



**REGION III  
CONVENTION  
PLANNING  
MANUAL**

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## NOTES

# INTRODUCTION

Thank you for volunteering to host a future Region III Assembly/Convention. You must be very excited and curious about what goes into planning this event. That is why this manual has been put together for you. Here are some basics of hosting the Assembly/Convention.

- The convention is a weekend-long recovery event, and the assembly is the business meeting of Region III, which is held on Saturday.
- Hosting a Region Convention is a good way to unite the membership in your area and to energize your intergroup. Each person who gives service will gain knowledge of themselves and the Fellowship. It also serves as a fund-raiser for Region III as well as for the hosting intergroup and provides concentrated recovery for those in attendance.
- The size of the convention ranges from 80 to 150 people, depending upon location and time of year. People may come from all seven states in the Region. Some may arrive early or stay late to explore the host city.
- If requested, RIII will seed the hosting intergroup \$500.00 approximately 1 year before the event.
- This manual is a collection of policies, experiences, and guidelines to help in planning your RIII Convention. The manual is divided into sections according to task or committee in order to facilitate the copying and/or distribution by section. The sections can be given to the different committee chairs.
- It is the job of the Region III Vice Chair to work closely with the area in planning and producing the event. The RIII Vice Chair's email address is: [r3vchair@oaregion3.org](mailto:r3vchair@oaregion3.org). Please make contact with the Vice Chair as soon as you are approved to host the event.
- **Again, thank you for your service. Remember to have fun and good luck!**

## REGION III ASSEMBLY/CONVENTION ESSENTIALS

While many of the points in this manual are suggestions which may be followed or not at the discretion of the host intergroup, the following list of items are very important, and the RIII Steering committee respectfully requests that this limited list of suggestions be followed. Please use this as a check-list for discussion with your committee:

\_\_\_\_ The Planning Committee Chairperson agrees to read the Convention Planning Manual, and disperse relevant sections to sub-committees.

\_\_\_\_ Because Region III backs any potential financial losses of the Assembly/Convention, the hotel contract must be submitted to the Region III Vice Chair for approval, and the Vice Chair must sign the hotel contract.

\_\_\_\_ One of the primary duties of the Region III Vice Chair is to assist, advise, and support convention planning committees. The Vice Chair serves as a liaison between the planning committee and Region III. Please don't hesitate to call on the VC to help your committee with anything needed, and to answer questions as they arise.

\_\_\_\_ Please send all planning committee meeting minutes to the Region III Vice Chair (secretary can add VC to the e-mail distribution list).

\_\_\_\_ The Registration Committee must submit the registration flyer to the Region III Vice Chair for approval (9-12 months before convention).

\_\_\_\_ Beginning 6 weeks prior to the Assembly/Convention, please send updated registration rosters **weekly** to the Region III Vice Chair and Region III Recording Secretary to enable Region to disperse Assembly information to the reps.

\_\_\_\_ While planning the Assembly/Convention, please make sure event spaces are ADA (Americans with Disabilities Act) compliant. In other words, consider whether rooms for events are conveniently located, make sure elevators are available, that seating for the deaf or hard-of-hearing is available in close proximity to speakers, have rows of chairs spaced widely enough for wheelchairs or walkers to move between them, etc. Please consult with the Region III Vice Chair with questions about this issue.

\_\_\_\_Name badges should have hanging ribbons which designate “Steering Committee”, “Representative” and “Planning Committee” members. New representatives to Assembly, called “Green Dots”, should receive a round green sticker on their name badge.

\_\_\_\_The Region III Steering Committee needs a boardroom-style meeting room for the Friday morning board meeting and the treasury audit (8:00 A.M.-3:00 P.M.).

\_\_\_\_Region III holds a dinner for Representatives and the Steering Committee on Friday evening from 5:15-7:15. Someone on the local planning committee, usually the Assembly Assistant, is expected to find a restaurant within easy walking distance, secure a reservation for approximately 30 people in a separate room or section of the restaurant if possible, and let the restaurant know that separate checks will be needed.

\_\_\_\_Because of the Region III dinner, the Grand Opening Friday evening should start no earlier than 7:30.

\_\_\_\_Entertainment should be kept to a reasonable length, and no religious music or materials should be used.

\_\_\_\_Speakers must reside in Region III, and are to be chosen from those members registered for the event. Speakers are not to be funded by RIII or the local hosting Intergroup.

\_\_\_\_Avoid having the Assembly room immediately next to workshop rooms. Sound from microphones carries over which is distracting to both rooms.

\_\_\_\_The Assembly room needs a raised dais for the steering committee with seating for 6 and lots of table space to spread out paperwork, laptops, etc... Refer to diagram on page 20. There is to be a tabletop podium in the middle of the dais, with a microphone and a tall stool for the Chair. There must also be 2 free-standing microphones on either side, in front of the dais.

\_\_\_\_The Assembly may run until 5:00 P.M. on Saturday. If the assembly room will also be used for the banquet, please plan accordingly for the start time of the banquet (i.e. ask the hotel how much time they will need for room set-up).

\_\_\_\_\_ It is advisable for any raffle or other prize drawings to be held during the Saturday evening program since not all attendees will be present on Sunday morning.

\_\_\_\_\_ Proceeds from items that are sold specifically as Region III fundraisers at the convention are not split with the hosting Intergroup.

\_\_\_\_\_ All other fundraising and Assembly/Convention proceeds are to be split 60/40, with 60% going to Region III and 40% to the hosting IG. Proceeds are calculated AFTER subtracting the amount of seed money provided by Region III.

\_\_\_\_\_ A wrap-up meeting to de-brief about convention is to be held immediately following the close of Convention on Sunday.

# CONVENTION PLANNING TIMETABLE

Use this as a checklist and worksheet to help your group stay on track.

## 24-18 months in advance:

- Convention Chair reads through this manual
- Select possible dates, being careful to avoid any religious holidays
- Form an initial planning committee
- Investigate hotel possibilities
- Distribute the appropriate sections of this manual to committee chairs
- Open a Convention checking account

## 18-12 months:

- Select hotel (site inspection), ensuring that meeting room space meets our needs (see below), food and beverage minimums and sleeping room minimums can be met, and that the chef can accommodate our special food requirements.
- Negotiate and submit hotel contract to Region III Vice Chair for signature
- Select a disc jockey (optional)
- Select someone to record the program.
- Determine convention theme
- Recruit additional planning committee members as needed (e.g. to serve as sub-committee chairs)
- Request \$500 seed money from Region III Treasurer, if needed
- Create about 250 "Save the Date" flyers/cards to hand out at World Service Business Conference and the next RIII Convention/Assembly

## 12-9 months:

- Create Convention Registration Brochure and submit to Region III Vice Chair for approval
- Print approved registration brochures
- Create program outline, plan workshop topics
- Obtain t-shirt bids (optional)
- Submit entertainment proposal to R3 Vice Chair
- Obtain raffle/drawing tickets
- Submit event to the Region III website and Datebook at oa.org



- ❑ Committee chairs submit proposed budgets to the Convention Treasurer
- ❑ Prepare a Convention Budget
- ❑ Schedule time slots for special events

### **9-6 months:**

- ❑ Present registration brochure at Region III Assembly (typically bring 250-300 for distribution at assembly)
- ❑ Submit list of suggested Main Speakers.
- ❑ Obtain a rough draft of planned entertainment
- ❑ Refine budget as necessary
- ❑ Revise specifications with hotel as necessary
- ❑ Design nametags
- ❑ Obtain committee/region rep ribbons
- ❑ Make a local publicity plan (e.g. approach media, consider use of Public Service Announcements)

### **6-3 months:**

- ❑ Arrange a “tasting” session with hotel sales and/or banquet staff.
- ❑ Confirm banquet menu with hotel.
- ❑ Ask members for raffle/silent auction items.
- ❑ Obtain material about your city, restaurants, and local points of interest
- ❑ Begin to prepare signs
- ❑ Confirm recording person
- ❑ Prepare program for printing
- ❑ Coordinate with hotel and hotel liaison for storage of raffle items, t-shirts, CDs and registration items.
- ❑ Request Lifeline order kit and order literature from World Service Office in Rio Rancho, NM or area IG.
- ❑ Submit article and brochure to local IG newsletters

### **2 months**

- ❑ Prepare press releases of convention information to media: radio, television and newspapers
- ❑ Mail/e-mail registration brochures to Region III intergroups and area meetings

- ❑ Survey all sub-committee chairs to work out problems and finalize plans.
- ❑ Begin entertainment rehearsals (if needed)
- ❑ Submit convention logos to recording person
- ❑ Confirm all details with the hotel
- ❑ As registrations come in, prepare roster of attendees and send roster weekly to Region III Vice Chair and Recording Secretary

### **6 weeks:**

- ❑ Check hotel sleeping room reservation count
- ❑ Review audio/visual needs with RIII Vice Chair and committees

### **1 month:**

- ❑ Confirm recording person
- ❑ Entertainment rehearsals as needed
- ❑ Collect raffle items
- ❑ Check hotel sleeping room reservation count
- ❑ Have program printed
- ❑ Begin organizing registration packets
- ❑ Obtain information about local attractions, restaurants, etc..to distribute to attendees
- ❑ Arrange for a safety deposit box at hotel for Treasurer

### **1-2 weeks:**

- ❑ Contact speakers to confirm assignments
- ❑ Prepare roster/spreadsheet of attendees
- ❑ Assemble registration packets
- ❑ Review audio/visual with committees and hotel
- ❑ Meet with hotel staff to review final plans
- ❑ Review menu with catering, submit final meal count per hotel specifications
- ❑ Prepare speaker check-in lists, signs
- ❑ Obtain cash boxes and money bags

### **Day before convention:**

- ❑ Meet as needed with subcommittee chairs
- ❑ Review all meeting rooms, hospitality rooms, including registration area
- ❑ Ask hotel for names of designated on-site contact people during convention
- ❑ Confirm board room for Region III Friday morning Board Meeting

### **Convention Weekend:**

- ❑ Maintain a sense of humor and trust HP
- ❑ Bring and set up signs as needed
- ❑ Check hotel meeting room heating and cooling
- ❑ Check meeting room and water setup
- ❑ Check lectern microphone/lights and test all A/V equipment with hotel staff
- ❑ Bring recording release forms, registrant list, speaker check-in list, other supplies to the Registration table
- ❑ Sunday noon — conduct wrap-up meeting for to include all planning committee members, Region III Vice chair, representative of committee for upcoming convention and all others with an interest in hosting future assemblies.
- ❑ Collect evaluations
- ❑ Clean up areas of OA materials
- ❑ Hold convention wrap-up meeting. Consider handing off name-badge holders to intergroup hosting the next convention at that time.

### **After Convention---10-21 days:**

- ❑ Committee chairs submit final reports to Convention Secretary. Reimbursement forms to Treasurer within 10 days to two weeks
- ❑ Send thank you notes as appropriate

### **Convention plus 45 days:**

**Submit final wrap-up report to the Region III Vice-Chair.**

# CONVENTION PLANNING COMMITTEE

This hosting intergroup's Convention Committee as a whole will be the group conscience of the convention planning.

