

## APPENDIX A

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

This annual event shall be known as the Rio Grande Regional Convention of Narcotics Anonymous (hereafter known as RGRCA). The Regional Convention Corporation (RCC) is the legal entity responsible to the Rio Grande Regional Service Committee (RSC) 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 RGRCA conventions held by members of Rio Grande Region of NA is to bring our fellowship together in a celebration of recovery from the disease of addiction. Reasons for holding RGRCA 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.

RGRCA is held annually. Relapse of any RGRCA administrative committee or subcommittee member REQUIRES replacement.

All purchasing, whether for RGRCA 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 RGRCA is \$5000.00.

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 RGRCA abbreviation or the service symbol, not the NA logo or the words "Narcotics Anonymous", to protect personal anonymity.

General requirements of the RGRCA 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

The site for each annual convention is selected by the RCC at least two years prior to the event, if possible. Any area interested in hosting a convention should prepare a letter inviting the region to place a convention there, and present the letter at a regular meeting of the RCC. The letter should be a statement of

willingness to support a convention, and should be approved by one of the RGRSC's member area service committees. The bid letter should include the following:

Resources:

- Hotel
  - Meeting room capacities
  - Spaces for all necessary services and entertainment (merchandise, registration, marathon meeting room, banquet facilities, hospitality, etc.)
  - Sleeping room numbers and costs
  - Accessibility
  - Technology
  - Willingness to allow us to provide some of our own food and coffee service in hospitality
  - Dates available
- Local members willing to serve
- Transportation services

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. The area may choose to respond by either indicating their support for the idea, or by requesting that the convention not be held there. In the latter case, the convention will not be held in that 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 site of the convention will be recommended by the RCC and ratified by the RSC based on accessibility, availability of venues, costs, feasibility and needs of the fellowship.

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, inviting all interested members from around the region to participate, and requesting their help with the subcommittees as outlined in the rotation schedule.

#### OVERVIEW OF REGIONAL CONVENTION CORPORATION (RCC)

The Rio Grande Region 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 RGRCA. The RCC is responsible to document the annual convention processes, thereby developing convention guidelines for ongoing approval by the RGRCA.

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

- Financial Accountability – Develop and maintain the process and procedures to collect, disperse, and report all financial transactions of the convention. 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 RGRCA and reported to the RGRCA.
- Registration – Develop and maintain the process and procedures to manage registration for the RGRCA.
- Merchandise and Speaker Tapes – Develop and maintain a relationship that negotiates with vendors to provide merchandise and the audio taping of the convention speakers.
- Contracts – Negotiate and sign all contracts associated with the RGRCA.

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 RGRCA. Responsibilities that may be delegated in this way include, but are not limited to:

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

#### OVERVIEW OF RGRCA ADMINISTRATIVE COMMITTEE

- The RGRCA Administrative committee will consist of a Chair, Vice Chair, and Secretary. RCC members are eligible to serve as members of the Administrative committee.
- The RGRCA Administrative Committee (Chair, Vice Chair, and Secretary) shall attend every RGRCA meeting.
- An RCC member will attend each RSC meeting with a report on the convention progress.
- The RGRCA Administrative committee submits to the RCC for approval proposed budgets for the Administrative committee, each RGRCA

subcommittee and the convention in general.

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 RGRANA Chair guides the planning of, oversees the execution of, and summarizes the final report(s) of RGRANA. Suggested clean time: 5 years

- Sets the agenda and shall preside over all general RGRANA meetings, including any RGRANA meetings held at the RSC.
- Facilitates all meetings of the convention committee and/or the Administrative committee using consensus
- Provides help, guidance and support of 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 RGRANA report to the RSC with timeline updates
- Chairs the main meeting of the RGRANA

#### ADMINISTRATIVE VICE CHAIR

The RGRANA Vice Chair works under the direction of the Chair, performing all duties necessary for successful completion of all RGRANA activities and events. This elected trusted servant is available to other RGRANA

Administrative committee members and to subcommittees as a resource by sharing of experience, strength and hope. Suggested clean time: 4 years

- Serves as Chair in the absence of the Chair.
- Coordinates and oversees all RGRANA subcommittees and requires the ability to attend meetings of the 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 RGRANA are progressing smoothly and effectively.
- Submits a written report at each RGRANA meeting.

#### ADMINISTRATIVE SECRETARY

The RGRANA Secretary is responsible for producing, obtaining and maintaining the written records of the proceedings of the RGRANA committee. This elected trusted servant functions as an information resource to all concerned with the RGRANA.

Suggested clean time:

2 years

- Keeps accurate minutes of each RGRCA general meeting and maintains the current (and past) RGRCA archives
- Distributes copies of the minutes to each RGRCA Administrative Committee member, to each Subcommittee Chair, to the RSC no later than 10 days following a RGRCA meeting, and maintains a copy in the RGRCA archives.
- Keeps on file all RGRCA committee and subcommittee reports
- Maintains a roster of administrative committee and subcommittee chairpersons
- Promptly distribute any inquiry received concerning RGRCA information to the appropriate committee or service body

#### RCC Treasurer Procedures

All convention-related purchases shall be made by the RCC Treasurer or Secretary. The RCC Treasurer shall attend all convention fundraising events and collect any money from the events. If unable to attend, they shall arrange for an RCC member to attend in their place.

##### 1. Collection of Money

- 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 is 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 for the number of items sold. The original copy shall be given to the person turning in the money.

##### 2. Cash Register Procedures

- 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. Debit Card Procedures

- a. The debit card number is not to be given out. Only the Treasurer and or the RCC Secretary 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. NTTC Procedures

Before payment to any vendor or at the time of contracting for goods and services, check with the RCC Treasurer to see if we have a Non-Taxable Transaction Certificate (NTTC). An approved NTTC will be created to submit to vendors prior to the issuance of payment. Subcommittee chair is responsible for getting the treasurer the CRS from the vendor.

