APPENDIX A

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

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

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

All purchasing, whether for RGRCNA use or for resale of equipment, supplies, services, or other work products shall, whenever practical, utilize a process which employs written bid specifications, and which requires at least three bidders and results in a written contract. Seed money for RGRCNA is $5,000.00.

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

General requirements of the RGRCNA administrative committee members and the subcommittee Chairs are:
- an active commitment to service
- a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of Service of Narcotics Anonymous
- the ability to exercise patience and tolerance
- active participation in the NA Fellowship
- experience with conventions
- relapse of any administrative committee or subcommittee chairperson REQUIRES replacement

The site for each annual convention is selected by the RCC at least two years prior to the event. Any area interested in hosting a convention should prepare a letter inviting the region to place a convention there (2 years in advance) and present the letter at or before the July Regional meeting (3rd Saturday of July). The Area then has until August 10 to finalize their bid with the assistance of the

RCC. The RCC will consider all bids submitted in July and finalized by August 10th (two years prior to the convention).

The letter should be a statement of willingness to support a convention and should be approved by one of the RGRSC's area service committees. The bid letter should include the following:
Resources:
- Hotel
    o Meeting room capacities (facility must allow for 450-700 occupants, depending on location, in the ballroom for main speakers, have from two to four breakout rooms for 60 people in smaller rooms and up to 100 in larger rooms, theater-style seating for workshops)
    o Spaces for all necessary services and entertainment (merchandise, registration, marathon meeting room, banquet facilities, hospitality, etc.)
    o Sleeping room numbers (125-150 minimum in block, inclusive of 3+/- Wednesday, 7+/-Thursday, 65+/- Friday, 70+/- Saturday, and 5+/- Sunday - or similar breakdown may be a good starting point) and costs. To be determined by the Convention Committee.
    o Accessibility
    o Technology (including adequate Wi-Fi to accommodate streaming and virtual translations)
    o Willingness to allow us to provide some of our own food and coffee service in hospitality
    o Dates available
    o Menu for banquet services including pricing and Vegan and gluten-free options
- Local members willing to serve
- Transportation services

The RCC will bring a recommendation to Region at the September meeting for the convention two years later (ex: in 2020 Areas are bidding for 2022). The site of the convention will be recommended by the RCC and ratified by the Region based on accessibility, availability of venues, costs, feasibility and needs of the fellowship.

If the RCC wishes to place the convention in a location within the region where no such letter has been received, the RCC will prepare a letter of intent to consider such a location and will submit it to the area service committee whose boundaries include or are closest to the desired location. If the area does not respond at all, the RCC may choose to go forward with that site selection only if they believe that they can adequately support and execute the convention without local support.

The RCC will strive to include NA members from all RSC member Areas to participate as subcommittee chairpersons, using, when possible, a rotation system.

At the beginning of the convention planning the RCC will host an initial planning meeting in late November or early December, inviting all interested members from around the region to participate, and requesting their help with the subcommittees. The Administrative Committee and Subcommittee chairpersons will be elected at this meeting. All elected members of the convention committee will receive access to planning documents including guidelines, timelines, and documentation from previous conventions. 🖾 Convention Committee

OVERVIEW OF REGIONAL CONVENTION CORPORATION (RCC)

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

The RCC is the "single point of accountability" for holding the annual regional convention on behalf of the RGRCNA. The RCC is responsible for documenting the annual convention processes, thereby developing convention guidelines for ongoing approval by the RGRSC.

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

- Mentor each subcommittee chairperson (in the event that no suitable subcommittee chair is available, an RCC member may serve as a subcommittee chair)
- Financial Accountability – Develop and maintain the process and procedures to collect, disperse, and report all financial transactions of the convention. This includes maintaining a registration process and monitoring financial transactions. The RCC will submit a detailed financial accounting of the convention no later than 60 days after the convention closes. Any discrepancies in this accounting will be thoroughly investigated by the Chair of the RGRSC and reported to the RGRSC.
- Hotel – negotiate contract with the hotel and act as the single point of accountability to the hotel.
- Vendors – Develop and maintain a relationship that negotiates with vendors to provide merchandise and the audio recording of the convention speakers.
- Contracts – Negotiate and sign all contracts associated with the RGRCNA.
- RCC Secretary gives access to the Google Drive folder for historic information.

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

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

TREASURER

The RCC Treasurer shall attend all convention committee meetings. All convention-related

purchases shall be made by the RCC Treasurer. The Treasurer shall collect any money from fundraising events and merchandise sales. If unable to attend an event generating income, they shall arrange for an RCC member to attend in their place.

RCC Treasurer Procedures
1. <u>Collection of Money</u>
    a. When the Treasurer receives money for any reason, the money should always be counted with at least one other individual.
    b. The collected amount and relevant information shall be entered in the duplicate receipt book.
    c. For merchandise and ticket sales: before distributing tickets or merchandise for sale to the general fellowship, a detailed list is to be prepared by the committee chair. Both the committee chair and the person receiving the merchandise to sell are to sign and date the document. The individual taking the merchandise will be responsible to either return the merchandise or turn in the equivalent cash.
    d. When collecting money, a detailed receipt shall be prepared listing how much money was collected, and the number of items sold. The original copy shall be given to the person turning in the money. Automatically generated electronic receipts will suffice for digital payments.
    e. Money handling is restricted to those addicts with 5 years clean time or longer. This includes utilizing Square to take credit card payments.
    f. Treasurer will train on cash handling and Square payments.
    g. All cash received should be deposited into the bank in a reasonable amount of time, and at a maximum of 5 days from receipt.

2. <u>Cash Register Procedures</u>
    a. Cash should be collected, counted and receipted from Registration and Merchandise registers periodically and daily during the convention when closing registration and merchandising. The money shall be counted by the Treasurer and one other trusted servant. A duplicate receipt will be created stating the time and date the money was collected, from what register the money was collected and the amount collected signed by both parties. A copy of that receipt along with the cash shall be put inside a sealed envelope with the date, time, register, and amount listed on the outside of the sealed envelope.
    b. All money collected will be deposited in a timely manner into the RCC bank or hotel safety deposit box by the RCC Treasurer.

3. <u>Debit Card Procedures</u>
    a. The debit card number is not to be given out. Only the Treasurer and another designated RCC member are authorized to use the RCC Debit Card.
    b. Before any debit card or check payment is made, a paper or electronic invoice will be submitted to the Treasurer.

4. <u>NTTC* Procedures</u>
    a. Before payment to any vendor or at the time of contracting for goods and services,

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check with the RCC Treasurer to see if we have a Non-Taxable Transaction Certificate. If no such certificate exists, the Treasurer can execute a new NTTC. To do so, the Vendor name, CRS number, address, phone & email should be provided to the Treasurer. If the vendor does not have a CRS number, they do not pay into NM Taxation and should not collect state tax. In Texas, there is an approval letter from the Secretary of State designating RGRCC, Inc as tax exempt.

5. Requesting Funds

    a. Funds must be requested from Treasurer, in writing, prior to purchase. For any funds to be released for any reason, they must be included in the current year convention budget, approved by the RCC OR a motion must be presented to the RCC requesting approval for use of funds for a stated purpose. All funds disbursed must provide a detailed receipt for all purchases using NA funds. Funds may be disbursed via check, CashApp, Venmo, Paypal. Items may be purchased directly by the Treasurer using the RCC bank account and utilizing any means as described above, be paid to the RCC member or subcommittee member responsible for purchasing with receipts provided back to the Treasurer immediately upon procurement, or via reimbursement to a member when receipts are provided to the Treasurer. All requests for funding should be made in writing via email to rgrccna.treasurer@gmail.com or via the RGRCCNA slack (rgrccna.slack.com).

    (NTTC). An approved NTTC will be created to submit to vendors prior to the issuance of payment. NTTC will be retrieved by Treasurer to avoid taxes in New Mexico. To get an NTTC, Treasurer will need name, address, and state tax ID for vendor. Subcommittee chair is responsible for getting the treasurer the Combined Reporting Systems (CRS) from the vendor. Similar documentation is available for Texas. See 4.a

HOTEL LIAISON & ALTERNATE LIAISON

Traditionally, the RCC Hotel Liaison and Alternate Liaison are both members of the RCC and are responsible for hotel business. Alternate Liaison may be a service member of the hosting Area. The Hotel Liaison and Alternate are the hotel's only point of contact authorizing changes and/or expenses (to include any A/V equipment rented from an outside contractor and security for after hour events). Works with hotel catering staff for the planning of all food and beverage items. Brings all menu selections to the committee for final approval. The Hotel Liaison shall sign BEOs. Alternate Liaison is being mentored to take over or is assisting the Hotel Liaison and is in a knowledgeable, supportive role.

OVERVIEW OF RGRCNA ADMINISTRATIVE COMMITTEE

- The RGRCNA Administrative committee will consist of a Chair, Vice Chair, and Secretary. RCC members are eligible to serve as members of the Administrative committee.
- The RGRCNA Administrative Committee (Chair, Vice Chair, and Secretary) shall attend every RGRCNA meeting.
- The RCC President (or another RCC member) will attend each RSC meeting with a report on the convention progress. A written report must be submitted to the RSC including the Detail tab from

the convention budget file.
- The RGRCNA Administrative committee submits to the RCC for approval the proposed budgets for the Administrative committee, each RGRCNA subcommittee and the convention in general.
- The budget template should be closely followed. See the budget template included in this document.
- Any and all outside services provided for the convention will have written contracts or invoices and shall be submitted to the RCC Treasurer.

ADMINISTRATIVE CHAIR

The RGRCNA Chair guides the planning of, oversees the execution of, and summarizes the final report(s) of RGRCNA. Suggested clean time: 5 years and previous convention experience.
- Sets the agenda and shall preside over all general RGRCNA meetings, including any RGRCNA meetings held at the RSC.
- Facilitates all meetings of the convention committee using consensus (reference CBDM Basics literature from NAWS).
- Provides help, guidance and support to other members of the committee when needed
- Keeps activities within the principles of the 12 Traditions and in accord with the purpose of the convention
- Prepares administrative committee budget and monitors fund flow or overall budget with RCC Treasurer
- Completes a final written summary and final RGRCNA report to the RSC with timeline updates
- Chairs the main meeting of the RGRCNA - usually the Saturday night meeting
- Has access to and administrative rights to the RGRCNA Facebook page and assigns roles as needed for promotion of the convention.
- This person will roll on to the RCC for a year 1 term at the close of the convention

ADMINISTRATIVE VICE CHAIR

The RGRCNA Vice Chair works under the direction of the Chair, performing all duties necessary for successful completion of all RGRCNA activities and events. This elected trusted servant is available to other RGRCNA Administrative committee members and to subcommittees as a resource by sharing experience, strength and hope. Suggested clean time: 4 years and previous convention experience.
- Serves as Chair in the absence of the Chair.
- Coordinates and oversees and attends ALL RGRCNA subcommittees where they will assist the subcommittees in adhering to timelines. The Vice Chair will work with the Chair to ensure that all parts of RGRCNA are progressing smoothly and effectively.
- Submits a written report at each RGRCNA meeting.

ADMINISTRATIVE SECRETARY

The RGRCNA Secretary is responsible for producing, obtaining, and maintaining the written records of the proceedings of the RGRCNA committee and collaboration meetings. This elected trusted servant functions as an information resource to all concerned with the RGRCNA. The Secretary is responsible for ensuring Technology Committee is present to host

all hybrid meetings with computer equipment including setting up for committee meetings. Equipment for meetings include laptop, set of speakers, camera, microphone, projector, storage case, HDMI cable, ethernet cables, and a power strip to be returned to RCC at October closeout meeting. Suggested clean time:
2 years.

- Keeps accurate minutes of each RGRCNA general meeting and collaboration meetings and maintains the current (and past) RGRCNA archives
- Distributes copies of the minutes to each RGRCNA Administrative Committee member, to each Subcommittee Chair, to all RCC members and to the RSC no later than 10 days following a meeting, and/or maintains a copy in the RGRCNA archives.
- Keeps on file all RGRCNA committee, collaboration meetings, and subcommittee reports
- Maintains a roster of administrative committee and subcommittee chairpersons
- Promptly distribute any inquiry received concerning RGRCNA information to the appropriate committee or service body
- Monitors and utilizes the convention secretary position email for all convention related communication: rgrcna.secretary@gmail.com
- Manages all the Convention Google Drive - making sure reports are placed in appropriate folders, minutes are clear and saved in the drive, and the calendar is utilized for scheduling subcommittee, collaboration meetings, and committee meetings.

GENERAL REQUIREMENTS & RESPONSIBILITIES OF SUBCOMMITTEES

Subcommittees will perform their functions in accordance with the Timelines provided to them by the RCC. At each meeting of the RGRCNA committee, the chairperson of each subcommittee will submit and present a report to the committee on the status of the tasks listed on the month-by-month timeline, along with any obstacles to completion. The RGRCNA Committee and all subcommittees shall conduct business and communicate using technology (ex: Google Drive and Zoom). Each subcommittee will need a device, necessary equipment, and adequate Wi-Fi to host Zoom hybrid meetings (consider speed of Wi-Fi for video conferencing).

All subcommittees will work in collaboration, during the collaboration meetings, to verify that the schedule includes all activities without interfering with each other. The Program Chair is responsible for scheduling and chairing each collaboration meeting.

FUNDRAISING AND ENTERTAINMENT
Clean time requirement of 5 years for cash handling.
General:
- Chair or subcommittee designate attends every RGRCNA Committee meeting with written report of subcommittee activities and status of timeline tasks.Makes ongoing notes of changes to be considered on Timelines/Guidelines for future convention committees. These notes will be turned in with the final report.

- Expected to attend the combined collaboration meeting with the other subcommittee chairs (Fundraising & Entertainment, Graphics & Merchandise, Hospitality, Hotel Liaison, Interpretation, Program, Registration, Volunteer Coordinator, Technology, and Webmaster) for greater coordination and collaboration.
- Plans and executes various fundraising and/or "fun-raising" events throughout the region, and in collaboration with Area Activities Committees
- Distributes flyers and announcements of various events to the fellowship in a timely manner
- Collects revenues from events, and with the Treasurer, accounts for the funds at the end of each event
- Plans all entertainment for the convention
  o Suggestions: Comedian (ticketed event); Dance/DJ (free event); Game Room, Live Music, Coffee Bar, Karaoke, Silent Disco - these have all been successful and well attended events.
- Brings entertainment plans to the RGRCNA committee for final approval
- Is the liaison to all entertainers
- Is responsible for raising funds for the convention throughout the convention cycle, by creating events throughout the region and holding events onsite at the convention to bring in revenue

RELATIONSHIPS:
- Prepare a budget using prior year's dollar amounts (following template) and turn in to RGRCNA Committee to be passed along to RCC for final approval
- After planning any activities to spark interest and encourage participation in the convention, coordinate with *Graphics Merchandise, Convention Information, and Translations/Spanish Program Chair* for printing of flyers. ALL FLYERS MUST BE APPROVED BY THE RGRCNA PRIOR TO DISTRIBUTION.
- Communicate with RCC *Hotel Liaison* regarding any space, lighting, sound or other needs for the entertainment at the convention
- Work with the *RCC* to contract any performers
- Coordinate with *Program* for scheduling of events

GRAPHICS & MERCHANDISE
Clean time requirement of 5 years for cash handling.
General:
- Chair or subcommittee designate attends every RGRCNA Committee meeting with a written report of subcommittee activities and status of timeline tasks.
- Makes ongoing notes of changes to be considered on Timelines/Guidelines for future convention committees. These notes will be turned in with the final report.
- Expected to attend the combined collaboration meeting with the other subcommittee chairs (Fundraising & Entertainment, Graphics & Merchandise, Hospitality, Hotel Liaison, Interpretation, Program, Registration, Volunteer Coordinator, Technology, and Webmaster) for greater coordination and collaboration.
- Solicits graphic/theme entries from the fellowship in support of the theme of the convention in English and Spanish. *Please note: artw*ork that is selected for finalists should be able to be shrunk down to appear on pens, flyers, magnets, or other convention items and still be legible. Small, delicate artwork is difficult to reproduce in this way.
- Brings the entries and recommendations to the RGRCNA committee for final approval

- Find a printer for all flyers, forms, signs, displays, tickets, programs and banner
- Be certain that for all NA logos that fall under the Fellowship Intellectual Property Trust are marked with the ® symbol
- Makes sure all approved artwork is in the form needed by printer
- Provide artwork in print ready form to other subcommittees as needed
- May choose items for pre-convention sales that are of a design that does not include the convention logo
- Attend fundraising events to sell pre-convention merchandise
- Study and choose items for sale at the convention, using previous sales data to plan for purchases.
    - T-Shirts, Women's V-neck Shirts, Tank Tops, 16oz (or larger) Coffee Mugs are a minimum. Other good sellers include hats, teddy bears, keychains.
- Bring recommended item choices to the RGRCNA committee for final approval
- Assemble a capable team to work at the Merchandise tables during the convention
- Inventory items before and at the end of the convention
- Pre-Convention merchandise is sold throughout the Region at RSC and other convention fundraising events. Merchandise is created with artwork OTHER than the convention logo/artwork. Graphics & Merchandise may offer t-shirts, sweatshirts, hats etc. as Pre-Convention Merchandise. Order to sell out, not to have a lot! These items are considered *first come, first serve - buy them while we have them!*

RELATIONSHIPS:
- Prepare a budget (following template) and turn in to RGRCNA Committee to be passed along to RCC for final approval *Include projected income for merchandise.*
- Provide design choices to the *Convention Committee.* Provide approved designs to *Convention Information, Registration* and *Merchandising* as needed
- Work with *Convention Information, Program* and *Registration* to gather information needed to design and print banner, posters, programs, tickets, flyers and directional posters
- Communicate with RCC *Hotel Liaison* regarding hotel guidelines for hanging banner and posters
- Communicate with RCC *Hotel Liaison* regarding space provision, security and scheduling of Merchandise room.
- Coordinate operational hours with *Program* and communicate them to *Convention Information* for inclusion in the program grid **Note**: Hours should be standardized to match early birds and late arrivers. Open early, close late. Close during the main speakers.
- Work with the *RCC* for contracting vendors
- Work closely with the *Treasurer* for handling of inventory and cash

HOSPITALITY
Clean time requirement of 2 years. Donations or cash handling must be coordinated with the Treasurer if less than 5 years clean time.