*The Convention Planning Committee is divided into sub-committees. Each sub-committee consists of a chair and members willing to work together on their designated task or activity. If possible, chairs for each sub-committee should be appointed at the first Convention Planning Meeting. It's also a good idea to designate one of the sub-committee members as a backup for that sub-committee's chair (i.e. committee vice-chair). Appointing a convention Vice Chair is also strongly encouraged. Periodic meetings of the entire Planning Committee are necessary to coordinate the various activities and make sure that progress is being made. The following pages identify the typical sub-committees and a brief description of some of their duties.*

## CONVENTION THEME

The Convention Planning Committee should vote on convention theme options submitted by committee members.

# HOTEL SELECTION GUIDE

Many hotels book their convention and banquet facilities more than a year in advance. As such, it is advisable to secure hotel at least one year prior to the actual event.

This section of the Convention Planning Manual will help you with the selection of a hotel for a Region III convention and assembly. The details presented are not policies but suggestions based upon a collection of shared experiences and lessons learned. It is suggested that the Intergroup Chair, Convention Chair, and the Hotel Liaison participate in the hotel selection process.

## Consider the following when searching for a hotel:

- ❑ The Region III Spring Assembly is usually held in February or March; the Fall Assembly is usually held in September or October.
- ❑ About twenty-five (25) to thirty-five (35) Region III Representatives and six (6) Region 3 steering committee members, plus a parliamentarian typically attend each assembly/ convention. Registration averages 100 people; a very large convention may host as many as 200 OA members.
- ❑ Estimate the number of sleeping rooms required for overnight guests. Some out-of-town representatives will share sleeping rooms. A block of about 4 sleeping rooms for Thursday, 30 rooms for Friday, and 30 rooms for Saturday is usually sufficient. The hotel will reserve a block of rooms based on your estimate. Most of the out-of-town guests will arrive on Friday and depart on Sunday—*two room nights*. Steering committee members often arrive on Thursday. Some local hotel guests may wish to stay only one night—*one room night*.
- ❑ The hotel's sleeping room and meeting room rates will be based on the estimated number of room nights. Many hotels will waive meeting room fees with either sufficient sleeping room rental and/or sufficient guaranteed food and beverage purchases.
- ❑ The hotel will hold a room block for convention attendees up to one or two months prior to the event; after the cut-off date, room reservations will be accepted on a space-available basis. Encourage guests to make their room reservations prior to the cut-off date.
- ❑ The convention sleeping room rate can often be extended for arrival before or staying after convention; negotiate with the hotel to apply the ~~room~~ convention rate for a period of several days before to several days after the convention.
- ❑ Negotiate with the hotel to apply the special convention sleeping room rate to any member reservations accepted after the room block expiration date. Unless otherwise specified, the hotel is free to change the sleeping room rate after the room block expiration.

- ❑ Determine the number of meeting rooms needed (see page 19) for the assembly forum, assembly, grand opening, workshops, banquet, and closing sessions. Make sure that there is a room reserved on Friday for the steering committee meeting and audit. Determine if you will need an additional room for raffles, silent auction or other fundraising activities. Frequently, the hospitality suite and one or two sleeping rooms are provided (comp'd) by hotel at NO CHARGE.
- ❑ Request that the assembly room NOT be located directly adjacent to workshop rooms to minimize distracting sound carry-over between rooms.
- ❑ Is breakfast included in the cost of the rooms?
- ❑ Make sure wi-fi is available in the steering committee meeting room and the assembly room. Find out if there is a charge associated with wi-fi.
- ❑ Determine the number and variety of restaurants and other eateries in the general vicinity (walking distance) of the hotel.
- ❑ Make appointments with sales reps of interested hotels.
- ❑ View the meeting rooms and sleeping rooms: check general attractiveness of the hotel and check the cleanliness of guest rooms.
- ❑ Be aware of the hotel's customer service attitude: Is the hotel staff eager for our business? Does the hotel staff exhibit a willingness to cooperate?
- ❑ Determine the availability and cost of transportation services from and to the airport; it's desirable if the hotel offers a free shuttle service for registered guests.
- ❑ Does the hotel have a swimming pool, hot tub, and exercise room?
- ❑ Are there bathrooms near the meeting rooms? Too few can be a challenge.
- ❑ If the hotel charges for guest parking, negotiate free parking for hotel guests and others attending the convention.
- ❑ Is the hotel sleeping room rate affordable? Negotiate one room rate regardless of occupancy (i.e. single, double, quad). Ask if junior suites or an upgraded room can be obtained for same price.
- ❑ Is restaurant service available by 6:00 a.m.? How many people can be accommodated in the hotel restaurant(s)?
- ❑ Determine check in and check out times. *Negotiate with the hotel for early check-in (before 3:00pm on the day of arrival) and late check-out (after 2:00pm on the day of departure);* out-of-towners may be affected by airline schedules and some committee members may have to attend pre and post-convention committee meetings.
- ❑ Determine meeting room rental fees. Try to negotiate meeting room fees based on the sleeping room-night commitment (estimate conservatively) and/or guaranteed food and beverage sales (also estimate conservatively). Find out how much sleeping room rental and/or food and beverage purchase is required to waive meeting room rental fees. Negotiate a sliding rental fee schedule if minimums are not met (e.g. fulfilling 50% of estimate would result in a charge of 50% of the usual rental fee, 75% fulfillment, 25% of the usual fee, etc.).

- Notify the hotel that we plan to supply soft drinks and coffee in the hospitality suite. Apart from the hospitality suite, hotels usually require that all food and beverages be purchased from them.
- Request free ice service for the hospitality room and water set-ups in all meeting rooms.
- Is the hotel ADA compliant? Are wide benches available? Are the meeting rooms on a floor other than the ground floor? If so, are the rooms easily accessible from the elevator?
- Are safety deposit boxes available?
- Find out if microphones and podiums are provided free or charge in meeting rooms
- Hotels often contract with outside vendors to provide audio-visual services. Ask for a list of AV equipment rental fees.
- Is a deposit required? OA usually does not put down a deposit. We have an excellent track record and can assure provide the hotel with references (a list of hotels previously used).

## POTENTIAL ASSEMBLY/CONVENTION HOTEL SITES WORKSHEET

As you search for a location, keep a record of the hotels you call and space and dates available. This form will also help you compare facilities, rates and other important considerations.

Preferred Dates of Assembly/Convention: \_\_\_\_\_

Hotel/Sales Manager/Telephones: \_\_\_\_\_

Available dates: \_\_\_\_\_

Rates: Single \$ \_\_\_\_\_ Double \$ \_\_\_\_\_ Quad \$ \_\_\_\_\_ Mtg. Rm. Rental \$ \_\_\_\_\_

Distance from airport: \_\_\_\_\_ Recreation: \_\_\_\_\_

Comments: \_\_\_\_\_

Hotel/Sales Manager/Telephones: \_\_\_\_\_

Available dates: \_\_\_\_\_

Rates: Single \$ \_\_\_\_\_ Double \$ \_\_\_\_\_ Quad \$ \_\_\_\_\_ Mtg. Rm. Rental \$ \_\_\_\_\_

Distance from airport: \_\_\_\_\_ Recreation: \_\_\_\_\_

Comments: \_\_\_\_\_

Hotel/Sales Manager/Telephones: \_\_\_\_\_

Available dates: \_\_\_\_\_

Rates: Single \$ \_\_\_\_\_ Double \$ \_\_\_\_\_ Quad \$ \_\_\_\_\_ Mtg. Rm. Rental \$ \_\_\_\_\_

Distance from airport: \_\_\_\_\_ Recreation: \_\_\_\_\_

Comments: \_\_\_\_\_



## I. MEAL FUNCTIONS

- Meet with banquet staff.
- Negotiate deadline to report a final meal count of 48 hours or less; late registrants and walk-ups frequently purchase meal tickets. Hotels usually plan to prepare several extra meals above and beyond what you order.
- Keep in mind that **published meal prices in hotel brochures are generally negotiable**. Specific requirements, e.g. no sugar used in preparation, whole wheat rolls, fresh fruit for dessert, etc. can usually be accommodated without extra charges, but notify the hotel up front about these requirements.
- The hotel will usually encourage a plated banquet meal. However, our Region III preference seems to be a buffet meal with at least two protein selections available. For example:
  1. Baked chicken and sliced roast beef
  2. A vegetable medley (example: broccoli, carrots, cauliflower combination) and baked potato
  3. Cold salads (tossed green salad, potato or macaroni salad, 3-bean salad, etc.)
  4. Fresh fruit; whole wheat bread or rolls, butter (separate); water, iced tea, coffee
- If a buffet is planned, warn caterers about the very large quantity of vegetables, salads and fruit consumed by our group so they can prepare accordingly.
- Determine the total per person cost of the meal. It is not unusual for a price to be quoted without including the tax and service charge. For example: the price may be presented as \$19.25++. The “plus plus” indicates that tax and service charge will be added to the cost of the meal. If the tax is 7.5 % and the service charge is 15%, the total cost of the meal will be \$23.58 (\$19.25+1.44 tax+\$2.89 tip). **Request that the contract meal price per person includes tax and tips.**
- **Make sure the meal price is per person, not per plate.** The hotel may opt for the latter unless specified. Dinner guests may use one plate for their salad and a second plate for their entree. The number of meals served can be confirmed by a counting meal tickets collected from each person attending the banquet. Meal tickets can be distributed in the registration packet.

## **II. MEETING ROOMS AND SEATING CONFIGURATIONS**

### **STEERING COMMITTEE BOARD MEETING—Friday 8:00-3:00**

A boardroom-style room works best with a large table and numerous power sources. The Steering Committee meeting is typically held from 8 am-1 pm and the treasury audit is held in the same room from 1-3 pm.

### **REGION III ASSEMBLY FORUM---Friday 3:00-5:00**

This room should hold 30-35 people and chairs should be arranged in a circle if possible. Tables are not usually required for the forum.

### **“GREEN DOT” ORIENTATION---Friday 5:00-5:30**

On Friday afternoon, following the Region III Workshop, the “green dot” first Time Representatives are invited to an orientation. This is usually held in the same room as the assembly forum.

### **ASSEMBLY MEETING ROOM---Saturday 8:00-5:00**

See diagram on page 20. This room is used for the business meeting of the Region III Representatives and Steering Committee. The Saturday Assembly business session is scheduled from 8:00am to 5:00 pm. The seating arrangement is “classroom” style (rows of tables and chairs) for up to thirty-five (35) representatives facing a dais set for ten (10) people. There are only five (5) Region III Officers plus the Region Trustee and Parliamentarian, but each person carries enough “stuff” to occupy additional space on the dais table. Please ensure that the dais table space is adequate (one 8’ table on either side of the podium or three 6’ tables should work). Occasionally, there will be a need for an additional assembly session. The Region III Chair will advise the hotel liaison if the Assembly Meeting Room will be needed for additional sessions on Friday afternoon and/or Sunday morning. If needed the Friday and Sunday sessions may be set “theater” style.

### **GRAND OPENING & CLOSING ROOMS—Fri night and Sun am**

See diagram on page 21. The seating is arranged “theater” or “auditorium” style for 100 to 150 people depending on size of host city; two-thirds of the seats planned for the opening sessions is usually sufficient for the grand closing. The grand opening is typically scheduled from 7:30pm to 9:30 pm on Friday evening. The grand closing is typically scheduled from 10:00 am to 11:30am on Sunday morning. Check to see if this room is available for entertainment rehearsals on Wednesday or Thursday night if necessary.