#### 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 RGRCA 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. Suggested clean time for subcommittee chairpersons: 2 years

#### HOSPITALITY

##### General:

- Chair or subcommittee designate attends every RGRCA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- Plans and operates a hospitality room during the convention

##### RELATIONSHIPS:

- Prepare a budget for the hospitality suite and give to the **Treasurer**

#### PROGRAM SUBCOMMITTEE

##### General:

- Chair or subcommittee designate attends every RGRCA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- Plans all workshops 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
- Bring final selection of main speakers to convention committee for approval
- Make all travel arrangements for main speakers
- Schedule all events to take place during the convention
- Prepare a written program for the convention
- Prepare formats for all meetings and workshops
- Arrange for the taping of speakers, and obtain release forms from all speakers who will be taped
- Oversees all program activities during the convention

#### RELATIONSHIPS:

- Prepare a budget (mailing, paper, office supplies, phone calls, airline tickets, taping services) and give to the **Treasurer**
- Provide final draft of program with speakers, times and topics to **Arts & Graphics** 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

#### ARTS & GRAPHICS (May be part of Merchandise Subcommittee)

##### General:

- Chair or subcommittee designate attends every RGRCA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- Solicits graphic entries from the fellowship in support of the theme of the convention
- Brings the entries and recommendations to the 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

##### RELATIONSHIPS:

- Prepare a budget (flyers, banner, literature, other displays and graphics) and give to the **Treasurer**
- 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

## ENTERTAINMENT AND FUNDRAISING

### General:

- Chair or subcommittee designate attends every RGRCA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- Plans and executes various fundraising and/or “fun-raising” events
- 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
- Brings entertainment plans to the committee for final approval
- Is the liaison to all entertainers

### RELATIONSHIPS:

- Prepare a budget and give to **Treasurer**
- After planning any activities to spark interest and encourage participation in the convention, coordinate with **Arts & Graphics and Convention Information** for printing of flyers
- 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

## MERCHANDISE

### General:

- Chair or subcommittee designate attends every RGRCA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- 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.
- Bring recommended item choices to the 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

### RELATIONSHIPS:

- Prepare a budget and give to the **Treasurer**



- Get graphics for merchandise from **Arts & Graphics**
- 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** and **Arts & Graphics** for inclusion in the program
- Work with the **RCC** for contracting vendors
- Work closely with the **Treasurer** for handling of inventory and cash

## REGISTRATION

### General:

- Chair or subcommittee designate attends every RGRCA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- Selects items for preregistration sales and for the registration packets
- Prepares a registration form for use online and in paper form
- Works with the regional webservant 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 preregistration
- Assembles a capable team to work at the Registration table during the convention
- Uses a paper order form for onsite registrations and meals
- If requested to do so, prepare statistical data for presentation at the main speaker meeting

### RELATIONSHIPS:

- Prepare a budget (mailing, paper, envelopes, office supplies) and give to **Treasurer**
- Work with **Arts & Graphics** to develop a convention flyer and registration form using information from **Program**, **RCC Hotel Liaison Merchandise**, **Convention Information** and **Entertainment**. Give it to **CI** for distribution.
- Work with the **Treasurer** and **RCC** to clarify procedures for handling registrations, money, and record-keeping system
- Coordinate with **Arts & Graphics**, **Merchandising** and **Convention Information** to prepare registration packets
- Coordinate with RCC **Hotel Liaison** regarding deadlines for banquet and breakfast number

## CONVENTION INFORMATION (may be part of Registration Subcommittee)

### General:

- Chair or subcommittee designate attends every RGRCA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- Inform NA members about RGRCA through registration flyers, meeting announcements and web postings
- Contact treatment centers and other agencies that serve addicts to inform them of the

convention

- Contacts the NAWS, through www.na.org for posting on the calendar, with the dates and location of the convention as soon as they are available
- Prepares a press packet and letter for non-NA people attending the convention, taking it to the committee for final approval prior to printing

#### RELATIONSHIPS:

- Prepare a budget (mailing, paper, envelopes, copies) and give to **Treasurer**
- Keep in contact with **Program**, **RCC Hotel Liaison** and **Arts & Graphics** to have the most accurate, up-to-date information regarding the convention
- Obtain artwork for flyers from **Arts & Graphics**
- Inform **Registration** of projected numbers of attendees from any area residential treatment centers
- Prepare press packet and have available at **Registration**

#### TRANSLATIONS/INTERPRETATION SUBCOMMITTEE

##### General:

- Chair or subcommittee designate attends every RGRCA Committee meeting with written report of subcommittee activities and status of timeline tasks.
- 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
- 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
- Bring final selection of Spanish main speaker to convention committee for approval
- Make all travel arrangements for Spanish main speaker
- Review and select Spanish interpreters and ASL interpreters for main meetings
- Arrange to rent translation headsets and equipment
- Prepare formats for Spanish meetings and workshops

#### RELATIONSHIPS:

- Prepare a budget and give to the **Treasurer**
- Coordinate Spanish program with the **Program** subcommittee
- Translate the registration form if submitted to you by **Registration**
- Communicate with **RCC Hotel Liaison** to define space and facilities needs
- Work with the **RCC** to contract for translators and interpreters

## Timelines

### **MAY** (Twelve to Twenty-four months prior)

#### RCC Members

- Do a hotel selection process which includes defining space and sleeping room requirements, accessibility and cost
- Negotiate and sign a contract with hotel

