

**2017
Convention –
Task Plan**

<u>Task</u>	<u>Sub-Task</u>	<u>Position</u>	<u>Due Date</u>
Establish Committee		Chair, co-Chair	
	Define required positions		
	Request for volunteers		
	Hold Kickoff mtg		
	Hold periodic meetings		
Establish Theme and logo		Chair	
	Select Theme		
	Select logo		
	Computer version of logo		
Establish venue		Venue liaison	
	Estimate attendance		
	Select date(s)		
	Identify region		
	List of site options		
	Contact sites for price/avail		
	Select site		
	Sign contract	Chair	
	Initial deposit	Treasurer	
	Second deposit	Treasurer	Day of Conv
	Final payment	Treasurer	August
Venue Coordination		Venue liaison	
	Acquire tent for patio		
	Aquire tables, chairs, etc.		
	Aquire audio for main rm/patio		
	Rooms – initial estimate		
	Rooms – final count		
	Meals – initial estimate		
	Meals – Final count		
	Assign spaces for activities		
	Guest room assignments		
Registration		Reg. Coord.	
	Save the date flyer	Reg. & Pub.	
	Post flyer to website	Reg. & Pub.	Nov
	Create registration form	Reg. & Venue	April
	Establish pricing	Reg. & Venue	April
	Define Registration closure dates	Reg. & Venue	April
	Post registration form	Reg. & Pub.	April

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	Print/dist hard copy form	Reg. Coord.	April
	Receive Reg. info from Treasurer	Reg & Venue	April-July
	Define Reg. Packet contents	Reg.	
	Create Reg, packets	Reg.	June
	Aquire volunteers for Registration table	Reg.Coord.	June
	Run Reg. desk at Conv.	Reg. Coord.	During Conv
	Give Walk-in \$ to Treasurer	Reg. Coord.	End of Conv
Program		Program Coord.	
	Prelim. workshop Program defined	Program Coord.	March
	Aquire Speakers	Speaker Coord.	May
	Aquire Workshops Ldrs.	Workshop Coord.	May
	Define entertainment, leisure needs	Ent. Coord.	
	Aquire entertain.& leisure Ldrs.	Ent. Coord.	
	Final workshop Program defined	Program Coord.	
	Coordinate Leaders at the conv.	Program Coord.	During Conv
	Speaker gifts	Speaker Coord.	July
AA Coordination		AA Liaison	
	Define AA workshops, mtgs		
	Acquire AA leaders, spkrs		
	Define, acquire AA literature	AA Liaison & Lit.	
Alateen Coordination		Alateen Liaison	
	Define Alateen workshops, mtgs		
	Acquire Alateen ldrs, spkrs		
	Define, acquire Alateen literature		
Financial		Treasurer	
	Choose Treasurer	Chair	
	Acquire Convention check book		
	Establish payment procedures		
	Develop budget		
	Estimate net profit/loss		
	Pay bills, repay seed, distribute profits		August

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	Maintain all financial records		
Secretary		Secretary	
	Take mtg. Minutes, distribute		
	Follow up mtg. Action items	Secty, Co-chair	
	Send thank you notes – spkrs		August
	Help prepare final report	Secretary, chair	August
	Help prepare Planning Packet	Secretary, chair	
Hospitality		Hospitality Coord.	
	Define services to be provided		
	Set up, run and clean up Hosp. lounge at Conv		During Conf
	Handle special needs		
	Aquire vols. To staff Hosp. Lounge		
	Coord food/materials for Hosp. Lounge		
Publicity		Publicity Chair	
	Save the date flyer		
	Print final program		
	Open/closing anoun./Stmts.		During Conv
	Print/acquire all tickets, tags		
	Post convention on VT & neighboring websites		
Literature		Literature Coord.	
	Define Literature needs		April
	Coord with AA, Alateen lit. needs		April
	Order, plan to acquire lit.		April
	Run lit sales at Conv		During Conv
	Return excess literature		August
Decorations		Decoration Chair	
	Define decoration needs		May
	Acquire decorations		June
	Set up decorations		Start of Conv
	Removal, clean-up		End of Conv
Signage		Signage Coord.	
	Define signage needs		
	Signs printed/created		
	Set up, run bulletin board		During Conv

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	Set up signs, remove		During Conv
Raffle Basket		Raffle Coord.	
	Get word out about need for baskets		
	Acquire baskets		June
	Acquire tickets		
	Set up Basket tables		Start of Conv
	Run ticket sales, raffle at Conv.		During Conv
	Give Funds raised to Treasurer		End of Conv
Closure		Reg Coord.	
	Create evaluation forms		
	Disburse, collect evaluations		During Conv.
	Review eval. Results		August
	Create final report	Chair	August
Parking	(If needed)	Parking Coord.	
	Define parking reqmts		June
	Coord w venue for on-site parking		June
	establish off-site parking sites		June
	Coord. On signage needs		June
	Aquire parking volunteers		July
	Set up parking signs/system		Start of Conv
	Establish a shuttle		During Conv
	Coor. parking volunteers at event		During Conv
	Clean up parking signs		End of Conv