## **CONVENTION WORKSHOP ROOMS—Saturday and Sunday mornings**

See diagram on page 22. Depending on anticipated attendance and available speakers and facilitators, you can offer either one single or two concurrent workshop sessions all day Saturday and Sunday morning. Each room is usually arranged with “theater style or auditorium style” seating and with a speaker podium and microphone at the front of the room. Microphones and podiums, which can be costly to rent, need to be negotiated into the room rental fee. Depending on the size of the workshop room, a sound amplification microphone may not be necessary,

## **HOSPITALITY ROOM---throughout the weekend**

The Hospitality Room is generally available beginning at 1:00pm on Friday until 3:00pm on Sunday. It is usually closed during the Grand Opening on Friday, during the Banquet, Speaker, and Entertainment on Saturday (the room is available during the dance), and during the Grand Closing on Sunday. The hospitality room is typically closed between the hours of 12:00am and 8:00am.

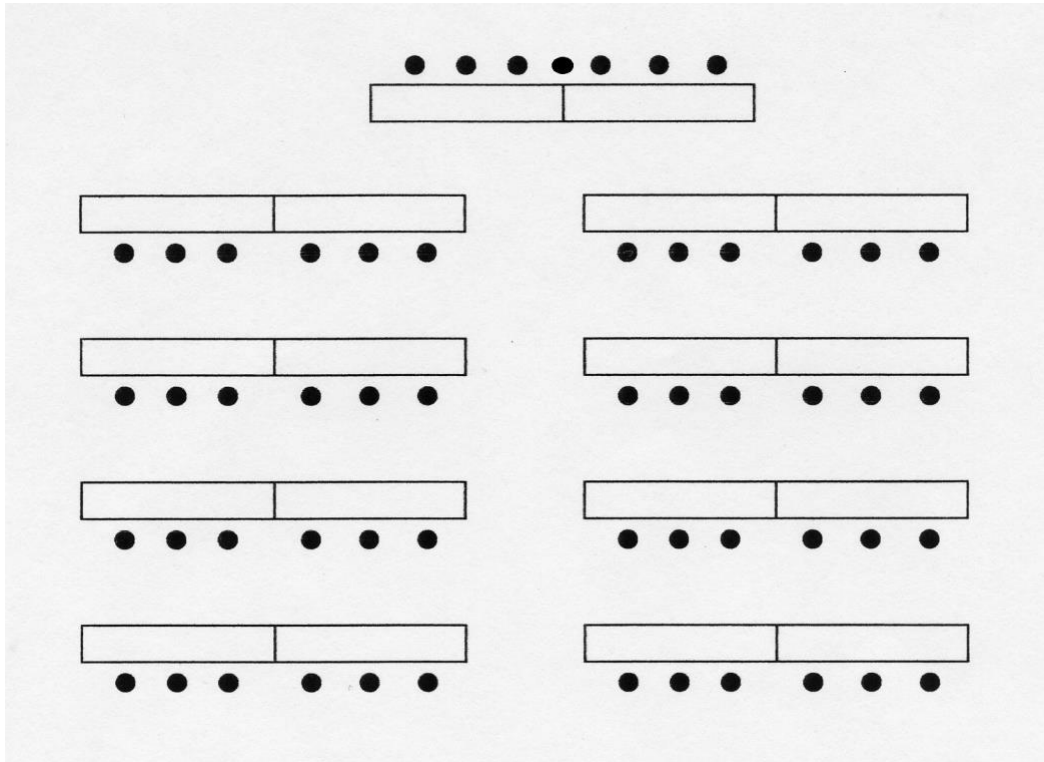
## **CONVENTION WRAP-UP MEETING---Sunday after Closing Session**

This meeting usually occurs immediately after the Grand Closing, but should be held in a different meeting room. About 15- 25 people usually attend the meeting, which usually runs about 90 minutes.

***SEE ROOM SET-UP DIAGRAMS ON FOLLOWING PAGES.***

# ASSEMBLY ROOM SETUP

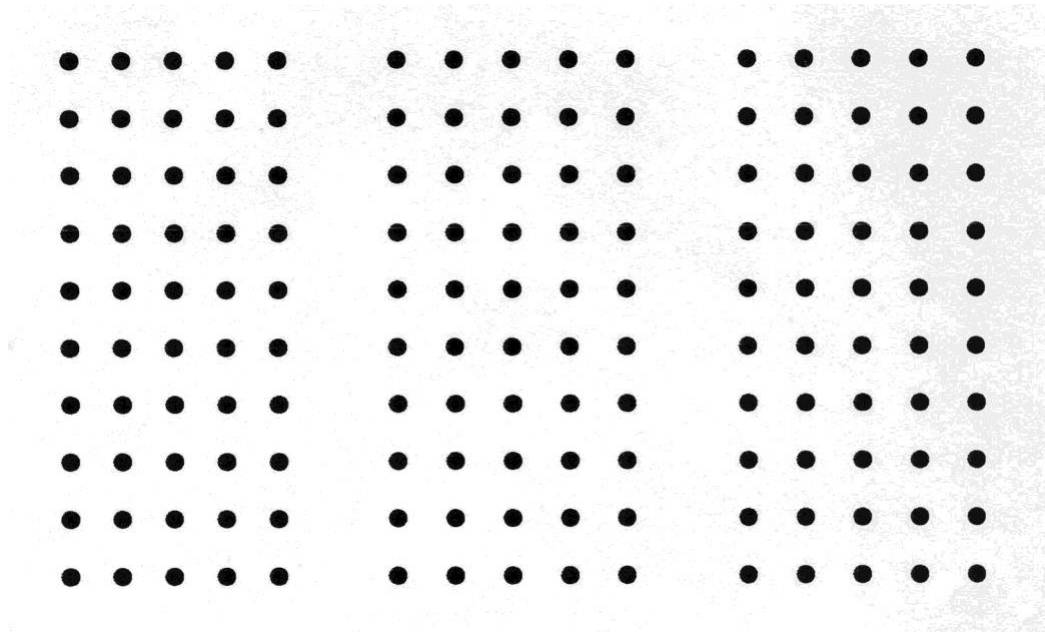
## (Classroom Seating)



- ❑ Region Rep tables: 6' or 8' long; 18", 24" or 30" wide.
- ❑ Two 8' tables, on either side of the podium are preferred for the front dais. Three 6' tables with a tabletop podium in the center also works.
- ❑ Allow 3' per person at Region Rep tables.
- ❑ Allow a distance of 5' between rows.
- ❑ Provide tables and seating for 50 people.
- ❑ Set dais for 10 people (there are only five officers, Trustee, and a Parliamentarian but each needs additional space for region records and laptop
- ❑ At the dais, 6 chairs are needed along with a tall stool and tabletop podium in the center with a microphone for the Chairperson.
- ❑ In addition, two free-standing microphones are needed, one on either side of the Dais, and slightly in front of the dais. One should be marked "Pro" and the other "Con." Region Vice Chair will bring Pro and Con signs.
- ❑ Also needed is a blank wall (preferably without wallpaper) or a screen used for projection of relevant documents.

# GRAND OPENING/CLOSING SEATING SETUP (THEATER OR AUDITORIUM SEATING)

PODIUM

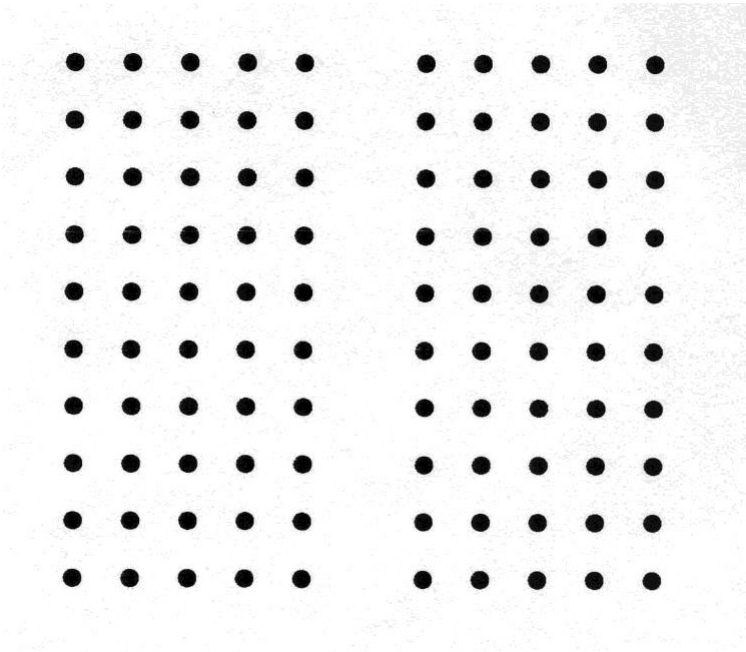


- Allow 6' aisles
- Allow sufficient space between doorways and seating areas (so larger members and wheelchairs may enter and exit easily)
- Provide seating for 150 people

# SPEAKER WORKSHOP SEATING SETUP

(THEATER OR AUDITORIUM SEATING)

PODIUM



- Allow 6' aisles
- Allow sufficient space between doorways and seating areas (so larger members and wheelchairs may enter and exit easily)
- Provide seating for 50-70 people

## IV. THE HOTEL CONTRACT

Two departments, the Sales and the Catering Departments, will prepare the hotel contract. **For our purposes it is preferable that the two proposals be presented as a single contract.** Make sure **EVERYTHING** is in writing. Any changes need to be initialed by both parties: the hotel and the IG.

### The hotel contract should stipulate:

- ❑ The dates of the event.
- ❑ The single, double, and quad occupancy rate (one sleeping room rate, regardless of occupancy, is preferable), and the number of sleeping rooms in the block. If possible, include the total room (price, with tax. If meeting room charges are contingent on sleeping room rental, this should be specified in the contract.
- ❑ The cost, date, and time each meeting room is reserved for our group.
- ❑ The equipment requirement (e.g. podiums, dance floor, etc.) for each meeting room. Rental of audiovisual equipment, including projectors, microphones, mic stands, etc...may have to be negotiated with an outside company or one that contracts with the hotel.
- ❑ Wi-fi in the Assembly Room for Saturday (don't need to specify this if free Wi-fi is available hotel-wide).
- ❑ Full disclosure of additional fees, service charges, taxes and tips that may be added for services and equipment.
- ❑ A comprehensive list of other negotiated items such as: stocking our own soda and coffee in the hospitality room; free water service in the meeting rooms; the times the pool & Jacuzzi are available to our convention guests.
- ❑ The deadlines for hotel guest reservations and final meal count.
- ❑ **BEWARE:** Some hotels are known for double booking or booking events too close together. Get your rental hours and the name of your rooms in writing.

# CONVENTION CHAIR

*The Convention Chair may be a person other than the local Intergroup Chair. The Chair (or co-chairs) should be chosen first—immediately after the hosting intergroup decides to bid for a convention. Ideally, the person accepting this position will be willing to commit for the entire period from planning through the submission of the final report to Region III.*

*The Chair's primary tasks are to oversee committee activities, keep in touch with the committees, and serve as liaison between Region III and the hosting intergroup. It is advisable for the Convention Chair and Hotel Liaison to work very closely together.*

The experience acquired by attending other Region III conventions is especially helpful. If possible, the Chair should attend the two Region events immediately preceding their event to witness the process and to participate in the convention planning committee wrap-up meetings.