### **JULY** (Ten months prior)

#### RCC Members

- Put out a request across the region for subcommittee chairs and administrative committee for the next convention
- Schedule the initial meeting for electing administrative committee, subcommittee chairs and organizing the committee at large
- Prepare USB drives by updating the timelines and documentation

# AUGUST

## Arts & Graphics

- Assemble your Arts & Graphics committee
- Elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention.
- Begin requesting submissions of themes
  - Send a flyer to RCMs requesting themes with a deadline of 9/30.
  - Themes need to be in English and Spanish
  - Include reference from NA literature

## Fundraising & Entertainment

- Assemble subcommittee
- Elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention

## Hospitality

- Assemble subcommittee
- Elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention

## Hotels

- Assemble subcommittee.
- Elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention
- Finalize contract with the hotel

## Merchandise

- Assemble your Merchandise Committee
- Elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention

## Program

- Assemble subcommittee – you will need to have a minimum of 4 members
- Elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention

## RCC Members

- Hold the initial organization meeting of the convention committee
- Distribute prior year budget as a template for each subcommittee

## Registration

- Assemble subcommittee
- Elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention
- As soon as all information is available, post the convention to na.org events calendar (coordinate with Hotels: 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)

### Translation/Interpretation

- Assemble subcommittee
- Elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention
- Prepare to translate any items for print or website

### Volunteer Coordination/Convention Information

- Assemble subcommittee including vice chair who is willing to be mentored for possible subcommittee chair of the following convention
- Elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention

### Webmaster

- Assemble subcommittee
- Elect a vice chair who is willing to be mentored for possible subcommittee chair of the following convention
- Update rgrcna.org with generic “save the date” information such as dates and hotel location
- Get a contact list of all subcommittee chairs with their email address. Update @rgrcna.org email addresses so that @rgrcna.org emails are forwarded to the correct subcommittee chairs. Each @rgrcna.org email can be forwarded to two people: one should be the subcommittee chair and the other should be the convention webmaster. (See file labeled Email Forwarding for RGRCA 29 in Convention Webmaster folder) - Create a similar file with new contacts
- Post Arts and Graphics Flyer and Logo Contest information on rgrcna.org and on riograndena.org
- Post Speaker File Submission information on rgrcna.org and riograndana.org
- Post Volunteer sign-up or “How to be of Service Information” on rgrcna.org and on riograndene.org
- Only website content (HTML) for rgrcna.org and riograndena.org can be translated with the Google Translate Widget. All images and PDFs that are posted to the websites will need translation from Translation Subcommittee before posting online

# SEPTEMBER

## Arts & Graphics

- Continue requesting submissions of themes
- Review previous year proposed and actual budgets
- Develop an itemized budget

## Fundraising & Entertainment

- Review previous year proposed and actual budgets
- Draft an itemized budget

## Hospitality

- Review previous year proposed and actual budgets
- Draft an itemized budget

## Hotel

- Schedule convention committee meetings with hotel

## Merchandise

- Review previous year proposed and actual budgets
- Review what was purchased in the past, what sold, and what was leftover

## Program

- Review previous year proposed and actual budgets
- Develop a draft budget
- Review timeline and delegate tasks
- Collaborate with Translation & Interpretation subcommittee

## RCC Members

- Attend Convention Committee meetings to sign contract and write checks
- Pass on to the Program or Translation/Interpretation subcommittee any speaker CDs that come to the PO box

## Registration

- Review previous year proposed and actual budgets
- Develop a draft budget

## Translation/Interpretation

- Prepare to translate any items for print or website
- Review previous year proposed and actual budgets
- Develop a draft budget
- Attend subcommittee meeting with the Program Subcommittee
- Attend subcommittee meeting with Arts & Graphics to translate theme submissions.

## Volunteer Coordination/Convention Information

- Coordinate with all subcommittees about volunteer needs

## Webmaster

- Attend Arts & Graphics meetings
- When convention theme and artwork are finalized, update rgrcna.org
- Meeting with Volunteer Coordinator, Program, Hospitality, and Hotel Subcommittees to start gathering their ideas/needs for the websites

# OCTOBER

## Arts & Graphics

- Submit itemized budget for approval
- Submit the top three themes with Spanish translations and literature references for the Committee to vote on at the October meeting.
- Begin requesting submissions of art
  - Send a flyer out to the RSC asking RCMs to distribute in all Areas. Give a 12/1 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
    - RGRCA #####
    - Resolution and format of artwork should be high resolution, digital, fully rendered, and in .ai, .jpg, .psd, .pdf or useable digital format. Also artwork will be stretched and shrunk for banners to pens.
  - A&G committee should keep track of requested changes to artwork and make as few requests for changes as possible.

## Fundraising & Entertainment

- Develop an itemized budget
- 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 NM and travel will be involved. The first event is either New Year’s Eve or in January which is when pre-registration opens
- Coordinate with Registration subcommittee to ensure Registration members are available at on pre-convention events

## Hospitality

- Develop an itemized budget
- Begin discussing ideas for hospitality at the convention

## Hotel

- Meet with hotel to plan any pre-convention events at hotel

## Merchandise

- Develop an itemized budget
  - Remember that your budget will pay for the merchandise for the event – pre-convention and convention. You will sell pre-convention merchandise
- Hold first subcommittee meeting
- Submit itemized budget for approval
- Decide what, if any, pre-convention items to submit to the committee next month (include cost and minimum quantity) Have all information ready to pass on the Arts & Graphics once approved

### Program

- Develop an itemized budget
- Layout a general plan for workshops and speaker meetings. Coordinate with Hotels & Hospitality, Entertainment, Registration & Translation/Interpretation to create a rough draft of program and events (may begin with a prior year's program as a template)
- Create verbiage for the convention website and submit to web servant to be put up

### RCC Members

- Attend Convention Committee meetings
- Review subcommittee budgets and work with the committee to make any changes

