention Coordinator. This information will be used to help future convention committees estimating costs.

Date Created: _____ **CONVENTION SUMMARY: YEAR ()**

Income:

Seed Money _____
 ___ Pre-Deadline Registrations \$35 _____
 ___ After Deadline Registration \$45 _____
 Donations to convention _____
 Donations for hospitality _____
 Meals _____
 Raffle (?? baskets) _____
 Crafts _____
 Misc. Income _____

TOTAL: _____

Hotel Expenses:

Hotel Deposit _____
 Main Mtg room / stage _____
 Coffee / Water _____
 Alateen Mtg room _____
 AA Mtg room _____
 Audio-Visual _____

TOTAL: _____

Speaker Expenses:

Airfare _____
 Driving milage _____
 Food / Misc. _____
 Hotel Rooms _____
 Speaker Gifts _____

TOTAL: _____

Committee Expenses:

AA Liaison _____
 Alateen Liaison _____
 Chair _____
 Co-Chair _____
 Coffee Liaison _____
 Crafts _____
 Decorations _____
 Entertainment _____
 Event Liaison _____
 Hospitality _____
 Program _____
 Publicity _____
 Raffle _____
 Registration _____
 Secretary _____
 Speaker Hosts _____
 Speaker Selection _____
 Treasurer _____
 Bank Fees _____
 Voice _____
 Welcoming _____
 Workshop Chair _____
 Misc. Expenses _____
 Seed Money (next convention) _____

TOTAL: _____

SUMMARY (income minus expenses)

TOTAL INCOME: _____

TOTAL ALL EXPENSES: _____

TOTAL PROFIT: _____

INDIVIDUAL COSTS

Hotel Room Costs:

Cabin (if applicable) Costs:

Meal Package Costs:

Pre-Registered Al-Anon _____
 Pre-Registered First time _____
 Pre-Registered AA _____
 Pre-Registered Alateen _____
 Walk-ins Al-Anon _____
 Walk-ins First time _____
 Walk-ins AA _____
 Walk-ins Alateen _____

Total Registrations: _____

For: Full Meal Package _____
 For: Breakfasts Only _____
 For: Lunch Only _____
 For: Banquet Only _____
 For: Invitational Dinner _____

of Save the date fliers _____

of Registration fliers _____