The Chair is ultimately responsible for the production of the convention, but the Chair **DOES NOT DO EVERYTHING**. The Chair is “on duty” during the entire event and needs to consider staying at the hotel.

Responsibilities of the Convention chair include:

- Become familiar with the contents of this manual.
- Schedule an initial planning meeting and provide an agenda for each member; the first meeting is to:
  - ✓ Get acquainted
  - ✓ Establish guidelines, a timetable and review the overall process with the Planning Committee
  - ✓ Encourage sub-committee chairs to adhere to the planning timetable
  - ✓ Answer questions
- Schedule and provide an agenda for subsequent convention planning meetings.
- Coordinate all activities of the convention
- Oversee the planning activities
- Recruit sub-committee chairs and co-chairs for the event.



- ❑ Serve as ex-officio member of every committee. If unable to attend the committee meetings, the chair should be informed of ALL happenings, expenditures, and dates, to use in coordinating with other sub-committees.
- ❑ Encourage and support all volunteers; attempt to involve as many people as possible, reminding all members that service brings recovery.
- ❑ At planning meetings, review the progress of each committee according to the suggested timetable above.
- ❑ Ask for a list of each committee's needs and assist other planning committee members in meeting their goals.
- ❑ Remember that spirited deliberation and conflict can improve a function, if the decisions are determined by an informed group conscience, and personalities yield to principles.
- ❑ As appropriate, find out from each committee exactly when they plan to set up their area at the hotel and how long their part of the program will last. Coordinate this with the hotel and the hotel liaison.
- ❑ Maintain contact with the Region III Vice-Chair.
- ❑ Arrive at the hotel before everyone else. Inspect the room set up and meet hotel personnel. Work with Hotel Liaison to make any last-minute adjustments.
- ❑ Assist the hotel liaison in showing committee chairs to their work areas as they arrive for the convention.
- ❑ Touch base frequently with committee members and volunteers during the event.
- ❑ Serve as emcee and/or select an emcee for the convention.
- Chair a post-convention wrap up meeting. to include planning committee members and representatives from intergroups planning future conventions.
- ❑ Coordinate the preparation and completion of the final convention report, to be sent to the Region III Vice-Chair within 45 days after the conclusion of the event. Include a copy of the final treasurer's report.
- ❑ Conclude the activities of the Convention Planning Committee with appropriate "Thank You Notes." A personal "thank you" is okay for OA members. A written "thank you" is appropriate for those outside our Fellowship

**Example Region III Convention Planning Committee Roster**

Position	Contact Person	Telephone #'s and e-mail
<b>Convention Chair</b>		
<b>Recording Secretary</b>		
<b>Treasurer</b>		
<b>Hotel Liaison</b>		
<b>Registration</b>		
<b>Program</b>		
<b>Printing</b>		
<b>Special Events/Ways &amp; Means (Fundraising)</b>		
<b>Public Information (PI)</b>		
<b>Event recordings</b>		
<b>Literature</b>		
<b>Assembly Assistant</b>		
<b>Transportation</b>		
<b>Entertainment</b>		
<b>Dance</b>		
<b>Welcoming</b>		

The form, including cell phone numbers, is very helpful as you plan the event. Provide all committee members and the Region Vice Chair with an updated copy. A small version of this list, which could fit inside one's name badge, is really helpful for committee members during the event.

**I. Things to Do**

<i>Done</i>	<i>By</i>	

# HOTEL LIAISON

*It is advisable to have one assistant to help you. More than two people providing direction can be confusing to the hotel.*

The Hotel Liaison's duties are generally divided into four parts:

- A. Site selection team member
- B. Hotel contract negotiation
- C. Liaison with the hotel on facility preparation and convention activities.
- D. Oversight and communication with hotel staff during the convention, to make sure all goes well.

## RESPONSIBILITIES PRIOR TO CONVENTION

Hotel selection, contract negotiation-see above.

- Attend all pre-convention meetings between hotel staff and Convention Chair. Meet with the hotel employee who will be in charge of each particular function, i.e., the banquet manager for the banquet, etc.
- Work closely with the Program Committee chair in arranging meeting rooms, Audio Visual equipment and necessary equipment (e.g. specific room set-ups, the number of chairs, tables, podiums, microphones and water service. You must notify the hotel staff of the setup and services for each meeting room ahead of time. The hotel will prepare a meeting room schedule for your review and signature. **Remember, changes at the last minute may incur additional cost!**
- Become familiar with hospitality, dining and meeting rooms.
- Be aware of the final meal-count deadline. It may be 48 hours prior to the meal. Negotiate the number of additional meals the chef will allow for last minute walk-ups. 5-10% is a reasonable number.
- If a dance is planned, determine where to place the DJ and dance floor.
- Entertainment may request special equipment, a stage, lighting, sound, and electrical service. Determine whether the hotel and/or outside sources can accommodate these requests. Before any costs are incurred, make sure

they're within the budget and approved by the Convention Planning Committee.

- The Hospitality Room may require table and chairs, a refrigerator, and ice service.
- If the convention sessions are recorded, a work space must be provided for the recording person. Check with that person for any special need they may have
- The Welcoming Committee may need tables and chairs.
- The Registration Committee will require a working area, tables and chairs, and a message board.
- Walk through each area you're using with the hotel sales staff to make sure they understand exactly what you need. This typically happens during your initial visit, when you see the space they have to offer, and a final walk-through again in the week-two weeks before convention
- Make arrangements for locked storage of sale items, silent auction items, literature, etc...over Friday and Saturday nights.
- Work with each committee to schedule their arrival and setup time. Be aware that other events occurring at the hotel affect their set-up schedule.
- Arrange for meeting and assembly rooms to be well removed from smoking areas.

## **DURING CONVENTION**

- *Introduce yourself and your co-chair to the sales manager and the catering manager in charge of the event, as well as to the hotel Sales Department staff. The weekend "duty-staff" may be different than the people you have worked with.*
- *Make sure the hotel staff understands that only the designated individuals are authorized to request services and facilities (e.g. room temperature) adjustments.*
- *Introduce yourself to convention attendees at the beginning of the convention letting them know they are to **contact you**, if there is a problem with convention meeting rooms. For problems with sleeping rooms, they would contact the hotel.*
  - Have a copy of your contract with you and be prepared to refer to it.

- Serve as POINT PERSON for the Region III Vice Chair and Assembly Assistant for any Assembly-related needs, especially on Saturday.
- If at all possible, be present Saturday morning at 7:00 am to assist the Chair and Vice Chair in checking the Assembly room, and facilitate any necessary changes to the set-up before the opening of business.
- Facilitate hotel-related convention needs. **Don't assume that the hotel is taking care of anything -- check it out.**
- Each day during the event, verify with the hotel the OA guest sleeping room count.
- As committee chairs arrive, direct them to their areas and ask if there is anything they will need.
- Take frequent walk-about to check water service, audio-visual equipment function, room temperatures and room setups.
- Make sure there is enough room to accommodate members in wheelchairs in the meeting rooms, at the Opening and Closing sessions, and the banquet. The Chair, the Hotel Liaison and the Welcoming Committee are encouraged to direct those in need to the provided accommodations.

## **AFTER CONVENTION**

- Prepare a written report and submit to the Convention Chair.

# SECRETARY

- ❑ Submit any receipts to treasurer for reimbursement.
- ❑ Create a Planning Committee contact list and distribute to each member of the Convention Planning Committee. Send a copy to the Region III Vice Chair
- ❑ Provide the Region III Vice Chair with copies of meeting notes on a timely basis. Subject for all E-mail correspondence would be the Location and Assembly Date; i.e. Denver, Fall 2011.
- ❑ Notify committee members of the date and time of each Convention Planning Meeting.
- ❑ Take notes at all planning meetings and distribute them to all sub-committee chairs.
- ❑ Assist other committees with correspondence and documentation.
- ❑ Send thank you notes during and after the convention.
- ❑ If requested, assist Convention Chair in preparing Convention Final Report. Send final report to Regional Vice-Chair within 45 days after the Convention. Include a copy of the final treasurer's report. In some cases, the Chair will take these responsibilities, in some cases it will be the duty of the secretary.

# TREASURER

- ❑ Open a checking account—two co-signers are suggested; use your intergroup's tax ID number.
- ❑ If needed, request seed money (\$500.00) from the Region III Treasurer approximately 1 year before the event. The seed money must be repaid to Region III after the convention. The repayment of seed money is not considered part of the convention expenses.
- ❑ Create a budget for the event.
- ❑ Establish a dollar limit for expenditures that require a group conscience vote of the Convention Planning Committee.
- ❑ Monitor all expenses.
- ❑ Request funding from Region III for representatives from the hosting intergroup if needed. Local reps are entitled to one-half ( $\frac{1}{2}$ ) of the usual representative funding.
- ❑ Keep records of all money received and disbursed.
- ❑ Keep Convention Chair informed of financial status.
- ❑ Monitor the financial needs of each sub-committee.
- ❑ Provide regular financial reports to the planning committee.
- ❑ Pay all debts and expenses. It is important to set a dollar amount above which receipts are necessary.
- ❑ **Work very closely** with the Registration Committee in receiving registration fees. Record and deposit the receipts **frequently**.
- ❑ Provide cash boxes with change for Registration, Literature and any Ways and Means chairs. Plan and discuss with chairs how money should be handled and when and where it will be collected.
- ❑ Strongly consider using a Square reader or other method of taking credit card payments for on-site sales.



- Do not let cash accumulate during the convention. Go to Registration, Hospitality, and Literature areas and collect the checks and most of the cash. Record amounts collected and place it in the hotel safe deposit box.
- Region III will pay for any extra expenses incurred for the Assembly, e.g. copying costs, etc.
- Set a date for closing the books. No reimbursements after that date.
- Scholarships: While the convention is a major fund-raiser for the intergroup and Region, and events are priced to be affordable, the cost may be prohibitive for some members of the Fellowship. As such, scholarships may be awarded at the discretion of the planning committee. A person requesting a full or partial scholarship will be directed to the Convention Chair and Treasurer, and most decisions about scholarship awards will (should) be made prior to convention. Individuals receiving scholarships should be encouraged to give service during the convention.
- All proceeds (revenue, less expenses, less seed money) from a Region III Convention are split between Region III and the hosting Intergroup, with Region III receiving 60% and the hosting Intergroup receiving 40%. This includes all Intergroup fund raising, registration fees, etc.
- The convention's financial report and a check or money order for 60% of the proceeds plus any seed money advanced by Region III shall be forwarded to the Region III Treasurer *within 10 days after the convention*.
- Submit a copy of the final financial report to the Convention Chair.