### Registration

- Develop an itemized budget including giveaway items, lanyards, and badge holders
- Coordinate with Fundraising & Entertainment to ensure Registration members are available at on pre-convention events. Events are usually in Central, Northern, and Southern parts of NM and travel will be involved. The first event is New Year's Eve or in January which is when pre-registration opens

### Translation/Interpretation

- Prepare to translate any items for print or website
- Develop an itemized budget
- Rough draft Spanish language program with the Program

### Volunteer Coordination/Convention Information

- Draft an itemized budget

### Webmaster

- Add Entertainment and Fundraising Events to rgrcna.org and riograndana.org.
- Update Rio Grande Regional Convention of NA Facebook Page (Brie and Christine are admins)



# NOVEMBER

## Arts & Graphics

- Submit itemized budget for approval
- Continue requesting submissions of artwork based on theme

## Fundraising & Entertainment

- Submit itemized budget for approval
- Begin auditioning bands, DJs, listening to tapes of comedians, etc., based on entertainment subcommittee choices
- Create a list of what 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

## Hospitality

- Submit itemized budget for approval
- Develop the Hospitality Room plan including space, furniture, and electricity needs

## Hotel

- Communicate cost of meals to Registration for the registration forms and website

## Merchandise

- Start selection of items, colors and quantities of pre-convention merchandise to present to the committee for approval
- Start selection of items, colors and quantities of convention merchandise to present to the committee for approval
  - T-shirts, Women's shirts, and Pocket T-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 committee
- Submit itemized budget for approval

## Program

- Submit itemized budget for approval
- Work with Translation/Interpretation subcommittee to obtain Spanish language speakers
- Start gathering speaker tapes and CD's for review and selection of speakers – some will come through the regional PO Box.
- Request CDs from the contracted recording company for the convention

## RCC Members

- Attend Convention Committee meeting to approve budgets
- Review bids submitted by Merchandise

### Registration

- Begin discussing items to be included in registration packet and badge holders
- Select pre-registration merchandise items that will be sold only during pre-registration (coffee mugs and hoodies are popular) Remember to order 4 sets of all pre-registration items to give away to the main speakers
- Submit itemized budget for approval
- Begin work on registration form (consider reformatting and simplifying form from XXIX) 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 preregistration, registration banquet and buffet prices (must know cost of meals, pre-registration items, and all convention ticketed events to create registration form)
- Registration form needs to be translated in Spanish

### Translation/Interpretation

- Prepare to translate any items for print or website including registration form
- Submit itemized budget for approval
- Work with Program to gather Spanish speaker tapes and CD's for review and selection of speakers

### Volunteer Coordination/Convention Information

- Submit itemized budget for approval

### Webmaster

- Start making “products” for website when pre-registration opens. 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.
- Make sure Entertainment and Fundraising “products” are in Square (e.g. Auction, Donation, Raffle Tickets, etc.). Make sure person selling items at fundraising events has a square card reader (Sashua and Brie have the two convention square readers)

# DECEMBER

## Arts & Graphics

- Bring artwork submissions to be voted on by the full committee
- Bring slips of paper to facilitate voting on logo
- Have new artwork professionally finished and submit to Registration

## 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
- Communicate in writing to Hotels what space, technology and furniture you will need during the convention
- Finalize pre-convention events around the region coordinating with Merchandise for pre-convention sales and Registration for pre-registration at events

## Hospitality

- Continue developing the Hospitality Room plan including schedule for home groups to host.
- Work with Registration to prepare website sign-ups for hosting the Hospitality room.
- Communicate in writing to Hotels what space, technology and furniture you will need during the convention

## Hotel

- Request from subcommittees all space, technology and furniture needs during the convention and communicate that to our hotel POC

## Merchandise

- After artwork is complete, order any pre-convention merchandise
- Contact vendors interested in selling items (jewelry) at the convention (get recommendations from RCC)
  - Ask them to send you a bid. You just turn those bids in to the RCC with your committee's recommendation(s)
- Communicate to Hotels subcommittee what space, technology and furniture you will need during the convention

## Program

- Select workshop topics
- Submit draft meeting, workshop, and event schedule for approval
- Communicate in writing to Hotels what space, technology and furniture you will need during the convention

## RCC Members

- Attend Convention Committee meetings
- 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 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 Arts & Graphics, Translations and convention committee
- Confirm with regional web servant that Woo and Square are ready to accept money for early registrations
- Make sure 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
- Coordinate with Hospitality for home groups to sign up on the website to host the hospitality room
- Work with Entertainment subcommittee to obtain list of pre-convention events
- Communicate in writing to hotel liaison what space, technology and furniture you will need during the convention

### Translation/Interpretation

- Prepare to translate any items for print or website
- Select workshop topics and begin selection process for Spanish workshop speakers – take care to choose speakers who are comfortable speaking Spanish in a workshop
- Communicate to hotel liaison what space, technology and furniture you will need during the convention
- Continue evaluating speaker CDs and tapes
- Submit draft meeting speakers, workshops, topics, and Spanish language events

### Volunteer Coordination/Convention Information

- Work with Registration for volunteers to assist with collecting cash at pre-convention events
- Communicate to hotel liaison what space, technology and furniture you need during the convention (table for volunteers, speakers, and workshop leaders to check in)
- Compile a list of facilities in the region whose clients may want to attend the convention
- Modify the previous letter for current RGRCA information to facilities and addiction professionals informing them of the upcoming convention

### Webmaster

- Make sure rgrca.org is ready for online registration, hotel access code and website link is posted, all products are finalized and ready to be published publically on rgrca.org
- Post PDF of paper registration form
- 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 when online registration will open
- Make sure Rio Grande Regional Convention of NA Facebook page is updated with all pertinent convention information (Brie and Christine are admins)
- Get with Arts & Graphics and Merchandise to add pre-convention items to the square to sell via credit card at pre-convention events and fundraising events