General:
- Chair or subcommittee designate attends every RGRCNA Committee meeting with a written report of subcommittee activities and status of timeline tasks.
- Makes ongoing notes of changes to be considered on Timelines/Guidelines for future convention committees. These notes will be turned in with the final report.
- Expected to attend the combined collaboration meeting with the other subcommittee chairs (Fundraising & Entertainment, Graphics & Merchandise, Hospitality, Hotel Liaison, Interpretation, Program, Registration, Volunteer Coordinator, Technology, and Webmaster) for greater coordination and collaboration.
- Coordinates with Treasurer to purchase food items prior to the start of the convention
- Coordinates operational hours with **Program** and communicate them to **Convention Information** for inclusion in the program grid
- Plans and operates hospitality room(s) during the convention
  - May reach out to local groups, other areas or groups to host time slots in the hospitality room, and provide meals, snacks, etc.
  - Keeps track of on-line sign up on the web for groups hosting meals and snacks during the convention
  - Groups are expected to bring meals and food items that are already prepared, will serve the items, and clean up afterwards

RELATIONSHIPS:
- Prepare a budget (following template) and turn in to RGRCNA Committee to be passed along to RCC for final approval

PROGRAM
Clean time requirement of 5 years.
General:
- Chair or subcommittee designate attends every RGRCNA Committee meeting with a written report of subcommittee activities and status of timeline tasks.
- Makes ongoing notes of changes to be considered on Timelines/Guidelines for future convention committees. These notes will be turned in with the final report.
- Expected to chair, host, and attend the combined collaboration meeting with the other subcommittee chairs (Fundraising & Entertainment, Graphics & Merchandise, Hospitality, Hotel Liaison, Interpretation, Program, Registration, Volunteer Coordinator, Technology, and Webmaster) for greater coordination and collaboration.
- Attend all Translations/Spanish Program Subcommittee meetings.
- Plans all workshops/panels and meetings at the convention, in keeping with the theme of the convention and our spiritual principles.
- Attempts a balance of workshops sensitive to the needs of the fellowship
- Selects all speakers, chairpersons and readers, striving to include members from throughout the region, country and world, if applicable.
- Previous committees have selected workshop/panel speakers from the pool of registered attendees
- Bring final selection of main speakers to the convention committee for approval

- Make all travel arrangements for main speakers
- Inform Hotel Liaison of speaker room requests and special accommodations including arranging for delivery of speaker gifts to the front desk on Wednesday before the convention
- Schedule all events to take place during the convention in collaboration with Fundraising & Entertainment and Spanish Program & Translation
- Prepare a written program for the convention - **Graphics & Merchandise** will formalize the printed program and get it translated into Spanish with the help of the Translations/Spanish Program Committee
- Prepare formats for all meetings and workshops
- Arrange for the audio recording of speakers (if not already under contract with vendor, provide three vendor bids to submit)
- Obtain release forms from all speakers who will be recorded
- Oversees all program activities during the convention

RELATIONSHIPS:
- Prepare a budget (following template) and turn in to RGRCNA Committee to be passed along to RCC for final approval
- Provide final draft of program with speakers, times and topics to Translations and Spanish Language for translation and *Graphics & Merchandise* for printing the program
- Communicate with RCC *Hotel Liaison* to define space and facility's needs, as well as to coordinate lodging for main speakers
- Cooperate with *Entertainment* and RCC *Hotel Liaison* to schedule and coordinate events
- Work with the *RCC* to contract for taping of speakers and workshop
- Determine gifts and included amenities for Main Speakers (convention merchandise will come from your budget as well if you elect to provide these items to speakers)

REGISTRATION
- Clean time requirement of 5 years for cash handling.
- Chair or subcommittee designate attends every RGRCNA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- Expected to attend the combined collaboration meeting with the other subcommittee chairs (Fundraising & Entertainment, Graphics & Merchandise, Hospitality, Hotel Liaison, Interpretation, Program, Registration, Volunteer Coordinator, Technology, and Webmaster) for greater coordination and collaboration.
- Selects items for preregistration sales and for the registration packets
  - Preregistration items that have sold well include Travel Coffee Mugs, Blankets, Bags/Totes. Consider minimum order quantities when choosing these items. They will be available for purchase from the date registration opens until early bird registration ends (approx 5-6 weeks prior to convention date). You will order the number of items sold ONLY. Items will be picked up onsite at the convention.
  - Preregistration items are available for sale from early registration kick off through early registration (generally 6 weeks before convention opening). Any extra items (from minimum order requirements) may be sold onsite.
- Works with the regional web servant/treasurer to obtain access to online reports for

preregistrations, for posting of any information on the website, and for scheduling email blasts that drive people in the database to the website for pre-registration
- Coordinates operational hours with **Program** and communicates them to **Convention Information** for inclusion in the program grid.
- Assembles a capable team (a minimum of 7 to 10) to work at the Registration table during the convention. Suggested to have at least 4 people onsite with laptops for data entry, thoroughly trained in data entry & WOO Commerce, or if using Square only, 4 people with devices and Square accounts.
  - o Hours need to begin 2 hours prior to the first event on opening day (usually Thursday) and close 2 hours after the conclusion of the events on each day. Close during main speakers. Final close on Saturday 1 hour before the banquet begins.
- If requested to do so, prepare statistical data for presentation at the main speaker meeting.
  - o Miles driven, total clean time in attendance, etc.

RELATIONSHIPS:
- Prepare a budget (following template) and turn in to RGRCNA Committee to be passed along to RCC for final approval
- Work with *Graphics & Merchandise* to develop a convention flyer and registration form using information from *Program,* RCC *Hotel Liaison, Merchandise, Translations and Spanish Language, Convention Information* and *Entertainment*. Give it to *Convention Secretary* for distribution. ALL FLYERS MUST BE APPROVED BY THE RGRCNA PRIOR TO DISTRIBUTION.
- Work with the *Treasurer* and *RCC* to clarify procedures for handling registrations, money, and record- keeping system
- Coordinate with *Graphics & Merchandising* and *Convention Information* to prepare registration packets
- Coordinate with RCC *Hotel Liaison* regarding deadlines for banquet and breakfast numbers.
  - o You will print the EXACT number of meal tickets available. Generally, offer beef, chicken, fish, and vegetarian options for the banquet.

TECHNOLOGY
Clean time requirement of 2 years.
General:
- Chair or subcommittee designate attends every RGRCNA Committee meeting with a written report of subcommittee activities and status of timeline tasks.
- Makes ongoing notes of changes to be considered on Timelines/Guidelines for future convention committees. These notes will be turned in with the final report.
- Assembles a team of volunteers (minimum of five) with virtual experience to host on-line meetings during the convention.
- Responsible for Regional and RCC Zoom accounts during the convention for any on-line or hybrid meetings.
- Keeps an inventory of technical equipment used throughout the convention, labels items, and makes sure it is returned to storage at the close of the convention.
- Expected to attend the combined collaboration meeting with the other subcommittee chairs (**Fundraising & Entertainment, Graphics & Merchandise, Hospitality, Hotel Liaison,**

Interpretation, Program, Registration, Volunteer Coordinator, Technology, and Webmaster)
for greater coordination and collaboration.

RELATIONSHIPS:
- Prepare a budget (following template) and turn in to RGRCNA Committee to be passed along to RCC for final approval
- Works with all committees to designate appropriate technological needs are met and tests the equipment prior to use.
- Coordinates with Hotel Liaison any on-site technology needs such as wi-fi connections set up (to include any extra equipment that might be needed to be rented) .
- Coordinates with Webmaster any postings for the web page.
- Creates flyers or provides Arts & Graphics Subcommittee with Zoom (or other) information for convention attendees to access those meetings. QR codes are also useful.

TRANSLATION, INTERPRETATION & SPANISH PROGRAM

Clean time requirement of 2 years.

General:
- Chair or subcommittee designate attends every RGRCNA Committee meeting with a written report of subcommittee activities and status of timeline tasks.
- Makes ongoing notes of changes to be considered on Timelines/Guidelines for future convention committees. These notes will be turned in with the final report.
- Expected to attend the combined collaboration meeting with the other subcommittee chairs (**Fundraising & Entertainment, Graphics & Merchandise, Hospitality, Hotel Liaison, Interpretation, Program, Registration, Volunteer Coordinator, Technology, and Webmaster**) for greater coordination and collaboration.
- Attend all Program Subcommittee meetings
- Along with the **Program** Subcommittee, plans all Spanish workshops and meetings at the convention, in keeping with the theme of the convention and our spiritual principles.
- Translate any new sections of the registration form and/ or the program and flyers
- Attempts a balance of workshops sensitive to the needs of the fellowship
- Selects all Spanish speakers, chairpersons and readers, striving to include members from throughout the region, country and world, if applicable
  - o Previous committees have had success selecting workshop/panel speakers from the pool of registered attendees
- Bring final selection of Spanish main speaker to convention committee for approval
- Make all travel arrangements for Spanish main speaker
- Inform **Hotel Liaison** of speaker room needs and special accommodations to include arranging for delivery of speaker gifts to the front desk on Wednesday before the convention
- Review and select Spanish interpreters and ASL interpreters for main meetings and possibly for workshops
- Determine type of translation needed to support Bi/Trilingual meetings.
- Coordinate needs with **Technology** Committee and **Programs** Committee to ensure a well-balanced event.

- Prepare and coordinate formats for Spanish meetings and workshops with Programs Committee
- Selects and contracts (with RCC) onsite ASL and Spanish Interpretation for appropriate activities (main speakers, a track of workshops in ASL and a track of Spanish/bilingual workshops). Check with local fellowship for preferred interpreters (ASL/Spanish).

RELATIONSHIPS:
- Prepare a budget (following template) and turn in to RGRCNA Committee to be passed along to RCC for final approval
- Coordinate Spanish program with the *Program* subcommittee, and translate it
- Translate the registration form if submitted to you by *Registration, as well as, flyers*
- Communicate with RCC *Hotel Liaison* to define space and facilities needs
- Work with the *RCC* to contract for translators and interpreters
- Inform Technology Committee of any technical needs

VOLUNTEER COORDINATOR & CONVENTION INFORMATION
Clean time requirement of 4 years.
General:
- Chair or subcommittee designate attends every RGRCNA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- Makes ongoing notes of changes to be considered on Timelines/Guidelines for future convention committees. These notes will be turned in with the final report.
- Expected to attend the combined collaboration meeting with the other subcommittee chairs **(Fundraising & Entertainment, Graphics & Merchandise, Hospitality, Hotel Liaison, Interpretation, Program, Registration, Volunteer Coordinator, Technology, and Webmaster**) for greater coordination and collaboration.
- Compiles an ongoing list of volunteers willing to help out other subcommittees as needed (such as hotels, hospitality, programs, interpretation, etc.).
- Assigns walkie talkies to key subcommittee members in order to provide ongoing communication among subcommittees during the convention and keeps the equipment charged using a centralized location
- Inform NA members about RGRCNA through registration flyers, meeting announcements and web postings
- Contact treatment centers and other agencies that serve addicts to inform them of the convention
- Contacts NAWS, through www.na.org and the WSZF through www.wszf.org for posting on the calendar, with the dates and location of the convention as soon as they are available
- Prepares Press Announcement for non-NA people attending the convention, taking it to the committee for final approval prior to printing
- Arranges volunteers to set up (including banners) and packing up with returning items to storage.

RELATIONSHIPS:
- Prepare a budget (following template) and turn in to RGRCNA Committee to be passed along to

RCC for final approval

- Keep in contact with *Program,* RCC *Hotel Liaison* and *Graphics & Merchandise* to have the most accurate, up-to- date information regarding the convention
- Obtain artwork for flyers from *Graphics & Merchandise*
- Inform *Registration* of projected numbers of attendees from any area residential treatment centers if known
- Prepare Press Announcement

WEBMASTER

Clean time requirement of 5 years for monetary transactions. If less than 5 years, restrict access from Square store. Treasurer can create Square store and sync with Woo Commerce webstore (if using).
General:

- Chair or subcommittee designate attends every RGRCNA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- Makes ongoing notes of changes to be considered on Timelines/Guidelines for future convention committees. These notes will be turned in with the final report.
- Expected to attend the combined collaboration meeting with the other subcommittee chairs (**Fundraising & Entertainment, Graphics & Merchandise, Hospitality, Hotel Liaison, Interpretation, Program, Registration, Volunteer Coordinator, Technology, and Webmaster**) for greater coordination and collaboration.
- Develops links and post flyers (that have been translated) for all of convention needs – such as registration, entertainment, hospitality, programing, interpretation, merchandise, convention information, and administrative committee.
- Inform NA members about RGRCNA through web postings and links to other Areas
- Maintains RGRCNA website including links to registration, pre-registration merchandise, hotel registration, and Woo Commerce/Square reports.
- Has access to and administrative rights to RGRCNA Facebook page to post and promote the convention.

RELATIONSHIPS:

- Prepare a budget (following template) and turn in to RGRCNA Committee to be passed along to RCC for final approval
- Keep in contact with *Program,* RCC *Hotel Liaison* and *Graphics & Merchandise* to have the most accurate, up-to- date information regarding the convention
- Obtain artwork for flyers from *Graphics & Merchandise*
- Collaborate with *Registration to post registration items.*
- Works closely with RGRSC webmaster and Area webmasters
- Communicate with all other committees regarding website needs and give regular reports from Woo Commerce.