## EXAMPLE REGION III CONVENTION BUDGET FORM

REGION III CONVENTION BUDGET						
COMMITTEE	NAME ISSUED/RECEIVED	DATE	BUDGET	ACTUAL	INCOME	EXPENSE
Seed Money	Region III Treasurer					
Convention Chair						
Hotel Liaison						
Secretary						
Treasurer						
Dance						
Entertainment						
Hospitality Room						

<b>COMMITTEE</b>	<b>NAME ISSUED/RECEIVED</b>	<b>DATE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>INCOME</b>	<b>EXPENSE</b>
Literature						
Hotel Liaison						
Printing/Copying						
Program						
Public Information						
Registration						
Signs/Decorations						
Special Events						

<b>T-Shirts</b>						
<b>COMMITTEE</b>	<b>NAME ISSUED/RECEIVED</b>	<b>DATE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>INCOME</b>	<b>EXPENSE</b>
<b>Recording</b>						
<b>Transportation</b>						
<b>Welcoming</b>						
<b>Assembly Assistant</b>						
<b>Misc.</b>						
<b>Total Revenue</b>					*	
<b>minus Total Expenses</b>						*
<b>Return Seed money</b>	Region III Treasurer					
<b>Convention Profit</b>						
<b>60% to Region III</b>						
<b>40% to Area IG</b>						



# PROGRAM COMMITTEE

*This sub-committee does the vital work of planning and organizing the recovery events of the convention. The Chair of the Program Committee should be selected as soon as possible.*

## 1. The general areas of responsibility are:

- ❑ Work with other committee members to choose a theme for the convention. Ideally the theme would be chosen at the first meeting of the planning committee (approximately 12 months prior to the event).
- ❑ Prepare a budget and submit it to the Convention Planning Committee for approval.
- ❑ Submit any receipts to treasurer for reimbursement.
- ❑ Design session formats.
- ❑ Select workshop and/or marathon topics.
- ❑ Programs and literature from other conventions, retreats and workshops are invaluable resources in this process.
- ❑ Incorporate the convention theme into topics, when possible.
- ❑ Use your imagination and a sense of humor when considering workshop titles.
- ❑ Be aware of our Traditions, and focus the topics on OA recovery.
- ❑ **Provide a disclaimer** to be read at ALL workshops, marathons, and by main speakers. For example:  
“The opinions expressed here are those of the speaker and not necessarily those of Region III or Overeaters Anonymous as a whole.”
- ❑ Provide the Anonymity Statement to be read at ALL workshops, marathons, and by main speakers (example follows). See page 50
- ❑ Work with Hotel Liaison to assign workshop rooms.

- Work with convention chair and other committee members to create a convention evaluation form. Examples from previous conventions may be available as models.

## 2. Setting the convention schedule

Here is a typical Region III Convention schedule:

**Times are approximate, except for those in BOLD TYPE.**

<b>Friday 3:00 p.m. – 5:00 p.m.</b>	<b>Region III Assembly Forum</b>
<b>Friday 5:00 p.m. - 5:30 p.m.</b>	<b>Green Dot Orientation</b>
<b>Friday 5:30 p.m. - 7:15 p.m.</b>	<b>Region III Reps/Steering Committee Dinner</b>
Friday 7:30 p.m. – 9:30 p.m. 9:30 p.m. – 12:00 M	Grand Opening/Speaker/Entertainment Late night workshops; OA Sharing Meeting
Saturday 7:00 a.m. - 9:00 a.m.	Early workshops
<b>Saturday 8:00 a.m. - 5:00 p.m.</b>	<b>Region III Assembly II</b>
Saturday 9:00 a.m. - NOON	Workshops
Saturday 12:00 pm - 1:00 p.m.	Lunch
Saturday 1:00 p.m. - 5:00 p.m.	Workshops
Saturday 5:00-6:00 p.m.	Break
Saturday 6:00 p.m. - 9:00 p.m.	Dinner / Speaker / Entertainment/Raffles/prizes
Saturday 9:00 p.m. - 12:00 a.m.	Dance / Late night workshops / OA Sharing Meeting
Sunday 6:00 a.m. - 8:00 a.m.	Early workshops
Sunday 8:00 a.m.- 10:00 a.m.	Workshops
Sunday 10:00 a.m.- 11:30 p.m.	Grand closing/ Speaker / Last Raffles/drawings
<b>Sunday 12:00 p.m. – 1:30 p.m.</b>	<b>Convention wrap-up meeting</b>

- The Grand Opening is fairly structured and elaborate. It should set the stage for the Convention.
- The hospitality room can be used for a late-night (after main program) OA meeting.

## Select speakers and workshop leaders.

- Main/Keynote Speakers: Prepare a list of suggested main speakers to be presented to the Convention Planning Committee for review and approval. If there is a recording of the proposed speaker(s), it can be helpful in making your selection. OA members from the entire region will be attending the convention, so make use of their experience, strength, and hope. In other words, please solicit main speakers from within the region. No speaker shall receive funding. All speakers must be registered for the convention. If a preferred keynote speaker is unwilling or unable to register, a different speaker should be chosen.
- Workshop speakers: Select speakers and workshop leaders from the registration forms, as the registrations arrive. Try to accommodate speakers' requests for particular subjects and consider their Region Representative assembly duties. **Region III Steering Committee members may not be excused from the assembly to speak, but Region Reps may.**
- Create a list of back-up speakers. It is appropriate to ask members attending the convention who do not already have an assignment to speak
- Schedule time slots for workshops and marathons.
- Send speakers and leaders a reminder e-mail listing their speaking assignments about two weeks before Convention. Also, place a reminder in their registration packet. Coordinate this with the registration committee. The reminder should contain:
  - ✓ Topic
  - ✓ Location
  - ✓ Time starting and ending or length of times to be covered by each speaker.
  - ✓ Recording release form (optional-see below)
  - ✓
- Coordinate with the Registration Chair to have a list of workshop, marathon, and main speaker's names at the registration table and have speakers sign-in



when they register. This process allows you to confirm your speakers are there and reminds them of their scheduled time, room and topic.

- An option for the Recording Release is to have one single recording release form at the Registration Table for all registrants to read, and a check-box by their name saying they agree to be recorded.
- Work with Recording Chair and recording contractor during the convention.
- If you choose to time speakers, volunteers can be recruited at the beginning of each workshop/keynote speech to serve as timekeepers. Provide a “three-minutes” card, a “one-minute” card and a “**STOP**” sign for each room.

#### **4. Manage the hour-to-hour events of the convention:**

- Show speakers where their assigned workshop or presentation rooms are located.
- Seek a volunteer to present the invocation at the banquet on Saturday evening; remembering that members may different concepts of a Higher Power. See next page for suggested invocation.

#### **AFTER CONVENTION:**

- Prepare a written report and submit to the Convention Chair.

**INVOCATION**  
**OA WORLD SERVICE CONFERENCE**  
**MAY 13-17, 1992**

**WRITTEN BY ROZANNE SKOLLER AND READ AT THE SATURDAY NIGHT  
DINNER**

We, the members of Overeaters Anonymous turn to you, oh God, in prayer

We thank you for the sustenance and power we have received from you these past 32 years and 5 months of OA's existence.

In the coming year, grant us appropriate nourishment for our bodies so that we may be fit and healthy ... nourishment for our minds so that we may be alert and responsive ... nourishment for our souls that we may be loving and tolerant.

All over our fragile planet we find chaos and uncertainty yet in such a world hungry for peace and understanding, you have spread before us a banquet of spiritual delicacies to fill our human needs. Show us how to share this feast with other soul-starved compulsive overeaters Teach us how nurture ourselves and those around us so that your message of love and hope can fill this world's emptiness wherever we go

We thank you for the food we are about to eat, the fun we are about to enjoy ... and in that spirit, may we savor Your abundance as we go forth to do Your will today and every day

With your guidance and strength...together we can!

**AMEN**

## SESSION FORMATS

*Provide a printed format for each workshop and marathon room. Typical formats include the following:*

### Workshops

- ❑ Opening which includes the Serenity Prayer.
- ❑ Anonymity statement.
- ❑ Time allotted for each speaker.
- ❑ The names of the speakers.
- ❑ Special announcements.
- ❑ Time allotted for open sharing.
- ❑ Closing instructions.

**The formats below are examples. The planning committee may alter the formats as desired.**

### **Friday Night Suggested Format (Grand Opening)**

- Welcome to (host city) and the Region 3 Assembly and Convention (title of your convention)!!
- Open with Serenity Prayer and any desired readings
- Roll Call of States (attendees from each state rise when their state is called)
  - Arizona
  - Colorado
  - Nevada
  - New Mexico
  - Oklahoma
  - Texas
  - Utah
  - Welcome to anyone from outside Region 3 (ask them to stand and say where they're from)
- Introduction of Region 3 Steering Committee by the Region 3 Chairperson
  - Chairperson
  - Vice Chairperson
  - Recording Secretary
  - Treasurer
  - Comm/Tech Secretary

## Trustee

- Convention Planning Committee Chairperson introduces the planning committee members
- Introduction of the Hotel Liaison, who will talk about how to handle any hotel issues that may arise
- Entertainment/ skit (if applicable)
- Introduction of Speaker or panel
- Announcements
- Closing

## **Saturday Night Suggested Format (Banquet)**

- Invocation/Serenity Prayer
- Dinner (If buffet, choose someone to call up a few tables at a time).
- Raffle/drawings
- Introduction of keynote speaker
- Speaker
- Entertainment (if applicable)
- Announcements
- Closing

## **Sunday Morning Suggested Format (Grand Closing)**

- Words of thanks for attending
- Report on Saturday's Region 3 Assembly by a member of the Steering Committee
- Invitation by a representative of the next hosting city to attend the next Region 3 Assembly/Convention
- Serenity Prayer and any desired readings
- Brief discussion of/tips for "re-entry," the experience of returning to "real life" after an intense weekend of recovery.
- Introduction of keynote speaker
- Speaker
- Announcements
- Closing

# ANONYMITY STATEMENT

PLEASE READ THIS ALOUD AT THE BEGINNING OF EACH SESSION

Anonymity, like our abstinence, is a treasured possession. We ask the help of our guests, especially those representing the press or broadcast media, in protecting the anonymity of all members present or mentioned here today.

We hope you hear something at this meeting which you can take away to use. We respectfully request, however, that you eliminate any mention of names in reference to members of Overeaters Anonymous and that no unauthorized pictures be taken.

This session is being taped and will not be edited. To be anonymous, you should use a fictitious name.

"Two hatters" (OA members affiliated with a related facility or other anonymous programs) are requested to speak only to their personal recovery as an OA member at OA functions to avoid implying endorsement of an outside enterprise.

Thank you.

# REGISTRATION COMMITTEE

*The Registration Committee must work very closely with the Hotel Liaison, Treasurer, Public Information and Program committees.*

## A. The Registration Brochure

*The registration brochure is the main instrument of publicity. There is no limitation on creativity, but the following are guidelines about the form and content:*

- ❑ The typical brochure form is a letter-size (8-1/2 x 11) page folded to make three panels (tri-fold): one panel for the **convention information** (see below), another panel for the **hotel reservation** information and a third panel for the **convention registration form**. Other sizes and formats have also been used successfully.
- ❑ Design the brochure so that the panel containing the *convention information* remains with the attendee if the registration form is detached and mailed.
- ❑ The Registration form must be proofread and approved by the Convention Planning Committee and the Region III Vice Chair before printing.
- ❑ Choose a paper color that is amenable to photocopying. Try to avoid dark colors. Include some black and white paper copies in each large mailing. Intergroups can photocopy these.
- ❑ Heavier weight paper is recommended, so the flyer can survive being mailed.
- ❑ Obtain written permission from the World Service Office to use the OA logo and any material with a copyright.
- ❑ Obtain written permission to use any artwork not created specifically by your convention committee.