# JANUARY

## Arts & Graphics

- Work on possible cost effective convention program layouts and get quotes (single sheet of paper, double sided, color)
- Modify artwork to meet the needs of Merchandise and Registration
- Begin requesting a schedule from Program subcommittee –it needs to be finalized before the end of March

## 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.)
- Submit entertainment events to Program subcommittee prior to the next meeting
- Communicate all pre-convention events with Registration subcommittee

## Hospitality

- Finalize list of Hospitality Room host times and begin soliciting home groups and volunteers (have one person dedicated to this task as the single point of communication)

## Hotel

- After preregistration opens, request weekly Thursday reports via from the hotel, informing you of sleeping rooms booked. Make adjustments on number of rooms available as needed

## Merchandise

- Make sure the artwork works on selected items, and make adjustments, if necessary
- Distribute pre-convention merchandise for sale throughout the region
  - Keep track of what you give and to whom it's given
  - Make recommendations for vendors to sell their merchandise at the convention – get three bids

## Program

- Continue evaluating speaker CDs and tapes
- Prepare to submit final meeting/workshop/event/entertainment schedule, including marathon meeting schedule, to be approved next month

## RCC Members

- Attend Convention Committee meeting and monitor budget
- Work with Entertainment on bids for band, DJ, and other entertainers
- Work with Translation on contracts for interpreters
- Pass on to the Program or Translation/Interpretation subcommittee any speaker CDs that come to the PO box

### Registration

- Work with webmaster to begin online registrations
- Ask webmaster to e-blast all in the database with link to pre-registration
- Begin data entry and reporting of all incoming pre-registration data (see Registration Data and Reporting folder on Registration USB drive)
- Be available to attend convention-related activities to do early registrations at the events
- Coordinate with Arts & Graphics to get artwork for all registration packet giveaway items and badges

### Translation/Interpretation

- Prepare to translate any items for print or website
- Continue evaluating speaker CDs and tapes
- Prepare to submit final meeting/workshop/event/entertainment schedule, including marathon meeting schedule, to be approved next month
- Begin looking for onsite interpreters to translate main meetings for both Spanish and American Sign Language. Submit any contracts to the committee for signing by the RCC

### Volunteer Coordination/Convention Information

- Take facilities letter to full committee for approval
- Email, fax, or if budgeted for postage, mail the letter to facilities
- Assemble press packet (use previous year's packet)
- Solicit donations for the auction

### Webmaster

- 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 (Brie and Christine are admins).
- Once online registration is open, pull reports each month and include data in monthly convention report

# FEBRUARY

## Arts & Graphics

- Continue working on program layout
- Get quotes for banner (6'X4' or 8'X6')
- Request signage needs from all committees (work with Hotels to see what signage the hotel provides)
- Remind Program subcommittee that you will need the program (full schedule of events) before the end of March
- Have special badges made for committee members and Spanish speakers (*hablo español* badge insert)

## Fundraising & Entertainment

- Submit event list including signage and ticket requirements to Arts & Graphics
- Define event audio/video needs for Hotels
- Attend pre-convention events documenting attendance for future reference
- Solicit donations for the auction

## Hospitality

- Continue planning any hospitality meals or events
- Continue soliciting home groups and volunteers and create a list of contact information

## Hotel

- Request weekly Thursday reports via from the hotel, informing you of sleeping rooms book. Make adjustments on the number of rooms available as needed

## Merchandise

- Turn any money received from pre-convention merchandise in to the RCC & 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 to work during the convention and collaborate with Volunteer Coordinator
- Solicit donations for the auction

## Program

- Finalize workshop/meeting speakers and topics – contact and confirm all speakers and chairpersons
- Confirm main speakers and make travel arrangements with RCC
- Inform main speakers they will need a credit card on file with the hotel for incidentals the room is paid by RCC as part of hotel contract
- Compile a list of marathon meeting topics and chairpersons to submit to Arts & Graphics next month, if this is how you choose to handle marathon meetings
- Determine signage provided by the hotel, then provide Arts & Graphics with any additional signage needs (directional, maps, marathon meeting signup, large poster of program, etc.)
- Plan centerpieces (may be done by subcommittee or through challenging home

groups or areas to create centerpieces)

### Program (continued)

- Give list of main speakers to Registration to create their packets and to Hotels to make room reservations
- Begin selection process for workshop speakers – generally, members of the subcommittee are not chosen to chair meetings or speak at meetings or workshops – traditionally, the chair of the convention chairs the Saturday night main meeting. (Request list from registration to choose workshop speakers from registered addicts.)
- Finalize main speakers
- Contact main speakers 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.
- Solicit donations for the auction

### RCC Members

- Attend Convention Committee meeting and monitor budget
- Review, negotiate and sign all contracts with entertainers and vendors
- Travel arrangements for speakers (coordinate with Program and Translation)
- Solicit donations for the auction

### Registration

- Check PO Box for paper registrations that have been mailed in. Enter registration data in to Woo (see Registration Data and Reporting folder on USB drive)
- Assemble onsite registration team in collaboration with Volunteer Coordinator
- Review Post-RGRCNA 29 Inventory List on USB drive for items in storage
- Solicit donations for the auction

### Translation/Interpretation

- Prepare to translate any items for print or website
- Confirm main speakers and coordinate with RCC to make travel arrangements

### Volunteer Coordination/Convention Information

- Send via email or fax approved letter to facilities and professionals and field return calls
- Collaborate with Registration regarding volunteers for manning the registration table
- Collaborate with Merchandise about volunteers needed at the convention
- Collaborate with RCC about clean time requirements for handling cash