RGRCNA Budget Template

Budget		Anticipated Income		Expenses				Balance
Admin								
Headsets	$0.00							*$0.00*
Bank Fees	$10.00							*$10.00*
Square Fees	$413.28							*$452.52*
Kickoff	$300.00							*$300.00*
Sending equipment	$120.00							*$120.00*
Tarp, tape, bags	$0.00							*$0.00*
Office Supplies	$0.00							*$0.00*
	$882.52			**0**				***$882.52***
Technology								
								$0.00
Speakers	$0.00							*$0.00*
New Microphone	$0.00							*$0.00*
Camera	$0.00							*$0.00*
Zoom	$120.00							*$120.00*
HDMI Cables/USB Ext	$0.00							*$0.00*
	$120.00			**0**				***$120.00***
Arts and Graphics & Merch								
								$0.00
Pre-Conv Merch	$2,016.00							*$2,516.00*
Convention Merch	$3,667.00							*$3,167.00*

Artwork Winner Merch/Reg	$100.00				*$100.00*
Printing Tickets/badges	$150.00				*$150.00*
Signs & Poster	$250.00				*$250.00*
Programs	$400.00				*$400.00*
Banner	$120.00				*$120.00*
	$6,703.00		**0**	**0**	***$6,703.00***

Entertainment & Fundraising

DJ Dance	$0.00				*$0.00*
Comedian/Entertainer	$2,384.00				*$2,384.00*
Other	$116.00				*$116.00*
Decorations	$0.00				*$0.00*
Donations	$0.00				*$0.00*
Band	$0.00				*$0.00*
Play	$0.00				*$0.00*
Centerpieces	450				
Matachines	$0.00				*$0.00*
Travel	$0.00				*$0.00*
	$2,950.00		**0**	**0**	***$2,500.00***

Hospitality

Snacks/Drinks	$1,074.00				*$1,074.00*
Coffee	$0.00				*$0.00*
Hospitality 2 Rooms	$426.00				*$426.00*
					$0.00
	$1,500.00			**0**	***$1,500.00***

Hotel

Food & Beverage++	$6,000.00							$6,000.00
Setup Fee	$3,587.00							$3,587.00
Banner Hanging Fee	$0.00							$0.00
Conf. Room	$0.00							$0.00
AV Charge	$120.00							$120.00
Tips	$1,200.00							$1,200.00
	$10,907.00			**0**		**0**		***$10,907.00***

Program

Travel & Misc	$2,145.00							$2,145.00
Speaker Gifts	$260.00							$260.00
Workshop Spk Gifts	$375.00							$375.00
Speaker Rooms	$1,620.00							$1,620.00
Speaker Meals	$340.00							$340.00
Speaker Entertainment	$60.00							$60.00
Binders/Materials	$250.00							$250.00
Auction Items	$0.00							$0.00
Fundraising	$0.00							$0.00
Newcomer Books	$500.00							$500.00
	$6,000.00				**0**			***$6,000.00***

Registration

Misc	$200.00							$200.00

Onsite Registration	$2,245.00				$2,245.00
PreReg items					$0.00
pen/magnet	$350.00				$350.00
Badge holders/Lanyards	$755.00				$755.00
Printing/Envelopes	$250.00				$250.00
	$3,800.00		**0**	**0**	**$3,800.00**

Volunteer & Convention Information

T-Shirts @25					$0.00
Misc	$450.00				$450.00
Fundraiser	$0.00				$0.00
Lanyards	$0.00				$0.00
copies, printing postage	$0.00				$0.00
Fliers	$0.00				$0.00
	$450.00		**0**	**0**	**$450.00**

Translation, Interpretation & Spanish Program

ASL	$720.00				$720.00
Spanish	$1,720.00				$1,720.00
Equipment	$0.00				$0.00
Speaker Gift	$100.00				$100.00
Readings	$0.00				$0.00
Main Travel	$1,400.00				$1,400.00
Headsets	$700.00				$700.00
Entertainment	$50.00				$50.00
PreReg Items	$0.00				$0.00

Main Hotel	$780.00								*$780.00*
Meals	$240.00								*$240.00*
		$5,710.00			0				*$5,710.00*
TOTAL	**$38,572.52**		0	0					*$38,572.52*

MASTER TIMELINE

SEPTEMBER (Twelve months prior)

Hotel

- Hotel Liaison negotiates contract with hotel or hotels to accommodate 125-150 sleeping rooms total (with option to increase block number as needed). Negotiations to include 1 free speaker room night per every 40 rented room nights, possibility of two hospitality rooms-at least one complimentary, complimentary meeting space, high-speed internet to use with Zoom or streaming platform virtually and to accommodate translations, rented A/V equipment, security fees, banner hanging charges, possible room rental for initial kickoff meeting, and complimentary monthly meeting space for planning meetings .
- Collaborates with RCC regarding ongoing negotiations.

RCC Members

- Perform hotel selection process which includes defining space and sleeping room requirements, accessibility and cost.
- Hotel Liaison negotiates contract with hotel to be reviewed by RCC Members prior to signing.
- President signs contract with hotel.
- Update Google Drive access for newly elected and outgoing RCC Board Members.

OCTOBER (Eleven months prior)

Hotel

- Hotel Liaison negotiates contract with hotel, if necessary or hotels to accommodate 125-150 sleeping rooms total (with option to increase block number as needed). Negotiations to include 1 free speaker room night per every 40 rented room nights, possibility of two hospitality rooms-at least one complimentary, high speed internet to use with Zoom or streaming platform virtually.
- Collaborates with RCC regarding ongoing negotiations.

RCC Members

- Elect or confirm mentored Hotel Liaison.
- Elect or confirm an Alternate Hotel Liaison for mentorship.
- Schedule the initial meeting for electing the administrative committee, subcommittee chairs and organizing the committee at large.
- Establish budget for initial kickoff meeting.
- Send out notice of the initial meeting along with a request across the region for subcommittee chairs and administrative committee for the next convention.
- Prepare Google Drive by updating Appendix A, timelines and documentation.
- Create a Google Drive folder for that year's convention committee.

NOVEMBER (Ten months prior)

Hotel
- Hotel Liaison negotiates contract with hotel or hotels to accommodate 125-150 sleeping rooms total (with option to increase block number as needed). Negotiations to include 1 free speaker room night per every 40 rented room nights, possibility of two hospitality rooms-at least one complimentary, high-speed internet to use with Zoom or streaming platform virtually, if necessary.
- Collaborates with RCC regarding ongoing negotiations.

RCC Members
- Hold the initial organization meeting of the convention committee.
- Distribute Timelines to each newly elected convention committee member.
- Distribute budget template to each subcommittee.
- Pass on to the **Program** or **Spanish Program** subcommittee any speaker CDs that come to the Regional Post Office Box.
- Teach new trusted servants to use Google Drive , Slack, and Zoom.
- Discuss consensus-based decision making, provide info on CBDM from NAWS.

DECEMBER (Nine months prior)

Fundraising & Entertainment
- Assemble your Fundraising & Entertainment subcommittee.
- Elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention.
- Review previous convention Entertainment Subcommittee reports (go 2-3 years back) for actual pre-convention fund-raisers and convention events for use in projecting income. If doing a comedy show, prepare to pay a professional.
- Review timeline and delegate tasks.
- Review previous year proposed and actual budgets.
- Develop a proposed itemized budget including projected income.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Graphics & Merchandise
- Assemble your Graphics & Merchandise subcommittee.
- Elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention.
- Review previous convention Merchandise Committee reports (go 2-3 years back) for actual pre-convention and convention merchandise sales for use in projecting income (what was purchased, what sold, what we ran out of, and what was left over) (in the Google Drive).
- Begin requesting submissions of themes:
- Send a flyer to RCMs requesting themes (with or without artwork) with a deadline of January15th.
- Themes need to be in English and Spanish.
- Submitters MUST include reference from NA literature, and include the name of literature, page number to be located on.

- Post flyer on Rio Grande Regional Convention of NA Facebook page (or have Website Coordinator do so).
- Review timeline and delegate tasks.
- Review previous year proposed and actual budgets.
- Develop a proposed itemized budget including projected income.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Hospitality
- Assemble your Hospitality subcommittee.
- Elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention.
- Arrange with Hotel Liaison/Alternate Liaison to inspect the hospitality room accommodations.
- Check with hotel liaison if a second hospitality room (or refrigerator) needs to be included in the budget.
- Review previous convention Hospitality Committee reports (go 2-3 years back) (in the Google Drive).
- Review inventory of Hospitality assets in storage.
  Begin preparing your plan for transporting items from storage to the convention site.
- Review timeline and delegate tasks.
- Review previous year proposed and actual budgets.
- Develop a proposed itemized budget.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Hotel
- Schedule all in-person convention committee meetings with hotel.
Monthly until 2 months prior to the event; then biweekly until 3 weeks prior, then weekly; include Wednesday night walkthrough prior to event start and walkthrough on Sunday at close of the convention.
- May need to schedule technology tests at the hotel periodically for the Technology Committee.
- Review previous year proposed and actual budgets. Inquire about concessions and any hidden set up fees to include high-speed WiFi, or technology charges (Screen and Sound Mixer may be needed for Sunday's "Gone But Not Forgotten" segment). RCC has a projector.
- Review any continuing contracts from the prior year that may still be in place (Taper, DJ, Jeweler, etc.) and confirm any sound, electrical, and furniture needs.
- Review timeline.
- Develop a proposed itemized budget considering tips for hotel staff.
- Determine Food & Beverage minimums(if any) for appropriate banquet/breakfast prices and options. Consider charging only costs (include ++) or taking a loss to sell out and meet hotel minimums.

Program
- Assemble your Program subcommittee – you will need to have a minimum of 4 members,

suggested to have 8-10.

- Elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention.
- Review previous year proposed and actual budgets (in the Google Drive).
- Develop a proposed itemized budget estimating travel expenses and hotel nights and gifts for Speakers.
- Review timeline and delegate tasks.
- Solicit donations for fundraising

RCC Members

- Attend Convention Committee meeting.
- Collaborate with Chair to develop an itemized administrative budget.

Registration

- Assemble your Registration subcommittee – you will need to have a minimum of 3 members. Consider technology skill levels - onsite data entry is very important, along with Square, & WOO Commerce knowledge (if using Woo)!
- Elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention.
- Review previous convention reports (go 2-3 years back) for actual registration numbers- including meals sold (and options), as well as pre-registration merchandise sales for use in projecting income.
- Review timeline and delegate tasks.
- Begin discussing items to be included in registration packet and badge holders – to be finalized in June.
- Begin discussing pre-registration merchandise items that will be sold only during pre-registration- to be finalized in February.
- Review previous years proposed budgets and actual expenses (in the Google Drive).
- Develop an itemized budget including projected income using provided template (in the Google Drive)

Technology

- Assists with technology needs and prepares for streaming at the convention.
- Make sure the host hotel has Wi-Fi (at no extra cost) that can accommodate our needs for holding a convention virtually (via Zoom) to include translators logging in and members logging into the interpretation feature during the convention to access translation. If the Wi-Fi is lacking, the Committee Chair may want to request from Hotel Liaison that lined connections be made available or mobile hot spots be purchased.
- Committee members may need to assist with technology equipment to hold the Convention Kickoff Meeting hybrid.

Translation, Interpretation & Spanish Program

- Assemble your Translation, Interpretation & Spanish Program subcommittee– a minimum of three (3) people would be ideal.

- Elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention.
- Review previous year proposed and actual budgets (in the Drive).
- Begin looking for onsite interpreters to translate main meetings for Spanish/English and American Sign Language. Check in with the local fellowship for appropriate ASL interpreters.
- Develop a proposed itemized budget estimating travel expenses and hotel nights and gifts for Speakers. *Ensure budget includes estimated cost of interpreters to translat*e (at least) main meetings for Spanish/English and American Sign Language.
- Prepare to translate any items for print or website.
- Review timeline and delegate tasks.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Volunteer Coordinator & Convention Information
- Assemble your Volunteer & Information subcommittee. Recruiting will be an ongoing task.
- Elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention.
- Review timeline and delegate tasks.
- Coordinate with all subcommittees about volunteer needs.
- Review previous year proposed and actual budgets.
- Develop a proposed itemized budget.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Website Coordinator
- Assemble subcommittee, if needed.
- Elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention.
- Update rgrcna.org, as well as both Facebook Convention pages, with generic "save the date" information such as dates and hotel location and provide to Area webmasters (or links).
- Get a contact list of all subcommittee chairs with their email address. Reset passwords for @rgrcna emails if needed and prepare login information with passwords for each subcommittee chair.
- Post Graphics Flyer and Logo Contest information on Facebook, rgrcna.org and on riograndena.org.
- Post Speaker File Submission information on rgrcna.org and riograndena.org.
- Collaborate with **Volunteer Coordinator** to post "Volunteer" or "How to be of Service Information" sign up on rgrcna.org and on riograndena.org.
- Only website content (HTML) for rgrcna.org and riograndena.org can be translated with Google Translate Widget. All images and PDFs that are posted to the websites will need translation from Translation, Interpretation & Spanish Program Subcommittee before posting online.
- As soon as all information is available, post the convention to na.org events calendar (coordinate with **Hotel**: you need date, location, venue address, venue location, venue phone number for our room block reservation, event contacts such as convention chair, registration chair, and program chair).
- Attend Graphics & Merchandise meetings.

- When convention theme and artwork are translated and finalized, update rgrcna.org and Facebook page.
- Meet with **Volunteer Coordinator, Program, Hospitality, and Hotel** Subcommittees to start gathering their ideas/needs for the websites.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

JANUARY (Eight months prior)

Fundraising & Entertainment
- Submit proposed itemized budget including projected income for RCC and Committee approval in February.
- Plan first fundraising or "fun-raising" event and create a proposed schedule for all pre-convention events. Events are usually in Central, Northern, and Southern parts of the region and travel will be involved. The first event is in March or April, which is when pre-registration opens. Coordinating with Area Activities chairs is appropriate and helpful.
- Confirm with **Hotel** Liaison whether use of space at the hotel is included in the contract for pre-convention events and have Hotel Liaison pencil in dates with the Hotel.
- Collaborate with **Registration** subcommittee to ensure Registration subcommittee members are available to attend all pre-convention events.
- Collaborate with **Graphics & Merchandise** subcommittee to ensure that its members are available to attend all pre-convention events to sell pre-convention merchandise.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Graphics & Merchandise
- Submit proposed itemized budget including projected income for RCC and Committee approval in February.
- Submit the top three themes with Spanish translations (from **Spanish Program & Translation** subcommittee) and literature references for the Committee to vote on at the January meeting and present at Region in March.
- Develop an itemized budget:
    - Remember that your budget will pay for both pre-convention and conventions merchandise, which you will sell.
- Decide what, if any, pre-convention items to submit to the committee next month (including cost, minimum quantity, number to order and potential income).
- Begin requesting submissions of art for selected theme (if only theme was selected):
- Send a flyer to the RSC Secretary asking that it be sent out to the RSC asking RCMs to distribute in all Areas. Give a March 15 deadline for submissions offering free registration and shirt to the winner(s).
- Important information for the artist
    - Logo words should be in English and in Spanish.
    - The date of the Convention.
    - RGRCNA #### [Roman numerals]. (2024 was XXXIV)

- o Resolution and format of artwork should be high resolution, digital, fully rendered, vectored, and in .ai, .jpg, .psd, .pdf or usable digital format. Also, artwork will be stretched and shrunk for banners to pens.
- **G&M** committee should keep track of requested changes to artwork and make as few requests for changes as possible.
- Collaborate with **Fundraising & Entertainment** regarding pre-convention fundraising events dates and locations in order to attend and sell pre-convention merchandise at those events.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Hospitality
- Submit proposed itemized budget for RCC and Committee approval in February.
- Begin discussing ideas for hospitality at the convention. Consider having a theme for the room. Consider having cards and games.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Hotel
- Meet with hotel to plan any pre-convention events at hotel.
- Provide hotel POC our Tax-Exempt Form to have on file.
- Request from hotel POC their hotel access code and website link for use on the convention webpage.
- Submit itemized budget including tips for hotel staff for RCC and Committee approval in February.

Program
- Schedule a working collaboration committee of all subcommittees to meet monthly
    - o Program Chair will facilitate this meeting and focus on the program grid
    - o Avoid scheduling overlapping event
- Submit proposed itemized budget including projected income for RCC and Committee approval in February.
- Collaborate with **Translation, Interpretation & Spanish Program** on speaker gifts and include gift packages for English main speakers in your budget.
- Collaborate with **Translation, Interpretation & Spanish Program** subcommittee on program to include a truly TrilingualConvention by hosting an English and Spanish speaker at the Friday evening main speaker meeting with ASL interpretation.
- Layout a general plan for panel meetings, workshops and speaker meetings. Coordinate with **Hotels & Hospitality, Entertainment, Registration & Translation, Interpretation & Spanish Program** to create a rough draft of program and events (may begin with a prior year's program as a template).
- Main Speakers:
    - o There are 4 main speakers with a minimum of 1 in Spanish
    - o In collaboration with the Spanish Program, main speakers are selected for   Friday, and Saturday evenings plus Sunday morning. It is suggested that the Spanish Main Speaker shares the floor with the English

Speaker on Friday or Saturday night.   No other events are scheduled at the same time including merchandise sales, registration, and hospitality.

- o   Clean time requirement for main speakers is 15 years
- o   Limitation of not speaking at our convention within last 10 years.
- ● Types of meetings at the convention
    - o   Speaker meetings (one or two people) .
    - o   Panel meetings (two or more people sharing ESH) clean time 1 year; and/or
    - o   Workshops which are interactive with a facilitator and participants clean time 1 year (Ex: Regional Delegate and/or WSLD service-oriented workshops on Traditions, Applying Spiritual Principles, Service work, etc.)
- ● With **Translation, Interpretation & Spanish Program**, create verbiage for the convention website and submit to **Website Coordinator** to be posted.
- ● Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

RCC Members
- ● Attend Convention Committee meeting.
- ● Review subcommittee draft budgets and work with the committee to make any changes.
- ● Collaborate with **Chair** to submit itemized administrative budget for approval in February Including gratuity for hotel staff.

Registration
- ● Submit proposed itemized budget including projected income for RCC and Committee approval in February. Include giveaway items, lanyards, and badge holders.
- ● The first event is in March or April which is when pre-registration opens.

Technology
- ● Assists with technology needs and prepares for streaming at the convention.
- ● Submit proposed itemized budget including projected income for RCC and Committee approval in February. Include the Zoom attendance buy-up to 500 or 1000 attendees for one month.
- ● The Technology Chair needs to recruit a minimum of five dedicated individuals to help with technology needs throughout the convention.
- ● Inventory all existing equipment (laptop, speakers, camera, microphone, cables, cords, hub, etc.) prior to the first planning meeting to assist with hosting the meeting hybrid.
- ● Let the Committee know if anything needs to be replaced to include in the budget (should be submitted to the RSC prior to budgeting with RCC).