## 1. The convention information panel should include:

- ✓ The convention title/theme.
- ✓ Name of the sponsoring OA service body.
- ✓ Location of the convention. (A map graphic can be helpful)
- ✓ Dates of the convention.
- ✓ A tentative brief agenda including start and end times helps people schedule their travel. Indicate times for Assembly Forum, Green Dot orientation, and Assembly, banquet, etc... It is not necessary to have all the program details settled to produce the brochure.
- ✓ Contact information for someone who can answer questions about the convention.

## 2. The hotel information panel should include:

- ✓ Hotel name and address
- ✓ Room prices (and restrictions, if any). Room prices quoted should include any applicable tax if that information is available.
- ✓ Whether special convention room rates are effective for those arriving before and/or staying after the event.
- ✓ Availability of airport transportation.
- ✓ The hotel reservation phone (toll-free if available) number and online registration weblink.
- ✓ The room reservation deadline. **MAKE SURE THE HOTEL RESERVATION DEADLINE IS PROMINENTLY DISPLAYED. Unless your contract is specific about availability, include "Subject to availability" Disclaimer.**
- ✓ A reminder to the member to mention their affiliation with your event when making hotel reservations.

## 3. The convention registration panel should include:

- ✓ Registrants' name, preferred name to go on name badge, address, telephone number, and e-mail address.
- ✓ Registration fees and any additional options (additional meals, dance, T-shirts).
- ✓ A fee schedule for partial program attendance, if offered. For example, list cost of attending Saturday only or Saturday and Sunday only.
- ✓ An early registration deadline, after which the registration fee increases. This deadline is usually about 2 to 6 weeks before the convention and may be the same as hotel room registration deadlines.

**MORE ABOUT THE REGISTRATION FORM ON NEXT PAGE...**



## MAKE SURE THE EARLY REGISTRATION DEADLINE IS PROMINENTLY DISPLAYED

### MORE ABOUT THE CONVENTION REGISTRATION PANEL...

- ✓ A place to volunteer for service, e.g. workshop leader (possibly include space for registrant to specify topic or time preference), greeter, hospitality, timer, etc....
- ✓ A space for Region III representatives to identify themselves and indicate if this is their first Assembly (Green Dot).
- ✓ Space for Region Reps to express their willingness to leave the Assembly to speak.
- ✓ A check-box to pre-order t-shirts or other convention merchandise.
- ✓ Contact information for people who will handle registration questions.
- ✓ Address to mail registration forms. A post-office box is a good choice for the mailing address.
- ✓ *A statement on your refund policy and any deadline that might be imposed.*
- ✓ The "Pay to" name that goes on the check

**\*\*\* Online convention registration capability is strongly encouraged. Please use the Jotform platform.**

## **B. Distribution of brochures and posting to RIII website**

- Expect to print 500 to 1000 brochures, but not necessarily all at once. Most of these will be distributed to intergroups in the convention area.
- Distribute brochures (provide about 200-250) at the Region III Assembly/Convention just prior to your event.
- Provide an electronic copy of the convention brochure to the Region III Comm/Tech Secretary to be posted via link on the Region III Website. Contact the Comm/Tech Secretary to work out the details.

## **C. Processing registrations before the convention**

- A member of the Registration Committee should receive and process the mailed and online pre-registrations. To protect the personal information of members, do not scan or photocopy payment checks.
- Keep the Hotel Liaison informed of the number of banquet meals sold

- Consider using a post-office box for mailed registrations -- perhaps one specifically opened for the convention -- enabling PO Box access for several committee members.
- Maintain a master registration list/spreadsheet with all the information from the registration forms. Bring this master list to the convention
- Service volunteer information should be forwarded to the appropriate committees.
- Keep the original registration forms and bring them to the convention. This will help in dealing with questions and problems.
- Acknowledging registration via e-mail is helpful. Additional information can be forwarded to attendees with registration confirmation.
- Provide the Region III Vice Chair and the Region III Recording Secretary with a list of registrants (especially Region Reps and Green Dots) on a weekly basis starting 6 weeks prior to the event.
- Maintain a deposit register for registration fees which reconciles to deposit records. Checks may be forwarded to the Convention Treasurer for deposit, or, deposited by the registration processor.

## **D. Convention Registration Table**

- Open the registration table open early, around 1:00-2:00 p.m. on Friday.
- The registration area usually serves as the command post for the convention. It is the focal point where everyone will come for orientation and information. An organized registration table goes a long way to making the convention successful.
- The registration area should be easy to find. Ideally, it should be located close to the main meeting room.
- Visit the hotel with the Hotel liaison to select the location for the registration table and arrange for the needed equipment (tables, chairs, easels, bulletin boards).
- Make sure the hotel staff knows the location of the convention registration area so information can be posted on the events directory (usually in the lobby), and on the hotel events television channel, and so members may be directed to our area.

- Suggested supplies for the registration area:
  - ✓ Extra registration packets for walk-in attendees
  - ✓ Extra name badges and badge holders
  - ✓ Two-part tickets for use in raffles
  - ✓ Markers for making signs
  - ✓ Pencils and pens
  - ✓ Adhesive materials (cello tape, masking tape, poster sticky). Check with the hotel as to how they prefer things to be attached to walls (some like tape, others prefer thumbtacks or poster sticky). Always bring cello tape to deal with torn papers.
  - ✓ Stapler, Scissors and paper clips
  - ✓ Poster board (for making signs)
  - ✓ Copies of the registration flyer (for walk-in registrations).
  - ✓ Cash box with change - mostly in small bills (usually supplied by the treasurer along with the cash box).
  - ✓ Extra dinner tickets
  
- Organize the registration packets for pre-registered members in alphabetical order to ease distribution.
  
- The peak traffic at the registration table will be on Friday afternoon and evening, so have the registration table well-staffed (three or four people). Saturday morning will also be busy. The committee chair (or co-Chair) should be available during the convention to solve problems.
  
- Staff the registration tables with people who can work fast under pressure, pay attention to details and are comfortable handling large amounts of money. Choose them carefully.
  
- Registration will be asked questions about EVERYTHING. Be sure the registration area has cell phone #'s so they can contact the appropriate committee members and obtain answers to question.
  
- Coordinate the handling of money with the Treasurer.
  
- Don't allow a lot of money to accumulate at the registration table.
  
- A training session for volunteers is helpful.

Registration committee members may be asked to handle taking of tickets at special events (the meal function, dance).

## E. The Registration Packet

*Design and prepare the registration packets well before the convention. Coordinate with other sub-committees for the materials they wish to include. The design of the packet should reflect the convention theme. Prepare extra registration packets for walk-in registrants (20% of the number that pre-registered is suggested) for on-site registration.*

### **Common items in the registration packet:**

- Convention program. Obtain from the Program Committee.
- Hotel map. Co-ordinate with the Hotel Liaison.
- Tickets for special events (meal functions, voucher for T-shirt pickup).
- A list of nearby services (for example, restaurants, pharmacies, grocery stores, houses of worship, banks, etc...)
- A map of the area around the hotel. If supplies are limited, you can make these items available at the registration table.
- Small gift (for example: a pen, small tablet for notetaking, an OA pocket card, etc.)
- Name badge. Every person attending the Convention will need a name badge.
  - Name tags should designate Region Representatives and Steering Committee members. Name tags should also designate Convention Planning Committee members. Ribbons can be obtained to hang off the name badge which say "Representative," "Steering Committee," "planning committee."
  - Common plastic name badge holders, elastic lanyard style, are usually used. You might be able to obtain previously used badge holders from the group which hosted the most recent convention. The committee will need to replace any worn or damaged holders. Badge holders and inserts can be purchased at office supply stores. Name badge labels suitable for use in computer printers are available.
  - Region III first-time reps, known as "Green Dots," should have a round green sticker placed on their name badge insert.
  - Consider whether or not "OA" or "Overeaters Anonymous" should be prominently displayed on the name badge. Some might consider

wearing such a name badge in a public hotel a violation of their anonymity.

- Encourage all participants to wear name badges while attending the convention events.

## **F. Throughout the Convention Planning Process**

- Prepare a budget and submit it to the Convention Planning Committee for approval.
- Submit receipts to treasurer for reimbursement
- Keep notes in preparation for your written report and submit to the Convention Chair.

**ASSEMBLY ASSISTANT**

The assembly assistant's role is to meet the needs of the steering committee and region reps during the assembly in order to facilitate smooth functioning of business.

**Duties include:**

- Meeting with the Region III Vice Chair sometime on Friday afternoon to discuss logistics and details for the Assembly
- Being available all-day Saturday while the Assembly is convened. This means being in the assembly room when not running assembly-related errands.
- Working with hotel liaison to address assembly room needs, such as temperature, water, sound system, etc.
- Making photocopies
- Running miscellaneous errands on site as needed
- Running errands off-site if needed, including copying, purchasing needed items, etc.
- Meeting any other official needs of the assembly as they arise
- Serving as the head of the Teller Committee during Fall Assemblies to assist with elections
- Preparing a written report and submit to Convention Chair.

**Fall Assembly Election Procedures:**

- Teller Committee members hand out ballots when directed to do so by the chair to representatives wearing ID badges. You will need to recruit two volunteers to be "tellers" during the election time.
- Collect ballots when directed to do so by the chair
- Leave the room to count ballots
- Write down results, and submit to the Chair
- The Chair announces election results.

## DANCE COMMITTEE

\*Holding a dance is optional. In recent years, Planning Committees have frequently opted to not hold a dance due to the high cost and relatively low participation.

- ❑ Contact and negotiate a contract with band or disc jockey (remember, many are booked a year in advance)—a deposit may be required.
- ❑ Prepare a budget and submit it to the Convention Planning Committee for approval. Submit bills to treasurer for payment. Submit receipts for other expenses to treasurer for reimbursement.
- ❑ Find out what the DJ will need in terms of tables, space, other.
- ❑ The hotel can often provide a dance floor—there may be a rental fee, or it may be “comped” as part of the banquet event.
- ❑ Fun suggestions, i.e., hula hoop contest & line dancing are always well received.
- ❑ Work with the Decorations Committee and the hotel on decorations
- ❑ Prepare a written report and submit to the Convention Chair.

# ENTERTAINMENT COMMITTEE

- ❑ Determine what form of entertainment will be presented (singers, skit, etc.) The entertainment can take place during the Opening, Saturday evening after dinner and/or during the Closing.
- ❑ Prepare a budget and submit it to the Convention Planning Committee for approval.
- ❑ Submit any receipts to treasurer for reimbursement.
- ❑ Submit script and/or outline for entertainment events to the Convention Planning Committee and to Region III Vice chair for approval.
- ❑ Schedule rehearsals as needed.
- ❑ Contact the Hotel Liaison, if you require the use of the Hotel's facilities for a dress rehearsal prior to the Convention.
- ❑ Arrange for performers - **use fellowship talent only.**
- ❑ Avoid use of any music or materials with a religious connotation.
- ❑ Keep entertainment a reasonable length. Generally, 30 minutes is optimal.
- ❑ If needed, the hotel can usually supply microphones, stage, riser, etc. **They may charge a rental fee.**
- ❑ Prepare necessary props and scripts.
- ❑ Obtain permission before using any copyrighted materials. Altering song lyrics is OK without permission.
- ❑ Work with Program Chair to plan times for entertainment.
- ❑ Participants in Convention entertainment must be registered for the Convention. The entertainment chair should notify participants of this expectation early in the process. If any participant is unwilling or unable to register, a replacement must be found.



- Prepare a written report and submit to the Convention Chair.