### Webmaster

- Keep rgrcna.org info up to date (remove outdated flyers/events/etc.)
- Keep Rio Grande Regional Convention of NA Facebook page up to date (Brie and Christine 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 registration need to be added to Woo. Make sure they know how to enter the registration into Woo



# MARCH

## Arts & Graphics

- Begin working on program layout using submitted meeting/workshop/event schedule. Programs will need to give you the schedule
  - Include locations for things like marathon meetings, hospitality room, yoga room, entertainment events, etc.
- Get quotes for the program based on final layout
- Request signage needs from all committees
  - Create signs for the podiums in the workshop rooms with the logo

## Fundraising & Entertainment

- Host any pre-convention events
- Solicit donations for the auction

## Hospitality

- Finalize list of home groups hosting the Hospitality Room
- Collect contact information for Hospitality Room hosts
- Send reminders to home groups hosting

## Hotel

- Request weekly Thursday reports via from the hotel, informing you of sleeping rooms book. Make adjustments on the number of rooms available as needed

## Merchandise

- Turn any money received from pre-convention merchandise in to the RCC & 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.
- Work with Volunteer Coordinator to assemble team for onsite sales
  - Cash register 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 register. You need at least one person working the register plus 1-4 other people helping.
- Coordinate with both Registration and Program on hours open during the convention
- Solicit donations for the auction

## Program

- Submit final schedule of all workshops, meetings and events to Arts & Graphics for creation of printed program
- Arrange for any gifts for main speakers
- Order Basic Texts for giveaway to newcomers at Saturday night main meeting and any readings needed for workshops or main meetings
- Write formats for each workshop (use previous years' formats as a starting point)
- Put together a list of contingency workshop speakers
- Determine schedule for Registration and Merchandise hours at the convention
- Solicit donations for the auction

### RCC Members

- Work with Merchandise and Volunteer Coordinator for eligibility to work cash registers
- Solicit donations for the auction

### Registration

- Check PO Box for paper registrations that have been mailed in. Enter registration data in to Woo (see Registration Data and Reporting folder on USB drive)
- Coordinate with Merchandise and Program to determine the hours of operation for them 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 the auction
- Schedule registration packet packing party (no earlier than two weeks prior to convention and before the Monday prior to the convention)

### Translation/Interpretation

- Prepare to translate any items for print or website
- Translate formats for each workshop
- Arrange for any gifts for main speakers
- Put together a list of contingency workshop speakers
- Solicit donations for the auction

### Volunteer Coordination/Convention Information

- Collaborate with RCC about eligibility for handling cash and cash registers

### Webmaster

- Keep rgrcna.org info up to date (remove outdated flyers/events/etc.)
- Keep Rio Grande Regional Convention of NA Facebook page up to date (Brie and Christine are admins)
- Run product sales reports and report income coming in by category for the convention treasurer
- Collaborate with Program 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 registration need to be added to Woo

# APRIL

## Arts & Graphics

- 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
- 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 (if not printed by Registration)
- Deliver programs and badges to Registration packet packing party
- 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. Programs 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.
- Request signage needs from all committees
- Submit written requests for volunteers with times and location for each day of convention to Volunteer Coordinator

## Fundraising & Entertainment

- Confirm all convention entertainment
- Submit written requests for volunteers with times and location for each day of convention to Volunteer Coordinator

## Hospitality

- Take inventory of old supplies
- Purchase needed supplies for Hospitality Room
- Confirm Hospitality Room volunteers
- Send an additional reminder 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

## Hotel

- Request weekly Thursday reports via from the hotel, informing you of sleeping rooms book. Make adjustments on the number of rooms available as needed
- Submit written requests for volunteers with times and location for each day of convention to Volunteer Coordinator
- Prepare for Speaker gifts to be delivered to rooms

## Merchandise

- Turn any money received from pre-convention merchandise in to the RCC & get a receipt
- Bring merchandise samples to committee meeting
- Coordinate with RCC to order all merchandise (prepare for reordering if sell out)
- Arrange for pickup or delivery of merchandise
- Submit written requests for volunteers with times and location for each day

## Program

- Confirm rides from the airport for all main speakers
- Organize formats for each meeting room (Convention Chair chairs the main meeting)
- Prepare for “Gone but not Forgotten” for Sunday
- Create a sign in sheet and information sheet for each workshop and meeting speaker coordinated with Translation and deliver them to Volunteer Coordinator
- Coordinate with Arts & Graphics to finalize program by two weeks prior to the Wednesday before the convention
- Deliver printed programs to Registration to be included in each registration packet
- Arrange for pick up, delivery, and return of banners and La Cura podium
- Post the program on the Convention page of the website through the webmaster
- Submit written requests for volunteers with times and location for each day of convention to Volunteer Coordinator

## RCC Members

- 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
- Schedule final walkthrough with hotel staff and subcommittee chairs
- Schedule getting assets from and return to storage (including banners, tripods, cash registers, registration bins, walkie-talkies, translation headsets)

## Registration

- Check PO Box for paper registrations that have been mailed in. Enter registration data in to Woo (see Registration Data and Reporting folder on USB drive)
  - About 2 weeks prior to the close of pre-registration ask webmaster to e-blast to all in the database who have not pre-registered with link to preregistration online
  - A few days before the close of pre-registration ask webmaster to send an email link to all those who created a registration online but have not paid.
  - Print labels for registration packets (coordinate with webmaster to obtain a list of all registrations/orders) See Registration Packet Contents on USB drive
  - Obtain printed programs to be included in registration packets
  - Prepare for registration packet packing party including a list of all items needed
  - Order all pre-registration merchandise immediately after pre-registration closes so there is enough time for items to arrive prior to convention
  - Submit written requests for volunteers with times and location for each day of convention to Volunteer Coordinator
-