Translation, Interpretation & Spanish Program
- ● Collaborate with **Graphics** to translate any theme submissions.
- ● Submit proposed itemized budget including projected income for RCC and Committee approval in February. Ensure cost of interpreters and ASL is included in budget.
- ● Collaborate with **Program** subcommittee on program to include a truly Trilingual Convention by hosting an English and Spanish speaker at the Friday evening main speaker meeting with ASL interpretation

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- Collaborate with **Program** on speaker gifts and include a gift package in your budget.
- Coordinate with **Program** subcommittee to create a rough draft of program (may begin with a prior year's program as a template).
- Main Speakers:
  - There are 4 main speakers with a minimum of 1 in Spanish
  - In collaboration with the Spanish Program, main speakers are selected for Friday, and Saturday evenings plus Sunday morning. It is suggested that the Spanish Main Speaker shares the floor with the English
    Speaker on Friday or Saturday night. No other events are scheduled at the same time including merchandise sales, registration, and hospitality.
  - Clean time requirement for main speakers is 15 years
  - Limitation of not speaking at our convention within last 10 years.
- Types of meetings at the convention:
  - Speaker meetings (one or two people)
  - Panel meetings (two or more people sharing ESH) clean time 1 year; and/or
  - Workshops which are interactive with a facilitator and participants clean time 1 year (Ex: Regional Delegate and/or WSLD service-oriented workshops on Traditions, Applying Spiritual Principles, Service work, etc.).
- With **Program** subcommittee, create and translate verbiage for the convention website and submit to Website Coordinator to be put up.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Volunteer Coordinator & Convention Information
- Submit proposed itemized budget for RCC and Committee approval in February.
- Continue recruiting Volunteer subcommittee members.
- Copy and review all relevant documents for Volunteer Subcommittee from the previous convention for revision for the current convention.
- Create a master volunteer schedule grid in the Google Drive to include volunteer requests from all subcommittees, which can be accessed by all committee members.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Website Coordinator
- Add **Fundraising & Entertainment** Events to rgrcna.org and riograndana.org and Rio Grande Regional Convention of NA Facebook page.
- Add Convention Subcommittee meetings to rgrcna.org, riograndena.org and Rio Grande Regional Convention of NA Facebook page.
- Update Rio Grande Regional Convention of NA Facebook Page.
  (RCC members are admins)
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

FEBRUARY (Seven months prior)

Fundraising & Entertainment
● Submit itemized budget including projected income for approval.
● Begin auditioning bands, DJs, listening to tapes of comedians, etc. based on subcommittee choices. If doing a comedy show, prepare to pay a professional.
● Create a list of what ticketed events should be on the registration form and submit to Registration subcommittee (use previous registration form for ideas).
● Plan for pre-convention events around the region, coordinating with Area Activities chairpersons.
● Confirm with both **Registration and Graphics & Merchandise** to have members available at all pre-convention events to take registrations and sell pre-convention merchandise.
● Inquire with **Treasurer** about donated jewelry for auction/raffle at fundraising events
● Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Graphics & Merchandise
● Present selection of items, colors and quantities of pre-convention merchandise to the committee for approval. Make sure pre-convention merchandise is in both English and Spanish (all translations must go through **Spanish Program, Interpretation and Translation** subcommittee).
● Start selection of items, colors and quantities of convention merchandise to present to the committee for approval:
● T-shirts, and Women's shirts are a must; coffee mugs should be at least 14 oz in size.
● Get three bids for each item selected to present to the **RCC**.
● Submit itemized budget including projected income for approval.
● Continue requesting submissions of artwork based on theme.
● Collaborate with **Fundraising & Entertainment** regarding pre-convention fundraising events dates and locations in order to attend and sell pre-convention merchandise at those events.
● Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Hospitality
● Submit itemized budget for approval.
● Develop the Hospitality Room plan including serving areas, space, furniture (items to be removed and/or added), and electricity needs to give to **Hotel Liaisons**. (May want to visit the room and take photos and/or measurements).
● Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Hotel
● Submit itemized budget for approval
● Schedule tasting if needed. Request menu options (may include beef, chicken, fish, vegan/gluten free choice) and number able to attend tasting (preferably Hotel Liaison, Convention Chair, Registration, and an RCC member will attend).
● Obtain meal options and prices from hotel POC for Saturday banquet and Sunday Breakfast Buffet and bring to the Committee.

Program
- Submit itemized budget for approval.
- Prepare a temporary layout of the program schedule to coordinate with Translation, Interpretation and Spanish Program.
- Work with **Translation, Interpretation & Spanish Program** subcommittee to start gathering speaker tapes and CDs for review and selection of *main* speakers – some will come through the Regional PO Box and/or a local Area PO Box.
- Request CDs from other conventions from the contracted recording company for the convention to give to Program and Spanish Program.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

RCC Members
- Attend Convention Committee meeting.
- Approve budgets.
- Determine cost of early registration, registration, events, and meals.
- Review any bids submitted by **Merchandise** and **Fundraising & Entertainment** (for example DJs, comedians, dancers, drum circle, taper, and jeweler.

Registration
- Select Registration swag (giveaway items), lanyards, and badge holders.
- Select pre-registration merchandise items that will be sold only during pre-registration (coffee mugs and hoodies are popular).
- Order 3 or 4 sets of all pre-registration items to give to the main speakers, if budgeted by Program & Spanish Program.
- Order 2 sets of all pre-registration items for fundraising, if desired by the convention committee.
- Submit itemized budget including projected income for approval.
- Start compiling information including meal prices, pre-registration items and ticketed events from subcommittees for inclusion on the registration form and begin formatting registration form (for finalization prior to the Registration Kickoff event and begin compiling information from subcommittees for inclusion on registration form. It is helpful to have the convention theme and logo in electronic format, as well as a committee decision on pre-registration, registration banquet and buffet prices (must know the cost of meals, pre-registration items, and all convention ticketed events to create a registration form). Include subcommittee email addresses created for RGRCNA.
- Provide first draft of registration form to **Translation, Interpretation & Spanish Program** for translation to Spanish.

Technology
- Assists with technology needs and prepares for streaming at the convention.
- Submit Technology Committee budget including any equipment replacement, mobile hot spots (if desired), Zoom add on feature for one month, and any additional hotel fees for hard lines-ethernet, etc.
- Technology Chair may need to attend Programs and Translations Committee meetings to find out

what type of virtual needs they may have during the convention and get requests from translators as to technology needs.

- o How many workshop tracks will need to be simultaneously translated via Zoom? What translations needs are there for main speaker meetings?

Translation, Interpretation & Spanish Program
- Translate items for print or website including registration form.
- Submit itemized budget for approval.
- Work with **Program** to start gathering speaker tapes and CDs for review and selection of Spanish *main* speaker(s) – some will come through the Regional PO Box and/or a local Area PO Box.
- Request CDs from other conventions from the contracted recording company for the convention to give to Program and Spanish Program.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Volunteer Coordinator & Convention Information
- Continue recruiting Volunteer subcommittee members.
- Update spreadsheet of facilities in the region whose clients may want to attend the convention (look for spreadsheet of facilities from previous convention in the Drive).
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Website Coordinator
- *Work with the Treasurer to* start making "products" for website when pre-registration opens. Products are created in Square, added to WooCommerce to sync with Square if Woo is still being used. All SKU codes need to match for proper syncing. Stock is managed in Square. Need to create products for pre-registration, all ticketed events at the convention, all meals including banquet, lunch (if applicable), and Sunday breakfast. Need to have price information to make products. Once the product is made, keep the status as private and hidden until pre-registration opens online. Also, products that come in various sizes will need to be indicated that way so that the purchaser can select their appropriate size (variations).
- Make sure **Entertainment and Fundraising** "products" are in Square by collaborating with Treasurer (e.g. Auction, Donation, Raffle Tickets, etc.). Make sure person selling items at fundraising events has a square card reader (RCC Treasurer has several and may purchase more if budgeted). Free readers are available to new users.
- Check with Treasurer to be sure anyone selling items or registrations is set up in Square.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

MARCH (Six months prior)
Fundraising & Entertainment
- Finalize decisions on convention entertainment events – we have found in previous years that it does not serve the attendees well to schedule competing events, and that both are

under-attended if they are in the same time slot.
- Submit detailed event recommendations including times and costs for approval.
- Finalize pre-convention events around the region coordinating with Area Activities chairpersons, along with Convention Merchandise for pre-convention sales and Registration for pre-registration at events.
- Submit pre-convention event list including signage and ticket requirements to Graphics & Merchandise.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Graphics & Merchandise
- After artwork is complete, order any pre-convention merchandise. (Pre-convention artwork does not have to be the same as convention artwork, which might still be in approval process.)
- Contact vendors (must be WSO approved) interested in selling items (jewelry) at the convention (get recommendations from **RCC**):
    - o Check with RCC to determine if an existing contract is still valid FIRST
    - o Request a bid from each vendor. Turn bids in to **RCC** with committee recommendations.
- Communicate to **Hotels** subcommittee what space, technology and furniture you will need during the convention. (3-4 tables, 3-4 chairs, etc)
- Bring artwork submissions to be voted on by the full committee. (Bring slips of papers to facilitate voting on artwork, and arrange for Zoom votes.).
- Artwork should have been submitted in a "finished" format as described previously. This finished artwork should be forwarded to **Registration**.
- Collaborate with **Fundraising & Entertainment** regarding pre-convention fundraising events dates and locations in order to attend and sell pre-convention merchandise at those events.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Hospitality
- Continue developing the Hospitality Room plan including schedule for home groups from each Area within the Region to host time slots.
- Work with **Website Coordinator** to prepare website sign-ups for hosting the Hospitality room. Non-paid signups are available - please do not purchase a paid sign-up process without discussing with the committee.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Hotel
- Request from subcommittees all space, technology (microphones) and furniture needs such as podiums, tables & chairs, and technology carts if needed. during the convention and communicate that to our hotel POC. Stress that the RCC has its own extension cords, power

strips, projector, and ethernet cables.
- Communicate cost of meals to Registration and Convention Committee members to set prices for meals (may want to include tips/service fees charged) for the registration forms and website.

Program
- Select workshop and panel meeting topics; and begin the selection process for workshop and panel meeting speakers and chairs.
- Continue evaluating speaker CDs and tapes for main speakers.
- Submit draft meeting, workshop, panel meeting and event schedule for approval.
- Communicate in writing to Hotels when and what set up changes will need to be made (switching from main speaker meetings, to workshop/panel meetings, etc.).
- Submit draft meeting speakers, workshops, topics, and Spanish language events to committee.
- Work closely alongside **Translation, Interpretation & Spanish Program** committee.
- Schedule and attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

RCC Members
- Attend Convention Committee meeting.
- Work with **Merchandise** on jewelry bids as well as other vendors.
- Work with **Volunteer Coordinator and Registration** for eligibility to collect cash.
- Pass on to the **Program or Translation, Interpretation & Spanish Program** subcommittee any speaker CDs that come to the PO box.

Registration
- Finalize registration form, make sure it is translated correctly in Spanish and proofread with **Graphics & Merchandise, Translation, Interpretation & Spanish Program** and convention committee.
- Work with webmaster and Treasurer for setup and in-person training:
  - o Ensure Registration Committee members are thoroughly trained & knowledgeable in data entry, WOO Commerce, if using (data entry & accessing reports), and Square..
  - o Square is ready to process early registrations
  - o Square is downloaded to phones of Reg chair and vice-chair and any other subcommittee members (with at least 5 years clean time) who will be taking registrations
  - o Ensure Woo Commerce if using, Square, and website are ready for online registration
    - Assigned access codes
    - Correct prices/events
    - Prior years' database is intact
    - Receipts function is ready for printing and emailing
- Attend working meeting of all subcommittees and Collaboration meetings.
- Work with Entertainment subcommittee to obtain list of pre-convention events.
- Collaborate with Fundraising & Entertainment to ensure Registration members are available at all

pre-convention events. Events are usually in Central, Northern, and Southern parts of the Region and travel will be involved.

Technology
- Assists with technology needs and prepares for streaming at the convention.
- Begin compiling a list of tech needs based on Program.
  - o   How many zoom rooms needed for simultaneous translation?
  - o   What Zoom functions will need to be turned on/off?
- Technology Chair may need to attend Programs and Translations Committee meetings to find out what type of virtual needs they may have during the convention and get requests from translators as to technology needs.

Translation, Interpretation & Spanish Program
- Continue to translate any items for print or website.
- Select panel meeting topics and begin the selection process for Spanish workshop and panel meeting speakers and chairs – take care to choose speakers who are comfortable speaking Spanish in a workshop
- Continue evaluating speaker CDs and tapes for main speaker(s).
- Submit draft workshop and panel meeting speakers and topics and any Spanish language events to committee.
- Work closely alongside **Program** committee.

Volunteer Coordinator & Convention Information
- Continue recruiting Volunteer subcommittee members.
- Collaborate with **Registration and Graphics & Merchandise** for volunteers to assist with collecting cash and selling pre-convention merchandise at pre-convention events.
- Continue updating spreadsheet of facilities in the region whose clients may want to attend the convention.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Website Coordinator
- Make sure rgrcna.org is ready for online registration, hotel access code and website link is posted, all products are finalized and ready to be published publicly on rgrcna.org.
- Work with Treasurer to be sure Square is set up and synced properly with Woo (if using).
- Post PDF of paper registration form/info.
- Attend **Hospitality** meeting to design and plan their online Hospitality Sign-up Form.
- Send out Newsletter blast to let previous years' convention attendees regarding opening of pre-registration.
- Post announcements on riograndena.org and Facebook when online registration will open.
- Make sure Rio Grande Regional Convention of NA Facebook page is updated with all pertinent convention information (RCC members are admins).

- Get with **Graphics & Merchandise** to add pre-convention items to square to sell via credit card at pre-convention events and fundraising events.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

APRIL (Five months prior)

Fundraising & Entertainment
- Negotiate prices and reserve dates with band, DJ, and other entertainers. (Get three bids for all contract-based entertainment and present those bids to the committee at large, with your recommendation, then to the **RCC**.) Be prepared to determine if events will be free or ticketed, and what anticipated income will be.
- Collaborate with **Program** subcommittee - submit Convention entertainment events to Program subcommittee prior to the next meeting.
- Collaborate with **Registration and Merchandise** committees - arrange for members of Registration and Merchandise to attend all pre-convention events.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Graphics & Merchandise
- Make sure the artwork works on selected items, and adjust, if necessary.
- Distribute pre-convention merchandise for sale throughout the region:
    o Regional Service Committee meetings in May and July are a good place to distribute pe-convention merchandise for sale by the Areas.
    o Keep track (in writing and in the Google Drive) of what you give and to whom it's given.
- Make recommendations for vendors to sell their merchandise at the convention – get three bids, which will be turned in to the **RCC**.
- Collaborate with **Program** on possible cost-effective convention program layouts and get quotes (single sheet of paper, double sided, color, etc.).
- Collaborate to modify artwork to meet the needs of **Merchandise and Registration**.
- Collaborate with **Fundraising & Entertainment** regarding pre-convention fundraising events dates and locations to attend and sell pre-convention merchandise at those events.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Hospitality
- Finalize list of Hospitality Room host time slots by home groups and begin soliciting home groups and volunteers who will set up their meals, serve them, and clean up afterwards. (Have one subcommittee member dedicated to this task as the single point of communication).
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Hotel
● Confirm with subcommittees all space, technology and furniture needs during the convention and communicate that to our hotel POC .

Program
● Continue evaluating speaker CDs and tapes.
● Continue to tweak panel meeting/workshop/speaker meeting/event/entertainment schedule, including marathon meeting schedule, to be approved next month.
● Collaborate with **Graphics** on possible cost-effective convention program layouts and get quotes (single sheet of paper, double sided, color, etc.).
● Schedule and attend working meeting of all subcommittees.
● Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

RCC Members
● Attend Convention Committee meeting and monitor budget.
● Work with **Entertainment** on bids for band, DJ, and other entertainers.
● Work with **Translation, Interpretation & Spanish Program** on contracts for interpreters.
● Request from Regional Secretary any speaker CDs that come to the PO box and pass on to the **Program or Translation, Interpretation & Spanish Program** subcommittee.

Registration
● Work with **Website Coordinator** to begin online registrations.
● Confirm with **Convention Website Coordinator** that Woo if using and Square are ready to accept money for early registrations.
● Make sure the website is ready for online registration, access codes assigned, database of prior years is intact and receipts function is ready for both printing and emailing.
● Ask **Website Coordinato**r to e-blast all in the database with link to pre-registration.
● Be available to attend convention-related activities to do early registrations at the events.
● Coordinate with **Graphics & Merchandise** to get artwork for all registration packet giveaway items and badges.
● Attend working meeting of all subcommittees and Collaboration meetings.