# HOSPITALITY COMMITTEE

The Hospitality room is a place for fellowship apart from the scheduled convention activities.

- ❑ Decide “open” hours for hospitality room
- ❑ Optimal location for Hospitality is near the meeting and workshop rooms
- ❑ Prepare a budget and submit it to the Convention Planning Committee for approval. Submit receipts to treasurer for reimbursement.
- ❑ Advise the hotel liaison that beverages supplied by the Hospitality Committee will be provided (must be stipulated during contract negotiation with the hotel).
- ❑ Arrange a time for the set-up of the Hospitality Suite with the Hotel Liaison.
- ❑ Find volunteers to serve 1-2 hour shifts as hospitality room volunteers.
- ❑ Helpful items to have on hand include:
  - ✓ Informational materials (e.g. local grocery stores, restaurants, fun things to do in the area, etc...)
  - ✓ Bulletin board
  - ✓ Newsletters & fliers of region events
  - ✓ Writing pads & pens
- ❑ Coordinate with Printing Committee to make a sign for the hospitality room door and a sign near the registration desk advertising the location and services of the hospitality room. Small signs with suggested donations for beverages, fruit, etc...are desirable inside the hospitality room.
- ❑ Provide cold diet soda (3 cases). Consider also having bottled water (3 cases) and fresh fruit.
- ❑ Make coffee (regular & decaf). Suggest approximately 100 coffee cups, 1 box of sweetener (100 packets each), coffee stirrers, utensils, garbage bags and 1 jar of creamer. Remember, some OA's object to the sugar content in prepared creamers.
- ❑ Provide hot water and tea bags.

- ❑ Open packages carefully to facilitate return if unused.
  - ❑ Decide on suggested donation rates for soft drinks, coffee, fruit, other items you provide
  - ❑ If desired by the Ways and Means committee, sales of raffle tickets, etc.... can happen in the Hospitality room. Coordinate with Ways and Means as needed.
  - ❑ The Hospitality Room is a good place for game, puzzles, and/or craft activities if space is available.
  - ❑ Provide change and cash receptacles for all the different refreshments.
  - ❑ Extension cords are helpful in this room
  - ❑ This room may be used for the Wrap-Up mtg. at the end of the convention.
  - ❑ Prepare a written report and submit to the Convention Chair.
-

# LITERATURE COMMITTEE

- ❑ Prepare a budget and submit it to the Convention Planning Committee for approval. Submit bills for payment to treasurer.
- ❑ Order, display and sell only OA approved literature, which includes the AA approved literature. A varied selection valued at about \$150-\$200 is usually sufficient.
- ❑ Provide copies of the newest publications available from the World Service Office.
- ❑ Mark all literature with the price.
- ❑ Have workers scheduled for a 1-2-hour shift to sell literature and answer questions.
- ❑ Obtain money pouch or cash box from the treasurer and cash to make change. Periodically give accumulated cash and checks to the treasurer.
- ❑ Keep an inventory of the literature sold and return remaining literature to the intergroup.
- ❑ Prepare a written report and submit to the Convention Chair.

# PRINTING AND COPYING COMMITTEE

- Prepare a budget and submit it to the Convention Planning Committee for approval.
- Submit receipts to treasurer for reimbursement.
- Be responsible for preparing a camera-ready copy, and for printing, of all:
  - ✓ Flyers
  - ✓ Programs
  - ✓ Registration forms
  - ✓ Dinner tickets
  - ✓ Dance tickets
  - ✓ Name tags
  - ✓ Logos
  - ✓ Forms
- Assist all committees with their major printing and copying needs.
- Obtain at least three bids for all major copying expenses (e.g. convention registration brochures). Submit bids to Convention Planning Committee to decide on a vendor.
- It is suggested that **several** people proofread each item before printing.
- This committee is responsible for all photocopying before and during the event (except assembly documents, which are the responsibility of the Assembly Assistant), including the convention's last-minute stuff.
- Prepare a written report and submit to the Convention Chair.

# PUBLIC INFORMATION COMMITTEE

*The Public Information Committee is responsible for both Internal (within the OA fellowship) and External (to the general public) Publicity. It is recommended that either a Co-Chair be appointed, or that there be two subcommittees, as both areas are important in carrying the message.*


- Prepare a budget and submit it to the Convention Planning Committee for approval. Submit bills to treasurer for payment and receipts to treasurer for reimbursement.

## EXTERNAL PUBLICITY

- The anonymity of our members must be preserved. Any media communication, prior to and during convention, must observe the guidelines of the Twelve Traditions. If you have any doubt, contact the Convention Chair, the Region Board, or Trustee.
- A media Press Kit is available for download at OA.org and may be helpful
- Create and send approved press releases to local news media, newspaper, radio, and television.
- In the few weeks before the convention, approach local news media to request a story about the event.
- Train all sub-committee Chairs on how to handle a media visit and instruct them as to whom they are to direct the media.
- Be available during event for media visits
- Plan what TV reporters can film. Have 2 or 3 people prepared for interviews. **Do not meet with the media unless a region board member or trustee is present.**
- Prepare publicity kits (including Registration fliers, general information about the Convention, and any fliers that other Convention Committees may request with convention logo) and place around the convention city.
- Create a publicity packet to be sent or delivered to:
  - ✓ Physicians
  - ✓ Psychologist and Psychiatrists

- ✓ Health Centers (Diabetes, Heart, etc.)
  - ✓ Hospital Dieticians
  - ✓ Mental health Centers
  - ✓ High School Counselors
  - ✓ Public Libraries
- 
- Consider enclosing the following in the publicity packets: Cover letter, “Program of Recovery” and “Questions & Answers” pamphlets, convention registration brochure, local meeting list, a business card for the area providing the intergroup telephone number. Bulletin board attraction sticky notes, available through OA.org, could serve as the “business card.”
  
  - Create a mailing list and mail letters/packets to above-listed professionals.

## **INTERNAL PUBLICITY**

- Complete an Event Calendar listing at oa.org as soon as date and location are set.
  
  - Complete the Calendar Listing on the Region III website under “Add an Event.”
  
  - Write an “attraction letter” inviting participation at the Convention to all Intergroups and Unaffiliated Groups in the region, to announce and encourage participation at the event. Include the publicity kits.
  
  - Prepare a written report and submit to the Convention Chair.
- 
- 

## SPECIAL EVENTS/WAYS & MEANS

*This committee will oversee all fundraising (e.g. drawing, raffle, silent auction) events connected with the Convention.*

- Prepare a budget and submit it to the Convention Planning Committee for approval. Submit receipts to treasurer for reimbursement.
- Investigate any restrictions your state might have on “gambling” which can include raffles and similar activities. Licenses are sometimes required to sponsor such activities. It is suggested that any events/activities which are illegal without a license simply be avoided.
- The following guidelines are suggested for selling items at Region functions:
  - ✓ All sales are to be made by and for OA service committees.
  - ✓ Sale items should be approved by group conscience.
  - ✓ Sales should be conducted in a manner not detracting from our primary purpose to carry the message to the compulsive overeater who still suffers. In accordance with our traditions, each hosting committee may decide whether or not to sell merchandise, and whether or not to allow other intergroups to bring merchandise to sell. Be mindful of our tradition not to endorse outside enterprises.
- If a raffle or silent auction is to be held, place a “want ad” in the Intergroup Newsletter asking for donation of prizes. Obtain goods and services through members of the OA Fellowship only.
- Quilt or special auction items need separate tickets than regular raffle tickets (e.g. a different color).
- Fifty-fifty drawings are very successful. Half the money goes to the Convention and half to the winner. They will also need different tickets.
- Offer discounts for purchase of multiple tickets (e.g. \$1.00/ea., 6/\$5.00 15 for \$10.00).
- Arrange for decorations, signs, posters, and containers to collect the tickets.



- ⇒ Plan a time/times for the raffle drawings and to announce silent auction winners. Saturday evening during the banquet program can be a good time for this.
- If a set of convention recordings will be raffled, provide the winner with a "claim ticket" to redeem CDs from the convention recording person.
- Working closely with the treasurer, create a system for money handling and tracking, and for payment for silent auction items.
- Prepare a written report and submit to the Convention Chair.

## SIGNS AND DECORATIONS COMMITTEE

- ❑ Prepare a budget and submit it to the Convention Planning Committee for approval.
- ❑ Submit receipts to treasurer for reimbursement.
- ❑ Find out from other committee chairs what signs ~~that~~ they require, what size sign is needed and what the sign needs to say.
- ❑ Recruit volunteers to assist in making signs and decorations. Individual meetings sometimes agree to provide all the centerpieces, program wall cards or signs.
- ❑ Decorations should follow the theme of the Convention.
- ❑ Find out from the Hotel Liaison if the hotel has any restrictions or limitations on signs and/or decorations (e.g. do not tape signs to meeting room, hallway or hospitality room doors).
- ❑ It is advisable to have a poster-size sign with the schedule for the weekend, usually displayed at the Registration area.
- ❑ Obtain a list of topics from the Program Chair in order to prepare necessary speaker topic signs. It is common to have a sign outside each meeting room door listing the room schedule for the day.
- ❑ Ensure that signs are brought to the Convention in a timely manner, and that all are in place where needed.
- ❑ Signs could be needed for all meetings, registration, literature, Hospitality Suite, Ways and Means, and Recording Sales.
- ❑ All signs need to be removed at the end of the convention.
- ❑ Prepare a written report and submit to the Convention Chair.

## T-SHIRT/MEMORABILIA COMMITTEE

- ❑ **T-Shirts are optional.** However, this same process can be used for other merchandise the committee chooses to create and sell to convention attendees (canvas bags, mugs, etc...)
- ❑ Prepare a budget and submit it to the Convention Planning Committee for approval. Submit bills/invoices for to treasurer for payment.
- ❑ Investigate shirt (or other merchandise) prices from local and/or online vendors. Obtaining estimates from more than one vendor is optimal.
- ❑ Prepare and submit a summary of the cost of t-shirts or other merchandise & your suggested sales price to the Convention Planning Committee for a group conscience vote.
- ❑ A deposit to the vendor is often required for large orders such as these
- ❑ T-shirts in colors or with logos reflecting the Convention theme are appropriate. Sizes from Small to 5X must be made available, so that everyone wanting a shirt may have one. Whenever possible, order all shirts from the same supplier to allow for color matches in all sizes.
- ❑ It can be helpful to consult with planners of recent conventions (including review of their final reports) regarding how many items in various sizes were ordered. Be conservative with the number ordered.
- ❑ Consider putting a check-box on the convention registration form to allow registrants to order a shirt or other merchandise in advance. This allows for payment to be received in advance and for more accurate ordering (in terms of numbers and sizes) from the vendor.
- ❑ Recruit volunteers to help with on-site sale of shirts.
- ❑ Make a plan for how to distribute pre-ordered shirts/merchandise, and for on-site sales of t-shirts or other convention merchandise at the Convention.
- ❑ Sell t-shirts in your area (e.g. at meetings and workshops) prior to the convention to build interest in the event.
- ❑ Pick up shirts when ready and sort according to orders and sizes.

- Arrange with the Hotel Liaison for table(s) as needed for selling/distributing the T-shirts or other merchandise.
- Make arrangements with the treasurer for a cashbox and cash for change for on-site sales. Periodically turn ~~excess~~ cash and checks over to the treasurer.
- Prepare a written report and submit to the Convention Chair.