### Translation/Interpretation

- Prepare to translate any items for print or website
- Confirm rides from the airport for all main speakers
- Organize formats for each meeting room
- Coordinate with Program for a sign in sheet and information sheet for each workshop and meeting speaker
- Coordinate with Arts & Graphics to finalize program by two weeks prior to the Wednesday before the convention
- Post the program on the Convention page of the website through the webmaster
- Submit written requests for volunteers with times and location for each day of convention to Volunteer Coordinator
- Pick up headsets to charge prior to convention

### Volunteer Coordination/Convention Information

- Collect final lists of volunteer request for each day of convention
- Prepare updated list of volunteers and contact information including times assigned, who to check in with, and location of the commitment
- Arrange volunteers to get assets from and return assets to storage

### Webmaster

- Keep rgrcna.org info up to date (remove outdated flyers/events/etc.)
- Keep Rio Grande Regional Convention of NA Facebook page up to date (Brie and Christine are admins).
- Coordinate with registration chair to figure out a date to “shut off” online registration.
- Ask registration chair if any paper registration need to be added to Woo
- Confirm with Merchandise that all merchandise items are in the Square
- Pull reports each month and include data in monthly convention report

# MAY

## Arts & Graphics

- Print a poster size (24"x36" at least) schedule to display outside registration, and an additional 2-3 smaller size posters
- Print signage needs for all committees
- Deliver banner to Hotels
- Deliver onsite registration forms to Registration (if applicable)
- Attend walkthrough meeting at hotel
- Must attend meeting at hotel on the first day of the convention
- Must be available at the hotel during the entire convention
- Sunday, keep written inventory of assets to be turned in at June meeting.
- Pack items going to storage in labeled box and deliver to designated area.
- On Sunday, deliver any lost and found items to Hotels.

## Fundraising & Entertainment

- Attend walkthrough meeting at hotel
- Coordinate with entertainment providers onsite
- Must attend meeting at hotel on the first day of the convention
- Get a receipt for money turned in daily and keep record of income sources
- Document attendance at each Entertainment event
- Must be available at the hotel during the entire convention
- Sunday, keep written inventory of assets to be turned in at June meeting
- Pack items going to storage in labeled box and deliver to designated area
- On Sunday, deliver any lost and found items to Hotels

## Hospitality

- Set up Hospitality Room and ready for opening
- Attend walkthrough meeting at hotel
- Must attend meeting at hotel on the first day of the convention
- Get a receipt for money turned in daily and keep record of income sources
- Must be available at the hotel during the entire convention
- Sunday, keep written inventory of assets to be turned in at June meeting
- Pack items going to storage in labeled box and deliver to designated area
- On Sunday, deliver any lost and found items to Hotels

## Hotel

- Have walkthrough meeting with hotel liaison and the entire committee
- Confirm with the hotel and the committee at large the clear understanding that only one person can authorize on site requests from the hotel
- Must attend meeting at hotel on the first day of the convention
- Must be available at the hotel during the entire convention
- Sunday, pack items going to storage in labeled box and deliver to designated area.
- Collect any lost and found items to turn in to RCC or leave at hotel for guests.

## Merchandise

- Turn any money received from pre-convention merchandise in to the RCC & 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 fill out an order form to present at the register.
- Attend walkthrough meeting at hotel prior to convention
- Take inventory of and ready merchandise for sale
  - Be prepared to track EXACTLY what was ordered and what was sold, by size and item
- Attend cash register training by RCC on Thursday prior to convention opening
- Get tables ready for opening
- Must attend meeting at hotel on the first day of the convention
- Get a receipt for money turned in daily and keep record of income sources
- Must be available at the hotel during the entire convention
- Sunday, keep written inventory of assets to be turned in at June meeting.
- Pack items going to storage in labeled box and deliver to designated area.
- On Sunday, deliver any lost and found items to Hotels.

## Program

- Attend walkthrough meeting prior to convention
- Pick up and greet all speakers
- Oversee all workshops and meetings
- Document the number of participants at each workshop and the speaker meetings
- Must attend meeting at hotel on the first day of the convention
- Get a receipt for money turned in daily and keep record of income sources
- Must be available at the hotel during the entire convention
- Sunday, keep written inventory of assets to be turned in at June meeting.
- Pack banners and any other items going to storage in labeled box and deliver to designated area.
- On Sunday, deliver any lost and found items to Hotels.

## RCC Members

- Program cash registers for registration and merchandise
- Prepare for and conduct cash register training
- Attend walkthrough meeting at hotel
- Attend meeting at the hotel on the first day of convention
- At least one member of RCC must be available at the hotel during the entire convention
- Prepare for the auction
- Sunday, keep written inventory of assets to be turned in at June meeting.
- Pack items going to storage in labeled box and deliver to designated area.
- On Sunday, deliver any lost and found items to Hotels.

### Registration

- Attend walkthrough meeting at hotel
- Deliver Main Speaker packets and pre-registration merchandise for speakers to Program or the hotel registration desk to be available for them at check in
- Attend cash register training by RCC on Thursday prior to convention opening
- Must attend meeting at hotel on the first day of the convention
- Set up Registration table
- 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 webmaster can determine total clean time and number of registrants to be announced at Saturday night main speaker meeting
- Get a receipt for money turned in daily and keep record of income sources
- Must be available at the hotel during the entire convention
- Sunday, keep written inventory of assets to be turned in at June meeting.
- Pack items going to storage in labeled box and deliver to designated area.
- On Sunday, deliver any lost and found items to Hotels.