Technology
● Assists with technology needs and prepares for streaming at the convention.
● Continue to develop list of tech needs and Zoom option capabilities.
● Technology Chair needs to attend Programs and Translations Committee meetings to find out what type of virtual needs they may have during the convention and get requests from translators as to technology needs.

Translation, Interpretation & Spanish Program
● Continue to translate any items for print or website.
● Continue evaluating speaker CDs and tapes.

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- Continue to tweak main meeting/panel meetings/event/entertainment schedule, to be approved next month.
- Finalize interpretation and ASL sign language contracts/bids for submission to RCC for approval.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Volunteer Coordinator & Convention Information
- Update Press Announcement (use previous year's Press Announcement – in the Drive.)
- Continue recruiting Volunteer subcommittee members.
- Recruit volunteers for the convention.
- Request Webmaster post volunteer sign up form to website and Facebook page.
- Update draft of the previous letter for current RGRCNA information to facilities and addiction professionals informing them of the upcoming convention to present to the committee for approval in January.
- Contact NAWS with date and location of convention. Provide convention flyer as soon as it is approved.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Website Coordinator
- Send Newsletter blast to all previous convention contacts to let them know online registration has opened.
- Keep rgrcna.org info up to date (remove outdated flyers/events/etc.).
- Keep Rio Grande Regional Convention of NA Facebook page up to date (RCC Members are admins).
- Once online registration is open, pull reports each month and include data in monthly convention report.
- Attend working meeting of all subcommittees
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

MAY (Four months prior)
Fundraising & Entertainment
- Define event audio/video needs for **Hotel**.
- Attend pre-convention events documenting attendance for future reference.
- Collaborate with Registration and Merchandise to attend pre-convention events.
- Turn in any money received from pre-convention events to **RCC Treasurer** and get a receipt.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.
- Plan table centerpieces for Saturday night banquet (may be done by subcommittee or through challenging home groups or areas to create centerpieces).

Graphics & Merchandise
- Turn any money received from pre-convention merchandise in to the **RCC Treasurer** and get a receipt.
- Submit final convention item choices including colors and quantities for approval.
- Upon committee approval, secure contracts and submit to **RCC** for signing.
- Begin compiling a list of volunteers needed to work during the convention and collaborate with **Volunteer Coordinator**.
- Continue working on program layout.
- Get quotes for banner (6'X4' or 4'X6').
- Remind **Program and Translation, Interpretation & Spanish Program** subcommittees that you will need the program (full schedule of events) before the end of July.
- Collaborate with **Fundraising & Entertainment** regarding pre-convention fundraising events dates and locations in order to attend and sell pre-convention merchandise at those events.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Hospitality
- Continue planning any hospitality meals or events.
- Continue soliciting home groups and volunteers and create a list of contact information to send out reminders to them as the convention approaches.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Hotel
- After convention pre-registration opens, request weekly reports from the hotel POC, informing you of sleeping rooms booked. Make adjustments on the number of rooms available and/or add to the block of rooms as needed.
- Make reservations using the RCC Credit Card Number obtained from Treasurer for four speakers (note preference for king bed or two queens special needs, etc…) and communicate to speakers the need for them to put a credit card on file for incidentals.

Program
- Finalize main meeting speakers for English program track.
- Finalize panel meeting topics for English program track and coordinate with **Spanish Program** to create draft convention program.
- Provide draft convention program to taper including logo and workshop and panel meeting topics.
- Continue with the selection process for panel and workshop speakers for English program. (Request list from registration to choose workshop speakers from registered addicts.) Members of the convention committee and subcommittees are not chosen for main speakers or panel speakers.
- Traditionally, the chair of the convention chairs the Saturday night main meeting.

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- Schedule and attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

RCC Members
- Attend Convention Committee meeting and monitor budget.
- Review, negotiate and have President sign all contracts with entertainers and vendors.
- Have RCC Treasurer pay for   travel arrangements for speakers (coordinate with **Program and Translation, Interpretation & Spanish Program**). Consider travel by air or car. Clarify with speakers we will pay for Thursday, Friday, and Saturday nights reservations for one room only (if they come late or leave early we do not pay for different nights). All speakers must put a credit card on file with the hotel for incidentals.
- Take inventory of storage.

Registration
- Begin data entry and reporting of all incoming pre-registration data Check PO Box for paper registrations that have been mailed in.
- Enter registration data into Woo (if using), or Square within 7 days
- Prepare volunteer schedule grid including clean time for cash handling, setup, clean up, pack up, and provide to Volunteer Coordinator
- Post in Google Drive so both Reg chair and Volunteer Coord can add names as slots are filled
- Review previous convention Inventory list on Google Drive for items in storage.
- Attend working meeting of all subcommittees and Collaboration meetings.
- Solicit donations for fundraising and turn in to **Fundraising** Subcommittee at each Convention Committee meeting.

Technology
- Assists with technology needs and prepares for streaming at the convention.
- Technology Chair may need to schedule a trial run for Translations and testing the wifi capability at the hotel prior to the convention (this may be handled through our Zoom account directly).
- Request furniture needs from Hotel Liaison for a Technology Help Table (if needed).

Translation, Interpretation & Spanish Program
- Continue to translate any items for print or website.
- Finalize selection of main meeting speaker(s) for Spanish program track.
- Finalize panel meeting topics for Spanish program track and coordinate with **Program** to create draft convention program.
- Provide interpreters with NA readings in English and Spanish via email and prepare hard copies of each to have on-site at the convention for use by interpreters.
- Continue with the selection process for panel and workshop speakers for Spanish program. (Request list from registration to choose workshop speakers from registered addicts.) Members of the convention committee and subcommittees are not chosen for main speakers or panel speakers.

- Traditionally, the chair of the convention chairs the Saturday night main meeting.
- Attend working meeting of all subcommittees.

Volunteer Coordinator & Convention Information
- Continue recruiting Volunteer subcommittee members.
- Recruit volunteers for convention.
- Take facilities letter to full committee for approval.
- Send approved facilities letter to Translation Subcommittee for translation.
- Collaborate with **Registration** regarding volunteers for manning the registration table at the convention.
- Collaborate with **Merchandise** about volunteers for manning the merchandise table at all pre-convention events as well as the convention.
- Collaborate with **RCC** about clean time requirements for handling cash.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Website Coordinator
- Keep rgrcna.org info up to date (remove outdated flyers/events/etc.).
- Keep Rio Grande Regional Convention of NA Facebook page up to date (RCC members are admins).
- Pull reports each month and include data in monthly convention report.
- If there are quantity limits on meal tickets, monitor so we don't oversell. Ask registration chair if any paper registrations need to be entered into Woo if using or Square. Make sure they know how to enter the registration into Woo if using or Square.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

JUNE (Three months prior)
Fundraising & Entertainment
- Host any pre-convention events.
- Collaborate with **Registration and Graphics & Merchandise** to have members taking registrations and selling pre-convention merchandise at any pre-convention events.
- Turn any money received from pre-convention events in to the **RCC Treasurer** immediately following the event, within 5 days and get a receipt.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Graphics & Merchandise
- Turn any money received from pre-convention merchandise in to the **RCC Treasurer** immediately after receipt, within 5 days & get a receipt.
- Send artwork to vendor and order samples to bring to next month's meeting:
  - Often the samples come back as the vendor's samples – not containing the actual

artwork you want.
- Collaborate - Work with **Volunteer Coordinator** to assemble team for onsite sales:
- Cash handling will need to be manned by someone deemed by the **RCC**. Please speak with the RCC to understand who can and cannot work the cash cash handling. You need at least one person working the cash handling plus 1-4 other people helping.
- Collaborate - with **Program, Registration, Hospitality and Merchandise** on hours open during the convention.
- Collaborate with **Program and Translation, Interpretation & Spanish Program** on a schedule form –it needs to be finalized before the end of July.
- Collaborate with **Program, Translation, Interpretation & Spanish Program, Fundraising & Entertainment, Volunteer Coordinator, Hospitality and Hotel** to begin working on full program layout using submitted meeting/workshop/event schedule. Program will need to give you the schedule:
    - o Include locations for things like marathon meetings, hospitality room, yoga room, entertainment events, etc.
- Get quotes for printing the program based on final layout.
- Collaborate with **Fundraising & Entertainment** regarding pre-convention fundraising events dates and locations in order to attend and sell pre-convention merchandise at those events.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Hospitality
- Continue planning any hospitality meals or events.
- Continue soliciting home groups and volunteers, creating a list of contact information to send out reminders to them as the convention approaches.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Hotel
- Request weekly reports from the hotel, informing you of sleeping rooms booked. Make adjustments on the number of rooms available **and/or add to the block of rooms** as needed.

Program
- Contact main speakers for program track and begin process of logistics, transportation and hotel, assigning a subcommittee member to each main speaker as a contact and for transportation to and from the airport if needed (may coordinate this task with Volunteer Coordinator).
- Confirm main speakers and make travel arrangements with **RCC**.
- Inform main speakers for English program track they will need a credit card on file with the hotel for incidentals, but the room for Thursday, Friday, and Saturday is paid by RCC as part of hotel contract. Note, these nights cannot be substituted for any other nights.
- Give list of main speakers for English program track to **Registration** to create their packets and to Hotel to make room reservations.

- For main speakers give t-shirt sizes to **Merchandise and Registration if you've chosen to budget for them to have T-shirts.**
- Collaborate with **Spanish Program** to arrange for any gifts for English main speakers.
- Order a case of Basic Texts to give to newcomers at Saturday night main meeting and plan for other gifts (i.e. leftover merchandise or storage items) for giveaways. If needed, order any readings for panel/workshop or main meetings.
- Write formats for each workshop (use previous year's formats as a starting point).
- Put together a list of contingency workshop speakers.
- Collaborate with **Registration and Merchandise** to determine hours at the convention. Remember that these will be CLOSED during main speakers.
- Collaborate with **Graphics and Translation, Interpretation & Spanish Program** on a schedule form –it needs to be finalized before the end of July.
- Schedule and attend working meeting of all subcommittees.

RCC Members
- Attend committee meeting.
- Solicit donations for the auction.
- Have RCC Treasurer continue to pay for travel arrangements for speakers, as requested by Program & Spanish Program.

Registration
- Check PO Box for paper registrations that have been mailed in. Enter registration data into Woo (see Registration Data and Reporting folder on Google drive)
- Collaborate with **Merchandise, Registration and Program** to determine the hours of operation at the convention.
- Arrange to pick up giveaway items and badges.
- Work with facilities wishing to send their clients to the convention, negotiating group rates, if applicable, or scheduling clients to do service at the convention (the Saturday lunch always needs a lot of manpower).
- Solicit donations for fundraising and turn in to **Fundraising** Subcommittee at each Convention Committee meeting.
- Assemble onsite registration team in collaboration with **Volunteer Coordinator**.
- Attend working meeting of all subcommittees and Collaboration meetings.

Technology
- Assists with technology needs and prepares for streaming at the convention.
- Technology Chair may need to schedule a trial run for Translations and testing the Wi-Fi capability at the hotel prior to the convention.
- Create a troubleshooting guide for attendees to follow step-by-step to access the translation feature during the convention.
- Finalize tech and Zoom needs for the live event.
- Request signage from Arts & Graphics/Merchandise Committee to provide instructions to be posted in the meeting rooms and lobby.

Translation, Interpretation & Spanish Program
- Continue to translate any items for print or website.
- Contact main speaker(s) for Spanish program track and begin process of logistics, transportation and hotel, assigning a subcommittee member as a contact and for transportation to and from the airport if needed (may coordinate this task with **Volunteer Coordinator**).
- Confirm main speaker and make travel arrangements with **RCC**.
- Inform main speaker for Spanish program track they will need a credit card on file with the hotel for incidentals, but the room for Thursday, Friday, and Saturday is paid by RCC as part of hotel contract. Note, these nights cannot be substituted for any other nights.
- Give name of main speaker for Spanish program track to **Registration** to create their packets and to **Hotels** to make room reservations.
- For main speakers, give t-shirt sizes to **Merchandise and Registration if you've chosen to give them T-shirts**.
- Collaborate with **Program** to arrange for any gifts for Spanish main speaker(s).
- Collaborate with **Program and Graphics** on a schedule form –it needs to be finalized before the end of July.
- Prepare and/or translate formats for each workshop (use previous year's formats as a starting point). If needed, order any readings for panel/workshop or main meetings.
- Begin inviting interpreters to Technology run throughs to familiarize themselves with the Zoom platform and translation features. Interpretation, Spanish Program and Translation committee members should also attend these run throughs to assist.
- Put together a list of contingency panel meeting speakers.
- Collaborate with **Graphics and Program** on a schedule form –it needs to be finalized before the end of July.
- Attend working meeting of all subcommittees.

Volunteer Coordinator & Convention Information
- Continue recruiting Volunteer subcommittee members.
- Recruit volunteers for convention.
- Send approved English and Spanish facilities letters to Graphics and Merchandise to add convention logo.
- Email, fax, or if budgeted for postage, mail the letter to facilities.
- Determine Marathon meeting format and topics.
- Send approved Marathon Meeting Chair Sign-Up and Marathon meeting format to Translation Subcommittee for translation.
- Determine whether Volunteer T-shirts can be ordered.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Website Coordinator
- Keep rgrcna.org info up to date (remove outdated flyers/events/etc.).
- Keep Rio Grande Regional Convention of NA Facebook page up to date (RCC Members are admins).

- Run product sales reports and report income by category for the convention treasurer.
- Collaborate with **Volunteer Coordinator** to put Marathon Meeting sign-up sheet online.
- Start making registration labels for registration packets (continue to do this for the remainder of the timeline until packing party).
- Ask **Registration** chair if any paper registrations need to be entered in Woo.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

JULY (Two months prior)

Fundraising & Entertainment
- Confirm all convention entertainment. Signed contracts should be in the [Google Drive](#) Contracts folder.
- Prepare schedule of number of people needed for each event (including times and locations for each day of convention).
- Consider volunteer needs for setting up (Thursday) and packing up (Sunday).
- Communicate in writing to **Hotels** what space, technology and furniture you will need during the convention.
- Turn any money received from pre-convention events in to the **RCC Treasurer** and get a receipt.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Graphics & Merchandise
- Turn any money received from pre-convention merchandise in to the **RCC Treasurer** & get a receipt.
- Bring merchandise samples to committee meeting.
- Coordinate with **RCC** to order all merchandise (prepare for reordering if sell out). Prepare to do a last minute reorder if items sell out on Thursday.
- Arrange for pickup or delivery of merchandise.
- Collaborate - Request signage needs from all committees (work with Hotels to see what signage the hotel provides).
- Prepare schedule of number of people needed for each event (including times and locations for each day of convention).
- Consider volunteer needs for setting up (Thursday) and packing up (Sunday).
- Communicate in writing to **Hotels** what space, technology and furniture you will need during the convention.
- Collaborate with **Fundraising & Entertainment** regarding pre-convention fundraising events dates and locations in order to attend and sell pre-convention merchandise at those events.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.
- Work with the treasurer to get any onsite committee members setup in Square to sell onsite.

Hospitality

- Finalize list of home groups hosting the Hospitality Room.
- Collect contact information for Hospitality Room hosts.
- Send reminders to home groups hosting.
- Prepare schedule of number of people needed for each event (including times and locations for each day of convention).
- Consider volunteer needs for setting up (Thursday) and packing up (Sunday) .
- Communicate in writing to Hotels what space, technology and furniture you will need during the convention.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Hotel

- Request weekly reports from the hotel, informing you of sleeping rooms booked. Make adjustments on the number of rooms available as needed and/or add to the block of rooms.
- Coordinate with **Volunteer Coordinator** on number of people needed for each event (including times and locations for each day of convention). Consider volunteer needs for setting up (Thursday) and packing up (Sunday) to include hanging and taking down banners unless the hotel assumes the responsibility.
- Verify with entertainers (DJ, Comedian, etc) for sound, electrical, and furniture needs.
- Verify with vendors the number of tables we are contracted to provide.

Program

- Submit final schedule of all workshops, panel meetings, main speaker meetings and events for each meeting room to **Graphics & Merchandise** for creation of printed program.
- Submit a list of workshop topic titles for each meeting room to **Graphics & Merchandise** (or to Hotel, if the hotel requires all such signage be handled in house).
- Provide updated convention program to taper including logo and workshop and panel meeting speakers and topics.
- Prepare for "Gone but not Forgotten" for Sunday.
- Prepare a flyer asking for members around the region to submit photos with names in electronic format.
- Have **Website Coordinator** post on convention webpage and convention Facebook page.
- Have **RSC secretary** send out to RCM's/regional email list.
- Collaborate - Work with **Program and Hotel Liaison** to determine signage provided by the hotel, then provide **Graphics & Merchandise** with any additional signage needs (directional, maps, daily schedule including topics for rooms, , large poster of program, reserved seat signs for DHH at each meeting with ASL interpreter, reserved seat signs for speakers at dinner etc.).
- Coordinate with **Graphics & Merchandise** to finalize program by two weeks prior to the Wednesday before the convention.
- Prepare volunteer schedule grid for setup, clean up, pack up, and provide to **Volunteer**

Coordinator. Consider volunteer needs for setting up (Thursday) and packing up (Sunday).
- Communicate in writing to **Hotels** what space, technology and furniture you will need during the convention.
- Attend working meeting of all subcommittees.