# RECORDING COMMITTEE

- ❑ Prepare a budget and submit it to the Convention Planning Committee for approval. Submit bills/invoices to treasurer for payment.
- ❑ Identify and contact audio recording professionals in your area. Previous host intergroups may have suggestions about audio recording companies that provide services to 12-Step groups.
- ❑ Contact recorder to confirm availability and reserve the dates for your convention.
- ❑ Work with hotel liaison to reserve a space with sufficient tables for recorder. Recorders will tell you of their needs.
- ❑ Make sure the recording person has access to all sessions that are to be recorded.
- ❑ Request that only OA recordings be sold at the main audio sales table. Other 12 Step recordings are to be sold or displayed a separate table.
- ❑ Encourage the recorder to donate a complete set of convention recordings to be used as fundraiser, which could also boost the sales of the recordings.
- ❑ Prepare a written report and submit to the Convention Chair.

# RECORDING RELEASE

DATE/TIME: \_\_\_\_\_

SESSION TITLE: \_\_\_\_\_

I, (name) \_\_\_\_\_

Grant to the \_\_\_\_\_ Intergroup  
the right to use any and all recordings of my voice made in  
conjunction with the

---

(name of event)

Region III Convention of Overeaters Anonymous

**SIGNATURE:** \_\_\_\_\_

Date: \_\_\_\_\_

**PLEASE REMEMBER,** if you want to remain anonymous, use a fictitious name while sharing at the microphone.

THANK YOU FOR BEING  
OF SERVICE!

# TRANSPORTATION COMMITTEE

- Prepare a budget and submit it to the Convention Planning Committee for approval.
- Submit any receipts to treasurer for reimbursement.
- Find out if the Convention hotel offers free shuttle service to and from airport. If available, this should be mentioned on the Hotel panel of the registration brochure.
- If no free airport shuttle, consider asking local members to provide rides for out-of-town attendees. This service will need to be publicized in the registration brochure or follow-up emails to registrants.
- If you are providing shuttle service by local volunteers, devise a system to track who needs rides and who will provide them. Provide reminders to/confirm availability of drivers in the days prior to convention.
- Out of town Region Representatives and conventioners may want to see your city. Consider recruiting volunteers from the area to provide a short tour on Thursday afternoon or after the Closing Ceremony on the way to the airport. This excursion could include a no-host lunch (i.e. everyone buys their own).
- Prepare a written report and submit to the Convention Chair.

# WELCOMING COMMITTEE

- ❑ Prepare a budget and submit it to the Convention Planning Committee for approval.
- ❑ Submit receipts to treasurer for reimbursement.
- ❑ Volunteers will greet people as host/hostess, welcome attendees. Volunteers are usually stationed near the registration desk and hospitality room, or near the hotel entrance if registration is far away from the entrance.
- ❑ Prepare a “Hugger/Greeter” volunteer schedule for service on Friday afternoon/evening and Saturday.
- ❑ Seek "Hugger/Greeter" volunteers, each to serve for a one-hour shift. Shift times can be longer or shorter than an hour at the discretion of the host committee.
- ❑ Prepare Hugger/Greeter nametags, badges, sashes, hats, or the like so attendees can easily identify these volunteers.
- ❑ Welcoming committee volunteers may also sell raffle tickets if desired.
- ❑ Hugger/Greeters will answer questions and provide directions to meeting rooms, registration, etc.
- ❑ Work with Registration Committee to compile a list of nearby restaurants, churches, etc...-for greeters to provide if requested.
- ❑ Members of this committee may help Registration Committee with packet preparation.
- ❑ Prepare a written report and submit to the Convention Chair.



# FINAL REPORT

When the convention is completed, your Convention Committee is expected to prepare and submit a final report.

The report has two primary purposes:

- 1) To assist future convention planners.
- 2) To keep a running history of our Region III Conventions.

Your report, which includes what worked well, lessons learned/suggestions for improvement, and important vital statistics (e.g. number of registrants, number of hotel rooms booked) is **EXTREMELY** valuable in guiding future convention planning committee. The upcoming committees appreciate receiving your experience, strength, and hope. They won't have to re-invent the wheel if you pass your information along on a timely basis.

Take a moment to breathe a sigh of relieve, relax, and bask in the glory of the success of your convention. And then please take the time to do your report.

**THE FINAL REPORT IS DUE TO THE REGION III VICE CHAIR (VC) NO LATER THAN 45 DAYS AFTER THE CONVENTION.**

Conventions are the primary source of revenue for the Region. The Region III Treasurer needs the financial report, along with a check for the Region's share of the profits, as soon as possible.

Final reports are to be in electronic format, PDF is preferred. The Vice Chair will distribute to Intergroups planning future conventions. Your report will also likely be archived for future reference.

## FINAL REPORT TIMETABLE

- Complete the Preliminary "**WRAP UP REPORT**" and e-mail to RIII VC within 10 days.
- Complete the **Financial Report** and mail funds to Treasurer within 10 days.
- Provide a timeline for committee chairs to turn in their individual reports.
- Combine the individual reports into one **Final Report**.
- Send the completed final report to the R III Vice Chair within 45 days.

The Convention Chair assigns responsibility for the compiling and sending the final report. (Yourself, the secretary, etc.)

Specify the format for the report (e.g. Word, Pages). When everyone uses the same format, the report is easier to compile.

Committee chairs:

Keep notes along the way on what worked and what didn't. These are the most used items in the report.

Think about what you would like to have known when you were planning your convention and make sure that's included in your report.

If you had some ideas that you didn't try, include them and say why you didn't try them. They may work in a different situation.

Preparing the Final Report:

Complete the preliminary "wrap-up report" (basic info for sheet—see attachment) during/immediately after the Wrap Up Session. The secretary is responsible for this and should e-mail to the Region III Vice Chair within 10 days.

KEY ELEMENTS TO INCLUDE IN EVERY REPORT (See template below)

- Running list of tasks completed, in chronological order (what you did in the order you did it)
- Actual results at Convention
- Suggestions/comments for future convention planners
- How this experience impacted your recovery

Each report should include the author's name and contact information so future chairs with questions can contact them.

Additional Final Report considerations

Please number the pages of the final report.

Each section should stand alone (page breaks or section breaks) to be distributed to the individual committees if necessary.

# Sample Final Convention Report

**Committee:** \_\_\_\_\_ **Chair:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **E-MAIL ADDRESS** \_\_\_\_\_

Section 1	List of tasks accomplished (in order of completion)
-----------	---

For example:

- 1) Formed sub-committee
- 2) Made up a budget
- 3) Identified tasks (include task list)
- 4) Scheduled/conducted committee meetings (frequency, progress at each one)
- 5) Ideas not tried and why they were rejected
- 6) Include examples of work in hard copy where appropriate.

Section 2	Actual Results at Convention
-----------	------------------------------

Write your committee's experience at the Convention in paragraph style, bullet-point style, or actual numerical/financial results, as appropriate for committee. Be sure to address what worked well and what could have worked better

Section 3	Suggestions/Comments for Future Convention Planners
-----------	---

Include ideas for improvement or to streamline the process, things you wish you had known when you were planning, and/or what you would do differently next time.)

Section 4	Impact of This Experience on Your Recovery
-----------	--

# WRAP UP REPORT RIII CONVENTION/ASSEMBLY

Host Intergroup Name
Convention City
Convention Dates
Theme
Convention Chair: Name:
Phone E-Mail
Recording Secretary: Name
Phone E-Mail
Treasurer: Name
Phone E-Mail

## HOTEL

Chair: Name
Phone E-Mail
Liaison: Name
Phone E-Mail

Date Hotel Selected
Date Contract Signed
Rates Per Night (include taxes) # Per Room Max
# of Sleeping Rooms TOTAL
Thursday Night
Friday Night
Saturday Night

Meeting Rooms	#	Cost	(or) Comp'd	Day
Assembly	<input type="checkbox"/>	\$	<input type="checkbox"/>	Sat
Grand-Opening/Closing	<input type="checkbox"/>	\$	<input type="checkbox"/>	Fri, Sun
Workshop Sessions	<input type="checkbox"/>	\$	<input type="checkbox"/>	F, S, S
OA Meeting	<input type="checkbox"/>	\$	<input type="checkbox"/>	F, S, S
Hospitality	<input type="checkbox"/>	\$	<input type="checkbox"/>	F, S, S
Board Meeting	<input type="checkbox"/>	\$	<input type="checkbox"/>	Fri AM
Green Dot Session	<input type="checkbox"/>	\$	<input type="checkbox"/>	Fri PM
Region III Problem Solving	<input type="checkbox"/>	\$	<input type="checkbox"/>	Fri 3:00
Wrap Up Session	<input type="checkbox"/>	\$	<input type="checkbox"/>	Sun noon

Distance of Hotel from Airport ___miles
---

Free Transportation	Yes___	or Cost per person each way \$_____
# of nearby restaurants		
Additional Equipment Costs		
Printing and Copying Available	Yes	No
		Cost per Copy

Banquet

Cost (per person including tax)
# attending

REGISTRATION

Chair: Name
Phone
E-Mail

Registration Fee\_\_\_\_\_

Date Registration brochure completed\_\_\_\_\_

# of brochures taken to prior RIII convention\_\_\_\_\_

# of brochures mailed prior to event\_\_\_\_\_

Date Mailed\_\_\_\_\_

Date of Final Registration\_\_\_\_\_

Date of Late Registration\_\_\_\_\_

Registration

#of Region III Representatives Registered\_\_\_\_\_

#of others pre-registered\_\_\_\_\_

#of walk-ins\_\_\_\_\_

TOTAL REGISTRATION\_\_\_\_\_

PUBLICITY

Chair: Name Phone E-Mail

RIII notice date\_\_\_\_\_

WSO Notified date\_\_\_\_\_ Local Media contacted

PROGRAM

Chair: Name Phone E-Mail

# of Workshops Per Friday\_\_\_\_\_ Saturday\_\_\_\_\_ Sunday\_\_\_\_\_

Total # of Speakers \_\_\_\_\_

LITERATURE

Chair: Name                      Phone                      E-Mail  
Total Amount of \$ on Literature Ordered \_\_\_\_\_

RECORDING

Chair: Name                      Phone                      E-Mail  
# of General Sessions Recorded \_\_\_\_\_ Workshops Recorded \_\_\_\_\_  
Any Cost of Recording?

ADDITIONAL IMPORTANT COMMENTS AT WRAP UP MEETING

TOPIC:  
COMMENT

TOPIC:  
COMMENT

TOPIC  
COMMENT

TOPIC  
COMMENT

SIGNED CONVENTION CHAIR \_\_\_\_\_  
CONVENTION SECRETARY \_\_\_\_\_  
ACKNOWLEDGE COPY REGION III VICE CHAIR INITIAL \_\_\_\_\_

## Acknowledgements

This Convention Planning Manual has been compiled based on previous Region III Convention reports and from planning manuals from other regions. Thank you to those fellow Compulsive Overeaters who gave of their time and experience in putting this manual together. Our special thanks to some former trustees and region board members who have helped in the editing of this document.

If you have suggestions or comments to improve the Region III Convention Planning Manual please contact the Region III Vice Chair.

Remember, this is our opportunity to practice living our OA Traditions. We suggest, **“You take the best and leave the rest**