### Translation/Interpretation

- Attend walkthrough meeting at hotel prior to convention
- Pick up and greet speakers
- Oversee all Spanish workshops and meetings
- Reserve at least 5 seats for DHH addicts in front of meeting rooms with line of sight to interpreters and speaker
- Document the number of participants at each workshop and the speaker meetings
- Must attend meeting at hotel on the first day of the convention
- Get a receipt for money turned in daily and keep record of income sources
- Must be available at the hotel during the entire convention
- Sunday, keep written inventory of assets to be turned in at June meeting.
- Pack items going to storage in labeled box and deliver to designated area.
- On Sunday, deliver any lost and found items to Hotels.

### Volunteer Coordination/Convention Information

- Attend walkthrough meeting at hotel
- Set up volunteer table where people can check in
- Arrange for volunteers at the door prior to all meals to direct people where to line up
- Arrange for volunteers to take tickets at events
- Arrange for volunteers to check in with trusted servants at Registration and Merchandise during meals
- Arrange for volunteers to gather assets on Sunday and deliver to storage
- Must attend meeting at hotel on the first day of the convention
- Get a receipt for money turned in daily and keep record of income sources
- Must be available at the hotel during the entire convention
- Pack anything going to storage in clearly labeled box. Designate an area for item collection.
- On Sunday, deliver any lost and found items to Hotels



### Webmaster

- Keep rgrcna.org info up to date (remove outdated flyers/events/etc.)
- Keep Rio Grande Regional Convention of NA Facebook page up to date (Brie and Christine are admins).
- 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
- Take down all convention stuff from rgrcna.org after the close of the convention

2018 Living Document

# JUNE

## Arts & Graphics

- Attend final meeting
- Submit a report including lists of signs used this year and an accounting of funds
- Make suggestions for timeline revisions
- Submit your USB drive to the RCC including all documentation from this year

## Chairperson

- Update the Master Timeline based on feedback from subcommittees

## Fundraising & Entertainment

- Attend final meeting
- Submit a report including attendance at events and accounting of funds
- Make suggestions for timeline revisions
- Submit your USB drive to the RCC including all documentation from this year

## Hospitality

- Attend final meeting
- Submit a report including information about activity in the Hospitality Room and accounting of funds as well as inventory of items in storage
- Make suggestions for timeline revisions
- Submit your USB drive to the RCC including all documentation from this year

## Hotel

- Attend final meeting
- Submit a final report
- Make suggestions for timeline revisions
- Submit your USB drive to the RCC including all documentation from this year

## Merchandise

- Attend final meeting
- Submit a report including number of items ordered and sold and an accounting of funds
- Make suggestions for timeline revisions
- Submit your USB drive to the RCC including all documentation from this year

## Program

- Attend final meeting
- Submit a report including attendance or estimated attendance at workshops and Speaker meetings as well as accounting of funds
- Make suggestions for timeline revisions
- Submit your USB drive to 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 USB drives with all documentation from this year
- Prepare USB drives for next committee (budget, timeline, inventory of assets)

### Registration

- Attend final meeting
- Submit a report total registrations and an accounting of funds
- Make suggestions for timeline revisions
- Submit your USB drive to the RCC including all documentation from this year

### Translation/Interpretation

- Attend final meeting
- Submit a report including attendance at Spanish speaking meetings and an accounting of funds
- Make suggestions for timeline revisions
- Submit your USB drive to the RCC including all documentation from this year

### Volunteer Coordination/Convention Information

- Attend final meeting
- Submit a report including volunteer activity during convention and an accounting of funds
- Make suggestions for timeline revisions
- Submit your USB drive to the RCC including all documentation from this year

### Webmaster

- Remove outdated flyers/events/etc. from rgrcna.org and Facebook page
- Once online registration is open, pull reports each month and include data in monthly convention report
- Attend final meeting
- Submit a report including website activity and an accounting of funds
- Make suggestions for timeline revisions
- Submit your USB drive to the RCC including all documentation from this year

# Reflections & Lessons Learned

## Arts & Graphics

- Consider volunteers needs for setting up and packing up

## Chair

- After June meeting, finalize changes to the Master Timeline and put it in Appendix A
- Update the subcommittee timelines by copying and pasting from Master

## Fundraising & Entertainment

- Consider volunteers needs for setting up and packing up
- If doing a comedy show, prepare to pay a professional

## Hospitality

- Nice to have two rooms, one for food and one for drinks
- Consider volunteers needs for setting up and packing up

## Hotel

- Consider volunteers needs for setting up and packing up
- Consider budgeting for tips for hotel staff

## Merchandise

- Prepare to do a last minute reorder if items sell out on Thursday
- Consider volunteers needs for setting up and packing up

## Program

- Prepare to reserve seats if meal is in different room from meeting
- Consider volunteers needs for setting up and packing up
- Have speakers and workshop chairs sign in at Program/Volunteer table

## RCC Members

- Budget review, authorizing last minute expenses, and procedures for handling money need to be clear and communicated to all subcommittee chairs
- Consider volunteers needs for setting up and packing up

## Registration

- Consider volunteers needs for setting up and packing up
- April is a very busy month, do as much ahead as possible
- Review inventory from storage then make a list of items needed at the Registration table at the convention (registration packets, scissors, extra bedges, programs, string, markers, pens, tape, signs, etc) Make this list on phone so you can add to it as you randomly think of things

## Translation/Interpretation

- Reserve seats for DHH addicts at any meeting with ASL interpreters
- Consider volunteers needs for setting up and packing up

## Volunteer Coordination/Convention Information

- Have volunteers at the door prior to all meals to direct people where to line up
- Prepare space for at Volunteer table for lost and found items
- Volunteers are needed for packing up and transporting to assets to storage

## Webmaster needs to be its own entity not combined with Registration