RCC Members
- Treasurer - Coordinate with **Merchandise** to purchase merchandise.
- Plan for accounting practices and assign times to **RCC** members.
- Solicit donations for the auction.
- Contact all contracted entities and confirm. Provide contracted vendors with the draft program and finalized artwork.

Registration
- Check PO Box for paper registrations that have been mailed in. Enter registration data into Woo
- About 2 weeks prior to the close of pre-registration ask **Website Coordinator** to e-blast to all in the database who have not pre-registered with link to pre-registration online.
- A few days before the close of pre-registration ask **Website Coordinator** to send an email link to all those who created a registration online but have not paid.
- Prepare schedule of number of people needed for each event to sell tickets at the door, etc. (including times and locations) for each day of convention.
- Communicate in writing to **Hotels** what space, technology and furniture you will need during the convention.
- Attend working meeting of all subcommittees and Collaboration meetings.
- Work with the treasurer to get any onsite committee members setup in Square to sell onsite.

Technology
- Assists with technology needs and prepares for streaming at the convention.
- Report to the committee any needed tech items/equipment and Zoom adjustments.

Translation, Interpretation & Spanish Program
- Continue to translate any items for print or website, as necessary.
- Submit final schedule of all workshops, panel meetings and main speaker meetings for each meeting room to **Graphics & Merchandise** for creation of printed program.
- Submit a list of workshop topic titles for each meeting room to **Graphics & Merchandise** (or to **Hotel**, if the hotel requires all such signage be handled in house).
- Prepare for "Gone but not Forgotten" for Sunday.
- Prepare a flyer asking for members around the region to submit photos with names in electronic format.
- Have **Website Coordinator** post on convention webpage and convention Facebook page.
- Have **RSC secretary** send out to RCM's/regional email list.
- Collaborate - Work with **Program** and **Hotel Liaison** to determine signage provided by the hotel, then provide **Graphics & Merchandise** with any additional signage needs (directional, maps, daily schedule including topics for rooms, large poster of program, reserved seat signs for DHH at each meeting with ASL interpreter, reserved seat signs for speakers at dinner etc.).

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- Collaborate with **Program** and **Graphics & Merchandise** to translate final schedule of all panel meetings, meetings, workshops and events for inclusion in printed program to finalize program by two weeks prior to the Wednesday before the convention.
- Prepare volunteer schedule grid for setup, clean up, pack up, and provide to **Volunteer Coordinator**. Consider volunteer needs for setting up (Thursday) and packing up (Sunday).

Volunteer Coordinator & Convention Information
- Send, via email or fax, approved letter to facilities and professionals and field return calls.
- Send Marathon Meeting Chair Sign-Up and English and Spanish Marathon Meeting Formats to Graphics and Merchandise to add convention logo.
- Prepare schedule of number of people needed for each event (including times and locations for each day of convention).
- Consider volunteer needs for setting up (Thursday) and packing up (Sunday).
- Prepare updated list of volunteers and contact information.
- Communicate to **Hotel liaison** in writing what space, technology and furniture you need during the convention (table for volunteers, speakers, and workshop leaders to check in, access to power to charge walkie talkies, etc.).
- Continue recruiting Volunteer subcommittee members and volunteers for the convention.
- Submit list of signage needs to Graphics and Merchandise.
- Order Volunteer T-shirts, if approved.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Website Coordinator
- Keep rgrcna.org info up to date (remove outdated flyers/events/etc.)
- Keep Rio Grande Regional Convention of NA Facebook page up to date (RCC Members are admins).
- Coordinate with **Registration** chair and committee to figure out a date to "shut off" online registration.
- Ask registration chair if any paper registrations need to be entered in Woo.
- Confirm with **Merchandise** that all merchandise items are in the Square.
- Pull reports each month and include data in monthly convention report.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

AUGUST - FIRST MEETING (6 WEEKS BEFORE CONVENTION)
Fundraising & Entertainment
- Submit final list of signage needs to **Graphics & Merchandise**.
- Collaborate with **Volunteer Coordinator** and submit written requests for volunteers with times and location for each day of convention to Volunteer Coordinator.
- Turn any money received from pre-convention events in to the **RCC Treasurer** and get a receipt.
- Attend working meeting of all subcommittees.

- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Graphics & Merchandise
- Turn any money received from pre-convention merchandise in to the **RCC Treasurer** and get a receipt.
- Create an order form for all merchandise. Include each item by size, design and color. Each person who is purchasing merchandise must have a filled-out order form to present at the register.
- Take inventory of and ready merchandise for sale:
- Be prepared to track EXACTLY what was ordered and what was sold, by size and item.
- Get a receipt for money turned in daily and keep a record of income sources.
- Finalize program, have proofed, and distribute to full committee for finalization. Minor changes will still be made during this process.
- Have banner made/printed and delivered.
- Print a poster size (24"x36" at least) schedule in English and Spanish to display outside registration, and an additional 2-3 smaller size posters. *It is not recommended to have a separate poster with Spanish Program only. This has been done in the past and just created a lot of confusion.*
- Collaborate with **Volunteer Coordinator**. Submit written requests for volunteers with times and location for each day of convention to Volunteer Coordinator.
- Collaborate - Request signage needs from all committees:
- Create signs for the podiums in the workshop rooms with the logo.
- Collaborate with **RCC Treasurer** to order merchandise for the convention.
- At convention committee meeting introduce a general discussion of how to deal with difficult members regarding merchandise sales issues.
- Collaborate with **Fundraising & Entertainment** regarding pre-convention fundraising events dates and locations in order to attend and sell pre-convention merchandise at those events.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.
- Draft a flyer to remind convention attendees to bring headphones/earbuds to the convention.
- Work with the treasurer to get any onsite committee members setup in Square to sell onsite.

Hospitality
- Take an inventory of old supplies that are in storage. (This task may need to be done earlier when the convention is not in Albuquerque).
- Collaborate with **Volunteer Coordinator** - Confirm Hospitality Room volunteers.
- Submit final list of signage needs to **Graphics & Merchandise**.
- Send additional reminders to home groups hosting and confirm contact information.
- Submit written requests for volunteers with times and location for each day of convention to **Volunteer Coordinator**.
- Collaborate with **Volunteer Coordinator**.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the

convention. Anyone who has donations can plan to bring them to the site.

Hotel
- Request weekly reports from the hotel, informing you of sleeping rooms booked. Make adjustments on the number of rooms available as needed and/or add to the block of rooms.
- Confirm with the hotel and the committee at large the clear understanding that only the Hotel Liaison and Assistant Liaison can authorize on-site requests from the hotel.
- Submit final list of signage needs to **Graphics & Merchandise**. Include sign for where to stack boxes when packed on Sunday morning near easily accessible doors in convention space and in the Hospitality room.
- Attend working meeting of all subcommittees.

Program
- Organize formats for each meeting room (Convention Chair chairs the main - Saturday night- meeting).
- Submit final list of signage needs (remember reserved seating signs for speaker, panel speakers, and workshop facilitators and Gone but not Forgotten) to **Graphics & Merchandise**, if needs have changed.
- Collaborate to determine signage provided by the hotel, then provide **Graphics & Merchandise** with any additional signage needs (directional, maps, marathon meeting signup, workshop topics for meeting rooms, large poster of program, etc.)
- Organize formats for each meeting room (Convention Chair chairs the main meeting).
- Collaborate with **Registration** and request a list of registrants attending the convention to compile a list of potential chairs for English panel/workshop meetings.
- Continue to prepare for "Gone but not Forgotten" for Sunday.
- Arrange for pick-up of La Cura podium and box step and delivery to the hotel to be delivered on the first day of the convention.   (May want to coordinate with **Volunteer and Information** subcommittee.)
- Post the program on the Convention page of the website and Facebook page through the **Website Coordinator**.
- Collaborate with **Program** and/or **Hotel** to arrange for any gifts for Spanish main speaker.
- Collaborate with **Volunteer Coordinator**.
- Contact and confirm all speakers and chairpersons.
- Schedule and Attend working meeting of all subcommittees.

RCC Members
- Discuss cash register eligibility from Guidelines with the Committee.
- Submit final list of signage needs (include signs for where to put boxed assets being collected to take to storage on Sunday) to **Graphics & Merchandise**.
- Treasurer hold a how-to-Square Zoom meeting.

Registration

- Submit final list of signage needs including size of signs (Line indicators for Pre-Registration, Registration, and sign for number of (meal, comedian, etc.) tickets still available to **Graphics & Merchandise**.
- Collaborate with **Volunteer Coordinator** and submit written requests for volunteers with times and location for each day of convention to Volunteer Coordinator.
- Schedule and prepare for registration packet packing party including a list of all items needed.
- Attend working meeting of all subcommittees and Collaboration meetings.
- Work with the treasurer to get any onsite committee members setup in Square to sell onsite.

Technology
- Assists with technology needs and prepares for streaming at the convention.
- Technology Chair may need to schedule a trial run for Translations and testing the wifi capability at the hotel prior to the convention.
- Finalize any additional tech needs, Zoom capabilities, with go-live date.
- May need to request from Treasurer that we purchase the Zoom add-on feature to allow for Interpretation during the convention virtually. It is usually added to our Zoom account for just one month during the actual convention.
- Post a flyer to remind convention attendees to bring headphones/earbuds to the convention.

Translation, Interpretation & Spanish Program
- Organize formats for each meeting room.
- Submit final list of signage needs (remember reserved seating signs) to **Graphics & Merchandise**, if needs have changed.
- Collaborate with **Registration** and request a list of registrants attending the convention to compile a list of potential panel meeting chairs for Spanish panel meetings.
- Continue to prepare for "Gone but not Forgotten" for Sunday.
- Contact and confirm all speakers and chairpersons.
- Collaborate with **Program** and/or **Hotel** to arrange for any gifts for Spanish main speaker.
- Attend working meeting of all subcommittees.

Volunteer Coordinator & Convention Information
- Collect volunteer requests for each day of the convention.
- Remind volunteers the time and with whom they are serving during the convention.
- Consolidate written requests for volunteers with times and location for each day of the convention.
- Request schedules from Registration and Merchandise to determine remaining needs for volunteers to fill vacant slots. Refer appropriate volunteers with required clean time.
- Customize Volunteer Committee Schedule for current convention, in collaboration with all committees.
- Submit final list of signage needs (remember signs for lost & found and Volunteer check in) to **Graphics & Merchandise.**
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Website Coordinator
- Keep rgrcna.org info up to date (remove outdated flyers/events/etc.)
- Keep Rio Grande Regional Convention of NA Facebook page up to date (RCC Members are admins).
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

AUGUST - SECOND MEETING (4 WEEKS BEFORE CONVENTION)

Fundraising & Entertainment
- Collaborate with **Volunteer Coordinator** to fill open slots in schedule.
- Confirm all entertainment vendors.
- Turn any money received from pre-convention events in to the **RCC Treasurer** and get a receipt.
- Turn in any auction items to RCC. *NOTE: Auction items will be submitted onsite at the Merchandise table.*
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Graphics & Merchandise
- Collaborate with **Volunteer Coordinator** to fill open slots in schedule.
- Collaborate - Print signage needs for all committees.
- Collaborate - Coordinate with **Registration** to print registration packet stickers, event tickets, meal tickets, onsite registration and merchandise order forms, Press Packet, volunteer sign-up sheet, contact cards and badges. NOTE: an EXACT number of event tickets, banquet tickets, and breakfast tickets will need to be provided to **Registration**. Any extras should be destroyed.
- Have special badges made for committee members and Spanish speakers (*hablo español* badge insert).
- Collaborate - Deliver programs and badges to **Registration** for packet packing party.
- Turn in any fundraising items received to RCC (or subcommittee handling same). *NOTE: Auction items will be submitted onsite at the Merchandise table.*
- Collaborate with **Fundraising & Entertainment** regarding pre-convention fundraising events dates and locations in order to attend and sell pre-convention merchandise at those events.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Hospitality
- Collaborate with **Volunteer Coordinator** to fill open slots in schedule.
- Attend working meeting of all subcommittees.
- Turn in any fundraising items received to RCC (or subcommittee handling same). NOTE: Auction items will be submitted onsite at the Merchandise table.

Hotel
- Request weekly reports from the hotel, informing you of sleeping rooms booked and/or add to the

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block of rooms.
- . Make adjustments on the number of rooms available as needed.
- Schedule preconvention walk through for the Wednesday before the start of the convention and a postconvention walk through on Sunday at the close of the convention with the POC at the hotel.
- Collaborate with **Volunteer Coordinator** for location to gather labeled and inventoried boxes for transportation to storage on Sunday at the close of the convention.
- Attend working meeting of all subcommittees.

Program
- Collaborate with **Volunteer Coordinator** to fill open slots in schedule.
- Turn in any donated fundraising items to **RCC**. *NOTE: Auction items will be submitted onsite at the Merchandise table.*
- Have binders with workshop topic and format reading for each meeting ready.
- Attend working meeting of all subcommittees.

RCC Members
- Schedule final walkthrough with hotel staff and subcommittee chairs.
- Schedule getting assets from and return to storage (including banners, tripods, , registration bins, walkie-talkies, , etc.).
- Collaboration with **Volunteer Coordinator** and confirm schedule and access to storage on the Saturday before and Sunday after the convention.
- At convention committee meeting introduce a general discussion of how to deal with difficult members during the convention including referencing our literature. The RCC will be prepared to handle difficulties as they arise.

Registration
- Collaborate with **Volunteer Coordinator** to fill open slots in schedule.
- A week after Pre-Registration closes (allowing for registrations mailed by deadline to be received), order Pre-registration merchandise including additional items for speakers, auction, and future fundraising.
- Prepare items for registration packing party:
- Print labels for registration packets (coordinate with **Website Coordinator** to obtain a list of all registrations/orders). See Registration Packet Contents on Google Drive.
- Obtain printed programs to be included in registration packets.
- Prepare on-site registration forms (if not being done by **Graphics**).
- Print meal tickets (if not being done by Graphics) AN EXACT NUMBER IS NECESSARY
- Print event tickets (if not being done by Graphics) AN EXACT NUMBER IS NECESSARY
- Print/purchase tickets for pre-convention merchandise (if not being done by Graphics) AN EXACT NUMBER IS NECESSARY
- Solicit donations for fundraising and turn in to **Fundraising** Subcommittee at each Convention Committee meeting. *NOTE: Auction items will be submitted onsite at the Merchandise table.*
- Attend working meeting of all subcommittees and Collaboration meetings.

Technology

- Chair and members create a schedule or timetable of their service during the convention.
- Ask RCC Treasurer to purchase any Zoom updates needed and begin testing updates.
- Assists with technology needs and prepares for streaming at the convention.

Translation, Interpretation & Spanish Program
- Collaborate with **Volunteer Coordinator** to fill open slots in schedule.
- Turn in any donated fundraising items to **RCC**. *NOTE: Auction items will be submitted onsite at the Merchandise table.*
- Have binders (with workshop topic and format reading for each meeting with copies for each interpreter,) ready.
- Attend working meeting of all subcommittees.

Volunteer Coordinator & Convention Information
- Collaborate with all subcommittee chairs to fill open slots in schedule.
- Confirm all subcommittees have volunteers for setting up (Thursday) and packing up (Sunday).
- Get volunteer materials from storage, including walkie talkies, vests and T-shirts. Confirm inventory.
- Turn in any fundraising auction items received to **RCC** (or subcommittee handling same). *NOTE: Auction items will be submitted onsite at the Merchandise table.*
- Prepare Volunteer Sign Up Sheet for convention.
- Locate or print out readings in English and Spanish for Marathon meetings.
- Attend working meeting of all subcommittees.
-

Website Coordinator
- Turn in any fundraising items to **RCC** (or subcommittee handling same). *NOTE: Auction items will be submitted onsite at the Merchandise table.*
- Keep rgrcna.org info up to date (remove outdated flyers/events/etc.)
- Keep Rio Grande Regional Convention of NA Facebook page up to date (RCC Members are admins).
- Attend working meeting of all subcommittees.
-

SEPTEMBER - (2 WEEKS BEFORE CONVENTION)
Fundraising & Entertainment
- Turn any money received from pre-convention events in to the **RCC Treasurer** and get a receipt.
- Submit invoices for on-site entertainment, per contracts, to the **Treasurer** so that checks are written in advance and can be picked up at the convention *__after__* the service is provided.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Graphics & Merchandise
- FINALIZE the program (2 weeks from the Wednesday before the convention). This gives you time

to get the layout exact, get it printed, and handle any unanticipated problems.
- Collaborate - **Program** will have to provide you with their most current schedule. There will likely be changes after it's printed, but that's ok. You can make signs! _Don't get hung up about changes when you hit that 2-week mark_.
- Deliver approximately 700 programs to Registration for the packet packing party.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Hospitality
- Purchase needed supplies and snacks (consider on-line ordering to facilitate faster payment and quicker delivery). Coordinate with **RCC Treasurer** for payment.
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

Hotel
- Confirm with hotel and committee the times for walk throughs to be held pre- and postconvention .
- Confirm with hotel and committee the time for the meeting on the morning of the first day of convention (generally at 10 am).
- Request weekly reports from the hotel, informing you of sleeping rooms booked. Make adjustments to the number of rooms available as needed and/or add to the block of rooms.
- Attend working meeting of all subcommittees, if requested.
- Confirm with all vendors /Regional H&I the number of tables and location at the event (keeping in mind traffic flow and spacing concerns). Remind them they are responsible for bringing any power strips or other things needed as they will not be provided by the committee or the hotel.
- Confirm with Program and Spanish Program the room reservations and remind speakers to provide a credit card for incidentals.

Program
- Confirm rides from the airport for all main speakers (may want to coordinate with **Volunteer** and Information subcommittee).
- Create a sign in sheet and information sheet for each workshop and meeting speaker to include speaker release form for taper coordinated with **Translation, Interpretation & Spanish Program** and deliver them to **Volunteer Coordinator**.

RCC Members
- Make arrangements to get **all convention assets** from storage prior to convention and return after the convention.
- Print inventory sheets and check out papers for person(s) going to storage.

Registration

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- Hold registration packet packing party no earlier than two weeks prior to convention and before the Monday prior to the convention.

Technology
- Assists with technology needs and prepares for streaming at the convention.
- Test out all tech equipment and have a run-through if needed.

Translation, Interpretation & Spanish Program
- Confirm rides from the airport for main speaker (may want to coordinate with Volunteer and Information subcommittee).
- Create a sign in sheet and information sheet for each workshop, panel meeting and main meeting speaker, to include speaker release form for taper (see na.org), as well as chairpersons of panel meetings - coordinated with **Program** and deliver to **Volunteer Coordinator**.
- Submit invoices for on-site translation, per contracts, to the **Treasurer** so that checks are written in advance and can be picked up at the convention **after** the service is provided.

Volunteer Coordinator & Convention Information
- Check volunteer needs for all subcommittees, filling slots in schedule as needed.
- Work with RCC To arrange to have all items from storage transported to the hotel on the Thursday morning of convention opening.
- Attend working meeting of all subcommittees.

Website Coordinator
- Keep rgrcna.org info up to date (remove outdated flyers/events/etc.)
- Keep Rio Grande Regional Convention of NA Facebook page up to date (RCC Members are admins).
- Attend working meeting of all subcommittees.
- Solicit donations for fundraising. *Auction items will be stored at the merchandise table at the convention. Anyone who has donations can plan to bring them to the site.

SATURDAY - (5 DAYS BEFORE CONVENTION)
Fundraising & Entertainment
- Collaborate with **RCC** to be sure that all assets in storage for Fundraising & Entertainment are picked up from storage. Complete the check-out form.

Graphics & Merchandise
- Collaborate with **RCC** to be sure that all assets in storage for Graphics & Merchandise are picked up from storage. Complete the check-out form.

Hospitality
- Collaborate with **RCC** to be sure that all assets in storage for Hospitality are picked up from storage. Complete the check-out form.

Hotel
- Collaborate with all subcommittee chairpersons and the **RCC** to be sure that all assets in storage for

Hotel are picked up from storage.
- Coordinate delivery of Banners/Podium on the Wednesday before or Thursday of the Convention.
- Complete the check-out form. Document who transported what to where.
- Request weekly reports from the hotel, informing you of sleeping rooms booked
  - Make adjustments on the number of rooms available as needed and/or add to the block of rooms.
- Confirm meal counts with the hotel POC or banquet manager. Let Registration know how many extra meals we are responsible for selling on-site.

Program
- Collaborate with **RCC** to be sure that all assets in storage for Program are picked up from storage. Complete the check-out form.
- Collaborate - with **Website Coordinator** to post Program on the website and Facebook with password protection (if electronic version being provided).

RCC Members
- Collaborate with **Volunteer Coordinator and all Subcommittee Chairs** to be sure that all assets in storage are picked up and check-out forms are completed.

Registration
- Collaborate with **RCC** to be sure all assets in storage for Registration are picked up from storage. Complete the check-out form.
- Review inventory from storage to make sure items needed at Registration table are available (scissors, extra badges, programs, string, markers, pens, painter's tape, signs, power strips & extension cords).

Technology
- Assists with technology needs and prepares for streaming at the convention.
- Test out all tech equipment and have a run-through if needed.

Translation, Interpretation & Spanish Program
- Collaborate with **RCC** to be sure all assets in storage for Translation, Interpretation & Spanish Program are to be picked up from storage. Complete the check-out form.

Volunteer Coordinator & Convention Information
- Meet with **RCC** members and necessary volunteers at the storage to pick up all necessary assets from storage.
- Collaborate with **RCC** to be sure all assets in storage for Volunteer Coordinator & Convention Information are picked up from storage. Complete the check-out form.
- Take walkie talkies home and make sure they are fully charged for the start of the convention.

Website Coordinator
- Post the schedule to the website and Facebook with password protection.

WEDNESDAY - (1 DAY BEFORE CONVENTION)

Fundraising & Entertainment
● Attend walkthrough meeting at hotel. MANDATORY.

Graphics & Merchandise
● Attend walkthrough meeting at hotel. – MANDATORY.
● Deliver banners to Hotel.

Hospitality
● Attend walkthrough meeting at hotel - MANDATORY.

Hotel
● Coordinate and attend walkthrough meeting with hotel point of contact and the full committee.
● Print Reservation List and give the information to registration.
● Arrange with hotel staff for Speaker gifts to be delivered to rooms.
    o   Pre-registration merchandise from Registration
● Registration packet from Registration
● Convention t-shirt and mug from Merchandise if budgeted
● Gift decided by Program Committee from Program
● Gift decided by Spanish Program Committee from Spanish Program

Program
● Attend walkthrough meeting at hotel. MANDATORY
● Organize sign-in sheets for speakers and chairpersons of panels, workshops, and speaker meetings.
● Collaborate with **Registration** to provide access information (URL & password) for registrants to access on-line program (if electronic version being provided)

RCC Members
● Attend walkthrough meeting at hotel - MANDATORY
● Prepare for the auction, if there is one. NOTE: Auction items will be submitted onsite at the Merchandise table.
● Unroll all banners and place around the main ballroom for hanging on Thursday morning. Bailing wire and a tall ladder works to hang from a drop ceiling frame.

Registration
● Attend walkthrough meeting at hotel.
● Deliver Main Speaker packets and pre-registration merchandise for speakers to **Hotel Liaison** for distribution by the hotel upon check-in.
● Collaborate with **Program** to provide access information (url & password) for registrants to access on-line program (if electronic version being provided).

Technology
● *Attend walkthrough meeting at hotel. MANDATORY*
● Assists with technology needs and prepares for streaming at the convention.

- Test out all tech equipment and have a run-through if needed.

Translation, Interpretation & Spanish Program
- Attend walkthrough meeting at hotel. MANDATORY
- Confirm all translation equipment is charged for convention.
- Organize sign-in sheets for speakers and chairpersons of panels, workshops, and speaker meetings (if not already done).

Volunteer Coordinator & Convention Information
- Attend walkthrough meeting at hotel - MANDATORY.
- Confirm all walkie-talkies are charged for the convention (and that you have enough power cords and extension cords to keep charged throughout the convention).
- Find space and electrical supplies for charging and storing walkie talkies.
- Organize sign-in sheets for volunteers.
- Request updated schedules from Registration and Merchandise to determine remaining needs for volunteers to fill vacant slots. Refer appropriate volunteers with required clean time.
- Schedule volunteers on Volunteer Committee Schedule. Continue to add volunteers from Volunteer Sign Up Sheet at convention.
- Use Volunteer T-shirt Sign-Out form to record T-shirts provided to volunteers who commit to serve as Greeters and Guides for at least four hours during the convention. Do not provide T-shirts before first assigned shift.

Website Coordinator
- Attend walkthrough meeting at hotel - MANDATORY.

THURSDAY - CONVENTION DAY ONE
Fundraising & Entertainment
- Must attend the meeting at the hotel on the morning of the first day of the convention.
- Attend volunteer and cash register training by **RCC** at noon on the first day of the convention.
- Deliver Fundraising & Entertainment assets to the hotel and set up.
- Coordinate with entertainment providers onsite.
- Get a receipt from the **Treasurer** for money turned in daily and keep a record of income sources.
- Collaborate with **Volunteer Coordinator** to document attendance at each Entertainment event.
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Graphics & Merchandise
- Must attend the meeting at the hotel on the morning of the first day of the convention.
- Attend volunteer and cash register training by **RCC** at noon on the first day of the convention.
- Set up Merchandise tables including price lists.
- Deliver onsite registration forms to **Registration** (if applicable).
- Deliver Graphics & Merchandise assets to hotel and set up Merchandise area.
- Count cash/checks with at least 2 members of the committee and verify with 2 RCC members. Amount gets recorded on an envelope which is turned over to **RCC Treasurer**. Both committee members and **RCC** member should sign envelope. Keep a record of income sources, including, if

applicable, sizes and colors. Do this at least twice a day (more often if accumulation of cash/checks warrants).
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Hospitality
- Must attend the meeting at the hotel on the morning of the first day of the convention.
- Attend volunteer and cash register training by **RCC** at noon on the first day of the convention.
- Deliver Hospitality assets to the hotel.
- Set up Hospitality Room and ready for opening (coordinate with start time on the program).
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Hotel
- Must attend the meeting at the hotel on the morning of the first day of the convention.
- Attend volunteer and cash register training by **RCC** at noon on the first day of the convention.
- Collaborate with hotel, **Program, and Spanish Program** for Speaker room check-ins including Speaker having credit card on file for incidentals.
- Confirm Speaker gifts were delivered to rooms before noon.
- Confirm all set up changes are complete and on time.
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Program
- Must attend the meeting at the hotel on the morning of the first day of the convention.
- Attend volunteer and cash register training by **RCC** at noon on the first day of the convention.
- Deliver banners to Hotel to start hanging by 7:30 am (it takes quite a while).
- Deliver Program assets to hotel on Thursday, set up meeting rooms.
- Deliver La Cura podium and box step to the hotel.   (May want to coordinate with **Volunteer** and Information subcommittee.)
- Collaborate to set up Volunteer/Program/Spanish Program table to have sign-in sheets on clipboards with pens. Keep reserved seating signs convenient.
- Pick up and greet all speakers.
- Oversee all English workshops, panel meetings and meetings.
- For main speaker meeting, reserve at least 5 seats for Deaf or Hard of Hearing (DHH) addicts in front of meeting rooms with line of sight to interpreters and speaker and at least 20 seats for addicts requiring headphones for translation. **If the main speaker meeting is in Spanish, Spanish interpreter will need to be live.
- Document the number of participants at each workshop and the speaker meetings.
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

RCC Members
- Program cash registers for registration and merchandise. **Treasurer**
- Hold volunteer and cash register training at noon on the first day of the convention. Review procedure for handling money and authorizing last minute expenses.
- Have two people from **Merchandise** count cash/checks; confirm with two **RCC** members. Amount gets recorded on an envelope which is turned over to RCC Treasurer. Both committee members

and **RCC** member should sign envelope. Separate slip documenting the transaction goes in cash register. Do this at least twice each day, more often if necessary.

- **RCC** members are on call throughout the event and should be available to assist with any concerns (including disruptive behavior).
- Have two people from **Registration** count cash/checks; confirm with two **RCC** members. Amount gets recorded on an envelope which is turned over to RCC Treasurer. Both committee members and RCC member should sign envelope. Separate slip documenting the transaction goes in cash register. Do this at least twice each day, more often if necessary.
- Treasurer will need to obtain $200 in cash (change - $1, $5, and $10) for FLOAT for Registration and Merchandise cash registers.
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Registration
- Must attend the meeting at the hotel on the morning of the first day of the convention.
- Deliver Registration assets to hotel and set up Pre-registration/Registration area (coordinate with start time on the program).
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.
- Attend volunteer and cash register training by **RCC** at noon on the first day of the convention.
- Staff Registration table such that registration chair and/or another trusted servant can dedicate time to enter all onsite registrations into Woo. Have all registrations in Woo each night and prior to closing Saturday so Website Coordinator can determine total clean time and number of registrants to be announced at Saturday night main speaker meeting.
- Count cash/checks with at least 2 members of the committee and verify with 2 **RCC** members. Amount gets recorded on an envelope which is turned over to RCC Treasurer. Both committee members and RCC member should sign envelope. Keep a record of income sources. Do this at least twice a day (more often if accumulation of cash/checks warrants).

Technology
- Assists with technology needs and prepares for streaming at the convention.
- Set up all technology equipment on computer carts in rooms being streamed and test out all equipment.
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Translation, Interpretation & Spanish Program
- Must attend the meeting at the hotel on the morning of the first day of the convention.
- Attend volunteer and cash register training by **RCC** at noon on the first day of the convention.
- Deliver Translation, Interpretation & Spanish Program assets to hotel on Thursday, set up meeting rooms.
- Collaborate to set up **Volunteer/Program/Spanish Program** table to have sign-in sheets on clipboards with pens. Keep reserved seating signs convenient.
- Pick up and greet all speakers.
- Collaborate with **Program** to reserve at least 5 seats for Deaf or Hard of Hearing (DHH) addicts in front of meeting rooms with line of sight to interpreters and speaker and at least 20 seats for addicts requiring headphones for translation main speaker meeting. **If the main speaker

meeting is in Spanish, Spanish interpreter will need to be live.
- Oversee all Spanish workshops and panel meetings.
- Document the number of participants at each workshop and the speaker meetings
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Volunteer Coordinator & Convention Information
- Must attend the meeting at the hotel on the morning of the first day of the convention.
- Attend volunteer and cash register training by **RCC** at noon on the first day of the convention.
- Deliver Volunteer & Information assets to the hotel.
- Collaborate with **Program and Spanish Program** to set up volunteer table where volunteers and speakers can check in.
- Set up and charge walkie talkies, sign out and in on Walkie Talkie Sign In Sign Out Sheet throughout convention.
- Use Volunteer T-shirt Sign-Out form to record T-shirts provided to volunteers who commit to serve as Greeters and Guides for at least four hours during the convention. Do not provide T-shirts before first assigned shift.
- Prepare a space for Lost & Found items.
- Collaborate with **Fundraising & Entertainment** to have people take tickets at events.
- Collaborate with **Program, Spanish Program, Entertainment** to provide volunteers to help with counts of all events.
- Collaborate with **Hotel** to have volunteers' direct people to **Registration, Merchandise, Hospitality Suite(s)**, meeting rooms, restrooms, etc.
- Request updated schedules from Registration and Merchandise to determine remaining needs for volunteers to fill vacant slots. Refer appropriate volunteers with required clean time.
- Schedule volunteers on Volunteer Committee Schedule. Continue to add volunteers from Volunteer Sign Up Sheet at convention.
- Set up and monitor Marathon meeting room throughout convention.
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Website Coordinator
- Must attend the meeting at the hotel on the first day of the convention.
- Attend volunteer and cash register training by **RCC** at noon on the first day of the convention.
- Usually helps with **Registration** during the convention.
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

FRIDAY - CONVENTION DAY TWO
Fundraising & Entertainment
- Get a receipt for money turned in daily and keep a record of income sources.
- Collaborate with **Volunteer Coordinator** to document attendance at each Entertainment event.
- Coordinate with entertainment providers onsite.
- Collaborate - Arrange to have volunteers at the door prior to all meals to direct people where to line up.
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

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Graphics & Merchandise
- Count cash/checks with at least 2 members of the committee and verify with 2 **RCC** members. Amount gets recorded on an envelope which is turned over to RCC Treasurer. Both committee members and RCC member should sign envelope. Keep a record of income sources, including, if applicable, sizes and colors. Do this at least twice a day (more often if accumulation of cash/checks warrants).
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Hospitality
- Keep hospitality room clean and stocked
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Hotel
- Confirm all set up changes are complete and on time.
- Collaborate with **Volunteer Coordinator** to have people to take tickets and direct people where to go for meals and entertainment.
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Program
- Oversee all workshops, panel meetings and meetings.
- For main speaker meeting, reserve at least 5 seats for Deaf or Hard of Hearing (DHH) addicts in front of meeting rooms with line of sight to interpreters and speaker and at least 20 seats for addicts requiring headphones for translation. **If the main speaker meeting is in Spanish, Spanish interpreter will need to be live.
- Document the number of participants at each workshop and the speaker meetings.
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

RCC Members
- Have two people from **Merchandise** count cash/checks; confirm with two **RCC** members. Amount gets recorded on an envelope which is turned over to RCC Treasurer. Both committee members and RCC member should sign envelope. Separate slip documenting the transaction goes in cash register. Do this at least twice each day, more often if necessary.
- Have two people from **Registration** count cash/checks; confirm with two **RCC** members. Amount gets recorded on an envelope which is turned over to RCC Treasurer. Both committee members and RCC member should sign envelope. Separate slip documenting the transaction goes in cash register. Do this at least twice each day, more often if necessary.
- **RCC** members are on call throughout the event and should be available to assist with any concerns (including disruptive behavior).
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Registration
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.
- Staff Registration table such that registration chair and/or another trusted servant can dedicate time to enter all onsite registrations into Woo. Have all registrations in Woo prior to closing

Saturday so Website Coordinator can determine total clean time and number of registrants to be announced at Saturday night main speaker meeting.
● Count cash/checks with at least 2 members of the committee and verify with 2 **RCC** members. Amount gets recorded on an envelope which is turned over to RCC Treasurer. Both committee members and RCC member should sign envelope. Keep a record of income sources. Do this at least twice a day (more often if accumulation of cash/checks warrants).

Technology
● Assists with technology needs and prepares for streaming at the convention.
● MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Translation, Interpretation & Spanish Program
● Oversee all Spanish workshops and panel meetings.
● Document the number of participants at each workshop and the speaker meetings
● Collaborate with **Program** to reserve at least 5 seats for Deaf or Hard of Hearing (DHH) addicts in front of meeting rooms with line of sight to interpreters and speaker and at least 20 seats for addicts requiring headphones for translation main speaker meeting. **If the main speaker meeting is in Spanish, Spanish interpreter will need to be live.
● Must be available at the hotel during the entire convention.

Volunteer Coordinator & Convention Information
● Set up and charge walkie talkies, sign out and in on Walkie Talkie Sign In Sign Out Sheet throughout convention.
● Use Volunteer T-shirt Sign-Out form to record T-shirts provided to volunteers who commit to serve as Greeters and Guides for at least four hours during the convention. Do not provide T-shirts before first assigned shift.
● Collaborate with **Fundraising & Entertainment** to have people take tickets at events.
● Collaborate with **Hotel** to have people to take tickets and direct people where to go for meals.
● Collaborate with **Program, Spanish Program, Entertainment** to provide volunteers to help with counts of all events.
● Have volunteers direct people to **Registration, Merchandise, Hospitality Suite(s)**, meeting rooms, restrooms, etc.
● Respond to requests for help from subcommittee chairs.
● Request updated schedules from Registration and Merchandise to determine remaining needs for volunteers to fill vacant slots. Refer appropriate volunteers with required clean time.
● Schedule volunteers on Volunteer Committee Schedule. Continue to add volunteers from Volunteer Sign Up Sheet at convention.
● Monitor Marathon meeting room throughout convention.
● MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Website Coordinator
● Usually helps with **Registration** during the convention.
● MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

SATURDAY - CONVENTION DAY THREE

Fundraising & Entertainment
- Collaborate with **Volunteer Coordinator** to document attendance at each Entertainment event.
- Coordinate with entertainment providers onsite.
- Get a receipt for money turned in daily and keep a record of income sources.
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Graphics & Merchandise
- Count cash/checks with at least 2 members of the committee and verify with 2 **RCC** members. Amount gets recorded on an envelope which is turned over to RCC Treasurer. Both committee members and RCC member should sign envelope. Keep a record of income sources, including, if applicable, sizes and colors. Do this at least twice a day (more often if accumulation of cash/checks warrants).
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Hospitality
- Keep hospitality room clean and stocked.
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Hotel
- Confirm all set up changes are complete and on time.
- Collaborate with **Volunteer Coordinator** to have people to take tickets and direct people where to go for meals and entertainment.
- Inventory lost and found items for announcements at Sunday morning speaker meeting.
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Program
- Oversee all workshops, panel meetings and meetings.
- For main speaker meeting, reserve at least 5 seats for Deaf or Hard of Hearing (DHH) addicts in front of meeting rooms with line of sight to interpreters and speaker and at least 20 seats for addicts requiring headphones for translation. **If the main speaker meeting is in Spanish, Spanish interpreter will need to be live.
- Display reserved seating signs for DHH interpreters and members.
- Document the number of participants at each workshop and the speaker meetings.
- Must be available at the hotel during the entire convention.

RCC Members
- Have two people from **Merchandise** count cash/checks; confirm with two **RCC** members. Amount gets recorded on an envelope which is turned over to RCC Treasurer. Both committee members and RCC member should sign envelope. Separate slip documenting the transaction goes in cash register. Do this at least twice each day, more often if necessary.
- Have two people from **Registration** count cash/checks; confirm with two **RCC** members. Amount gets recorded on an envelope which is turned over to RCC Treasurer. Both committee members and RCC member should sign envelope. Separate slip documenting the transaction goes in cash

register. Do this at least twice each day, more often if necessary.
- **RCC** members are on call throughout the event and should be available to assist with any concerns (including disruptive behavior).
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Registration
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.
- Staff Registration table such that registration chair and/or another trusted servant can dedicate time to enter all onsite registrations into Woo.
- Have all registrations in Woo prior to closing Saturday so **Website Coordinator** can determine total clean time and number of registrants to be announced at Saturday night main speaker meeting.
- Count cash/checks with at least 2 members of the committee and verify with 2 **RCC** members. Amount gets recorded on an envelope which is turned over to RCC Treasurer. Both committee members and RCC member should sign envelope. Keep a record of income sources. Do this at least twice a day (more often if accumulation of cash/checks warrants).

Technology
- Assists with technology needs and prepares for streaming at the convention.
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Translation, Interpretation & Spanish Program
- Oversee all Spanish workshops and panel meetings, including counts for number of attendees at each meeting.
- Collaborate with **Program** to reserve at least 5 seats for Deaf or Hard of Hearing (DHH) addicts in front of meeting rooms with line of sight to interpreters and speaker and at least 20 seats for addicts requiring headphones for translation main speaker meeting. **If the main speaker meeting is in Spanish, Spanish interpreter will need to be live.
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Volunteer Coordinator & Convention Information
- Set up and charge walkie talkies, sign out and in on Walkie Talkie Sign In Sign Out Sheet throughout convention.
- Use Volunteer T-shirt Sign-Out form to record T-shirts provided to volunteers who commit to serve as Greeters and Guides for at least four hours during the convention. Do not provide T-shirts before first assigned shift.
- Collaborate with **Fundraising & Entertainment** to have people take tickets at events.
- Collaborate with **Hotel** and Volunteer Coordinator to have people to take tickets and direct people where to go for meals.
- Collaborate with **Program, Spanish Program, Entertainment** to provide volunteers to help with counts of all events.
- Have volunteers direct people to **Registration, Merchandise, Hospitality Suite(s)**, meeting rooms, restrooms, etc.
- Respond to requests for help from subcommittee chairs.
- Request updated schedules from Registration and Merchandise to determine remaining needs for

volunteers to fill vacant slots. Refer appropriate volunteers with required clean time.
- Schedule volunteers on Volunteer Committee Schedule. Continue to add volunteers from Volunteer Sign Up Sheet at convention.
- Monitor Marathon meeting room throughout convention.
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

Website Coordinator
- Collaborate with Web-Servant to prepare report for **Chair** to announce at Saturday main speaker meeting including the number of registrations, distance traveled based on zip codes, and total clean time, if possible.
- Usually helps with **Registration** during the convention.
- MUST BE AVAILABLE AT THE HOTEL DURING THE ENTIRE CONVENTION.

SUNDAY - CONVENTION DAY FOUR
Fundraising & Entertainment
- Coordinate with entertainment providers onsite.
- Create a written inventory of assets to be turned in at June meeting (pictures would be helpful).
- Pack Entertainment subcommittee assets going to storage in box labeled with subcommittee name and inventory (contents) and deliver to designated area.
- Deliver any lost and found items to Hotel.
- Attend postconvention walkthrough at close of convention

Graphics & Merchandise
- Count cash/checks with at least 2 members of the committee and verify with 2 **RCC** members. Amount gets recorded on an envelope which is turned over to RCC Treasurer. Both committee members and RCC member should sign envelope. Keep a record of income sources, including, if applicable, sizes and colors. Do this at least twice a day (more often if accumulation of cash/checks warrants).
- Inventory Graphics & Merchandise subcommittee assets going to storage in box labeled with subcommittee name and inventory (contents) and deliver to designated area.
- Create a written inventory of assets to be turned in at June meeting (pictures would be helpful).
- Deliver any lost and found items to Hotel.

Hospitality
- Keep hospitality room clean and stocked.
- Close down hospitality room (at time designated in the program).
- Hospitality subcommittee assets going to storage in box labeled with subcommittee name and inventory (contents) and deliver to designated area.
- Create a written inventory of assets to be turned in at June meeting (pictures would be helpful).
- Deliver any lost and found items to Hotel.

Hotel
- Confirm all set up changes are complete and on time.
- Collaborate with **Volunteer Coordinator** to have people to take tickets and direct people where to

go for meals.
- Collaborate with **Volunteer Coordinator** to have people pack and inventory boxes.
- Collaborate with **Volunteer Coordinator** to have people packed and inventoried boxes to assigned location for transportation to storage.

Program
- Oversee the Sunday morning speaker meeting, Gone but not Forgotten, as well as workshops and panel meetings, if any.
- For main speaker meeting, reserve at least 5 seats for Deaf or Hard of Hearing (DHH) addicts in front of meeting rooms with line of sight to interpreters and speaker and at least 20 seats for addicts requiring headphones for translation. **If the main speaker meeting is in Spanish, Spanish interpreter will need to be live.
- Document the number of participants at the Sunday morning speaker meeting, as well as workshops and panel meetings, if any.
- Create a written inventory of assets to be turned in at June meeting (pictures would be helpful).
- Pack banners and any other Program subcommittee assets going to storage in box labeled with subcommittee name and inventory (contents) and deliver to designated area.
- Arrange for La Cura's podium and box step to be returned.
- Deliver any lost and found items to Hotel.

RCC Members
- Have two people from **Merchandise** count cash/checks; confirm with two **RCC** members. Amount gets recorded on an envelope which is turned over to RCC Treasurer. Both committee members and RCC member should sign envelope. Separate slip documenting the transaction goes in cash register. Do this at least twice each day, more often if necessary.
- Pack cash registers and other assets for return to storage.
- Inventory RCC assets going to storage (cash registers, incidentals, etc.) in box labeled with inventory (contents) and deliver to designated area.
- Create a written inventory of assets to be turned in at June meeting (pictures would be helpful).
- Deliver any lost and found items to Hotel.
- **RCC** members are on call throughout the event and should be available to assist with any concerns (including disruptive behavior).

Registration
- Closed. Continue entering date into Woo, if necessary.
- Create a written inventory to be turned in at closeout meeting.
- Pack Registration assets going to storage in box labeled with subcommittee name and inventory (contents) and deliver to designated area.
- Deliver any lost and found items to Hotel.

Technology
- Assists with technology needs and prepares for streaming at the convention.

Translation, Interpretation & Spanish Program

- Collaborate with **Program** to reserve at least 5 seats for Deaf or Hard of Hearing (DHH) addicts in front of meeting rooms with line of sight to interpreters and speaker and at least 20 seats for addicts requiring headphones for translation main speaker meeting. **If the main speaker meeting is in Spanish, Spanish interpreter will need to be live.
- Create a written inventory of assets to be turned in at closeout meeting (pictures would be helpful).
- Pack subcommittee assets going to storage in box labeled with subcommittee name and inventory (contents) and deliver to designated area.
- Deliver any lost and found items to Hotel.

Volunteer & Convention Information
- Set up and charge walkie talkies, sign out and in on Walkie Talkie Sign In Sign Out Sheet throughout convention.
- Use Volunteer T-shirt Sign-Out form to record T-shirts provided to volunteers who commit to serve as Greeters and Guides for at least four hours during the convention. Do not provide T-shirts before first assigned shift.
- Collaborate with Hotel to have people to take tickets and direct people where to go for meals.
- Have volunteers direct people to **Registration, Merchandise, Hospitality Suite(s)**, meeting rooms, restrooms, etc.
- Collaborate with **Program, Spanish Program, Entertainment** to provide volunteers to help with counts of all events.
- Respond to requests for help from subcommittee chairs.
- Inventory and pack Volunteer subcommittee assets going to storage in box labeled with subcommittee name and inventory (contents) and deliver to designated area.
- Keep written inventory of assets to be turned in at June meeting (pictures would be helpful).
- Oversee delivery of all assets for storage to be delivered to the designated area.
- Arrange for delivery of all assets back to storage.
- Deliver any lost and found items to Hotel.

Website Coordinator
- Take down all convention stuff from rgrcna.org after the close of the convention.

SEPTEMBER - 8 DAYS AFTER CONVENTION
Hotel
- Review the bill with the hotel point of contact to finalize charges.
- Submit finalized bill to Treasurer to authorize payment unless it has been automatically debited. Check that totals are correct.

OCTOBER - Closing Meeting
Fundraising & Entertainment
- Attend final meeting.
- Turn in inventory of all items taken to storage.
- Submit a report including attendance at events and accounting of funds.

- Make suggestions for timeline revisions.
- Update the Google Drive via the RCC including all documentation from this year.

Graphics & Merchandise
- Attend final meeting.
- Turn in inventory of all items taken to storage.
- Submit a report including lists of signs used this year and an accounting of funds.
- Update the Google Drive via the RCC including all documentation from this year.
- Submit a report including number of items ordered and sold and an accounting of funds.
- Make suggestions for timeline revisions.

Hospitality
- Attend final meeting.
- Turn in inventory of all items taken to storage.
- Submit a report including information about activity in the Hospitality Room and accounting of funds as well as inventory of items in storage.
- Update the Google Drive via the RCC including all documentation from this year.
- Make suggestions for timeline revisions.

Hotel
- Confirm with the **Treasurer** the final bill was paid.
- Attend final meeting and submit a final report.
- Update the Google Drive via the RCC including all documentation from this year.
- Make suggestions for timeline revisions.

Program
- Attend final meeting.
- Turn in inventory of all items taken to storage.
- Submit a report including attendance or estimated attendance at workshops and Speaker meetings as well as accounting of funds.
- Make suggestions for timeline revisions.
- Update the Google Drive via the RCC including all documentation from this year.

RCC Members
- Attend final meeting where all subcommittee chairs submit final reports and discuss lessons learned.
- Make suggestions for timeline revisions including notes on lessons learned.
- Collect information to be updated/placed into Google drive with all documentation from this year.
- Prepare Google Drive for next committee (budget, timeline, inventory of assets).

Registration
- Attend final meeting.
- Turn in inventory of all items taken to storage (pictures would be helpful).
- Submit a report of:

- total number of pre-registrations
- total number of registrations
- total number of newcomer / discounted packages
- total number of meals sold (by type)
- total number of pre-registration merchandise (by type)
- total number of event tickets sold (by event)
- Submit an accounting of funds for:
  - Registrations
  - Meals
  - Pre-registration merchandise
  - Events
- Make suggestions for timeline revisions.
- Update the Google Drive via the RCC including all documentation from this year.

Technology
- Attend final meeting.
- Turn in inventory of all items taken to storage to include cables, cords, computer, speakers, microphone, camera, etc…
- Submit a report including on-line attendance at virtual meetings and share with Programs Committee and an accounting of funds.
- Make suggestions for timeline revision.
- Update the Google Drive via the RCC including all documentation from this year.
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Translation, Interpretation & Spanish Program
- Attend final meeting.
- Turn in inventory of all items taken to storage.
- Submit a report including attendance at Spanish speaking meetings and an accounting of funds.
- Make suggestions for timeline revision.
- Update the Google Drive via the RCC including all documentation from this year.

Volunteer Coordinator & Convention Information
- Attend final meeting.
- Turn in inventory of all items taken to storage.
- Submit a report including volunteer activity during convention and an accounting of funds.
- Make suggestions for timeline revisions.
- Update the Google Drive via the RCC including all documentation from this year.

Website Coordinator
- Remove outdated flyers/events/etc. from rgrcna.org and Facebook page.
- Attend final meeting.
- Submit a report including website activity and an accounting of funds.
- Update the Google Drive via the RCC including all documentation from this year.
- Make suggestions for timeline revisions.