

HOW TO PLAN A SPRING CONVENTION AND FALL ASSEMBLY

These are suggested sharing Guidelines that have worked over past assemblies/conventions.

CHAIRPERSON AND CO-CHAIRPERSON

Within the first 3 months of your position

Arrange for date and location of Convention/Assembly. Make appointments with (hotel) management to see their facilities and discuss expenses. The Spring Assembly and Convention should be held the third weekend of May, if possible. As long as there are at least 2 weeks between the World Service Conference and the Spring Assembly and Convention. The Fall Assembly should be scheduled to avoid Sept/Oct Jewish Holidays. If possible, prior to signing contract with hotel, have the NYN Convention Coordinator review the contract and visit the hotel with you.

The purpose of the Spring Assembly and Convention is to provide a forum to help Group Representatives fulfill their responsibility to hear the Delegate's report, and to conduct area business at the Assembly meeting, and to provide an Al-Anon program for the rest of the participants.

NEED: PANEL ROOMS/ACTION COMMITTEES FOR AL-ANON

Panels – Held at the Spring Assembly and Convention may invite AA to participate. Panels are held on Saturday and are led and attended by Non-voting Al-Anon/Alateen members. There are no panels during the Fall Assembly.

Action Committees will meet in on Saturday mornings. Will need rooms for 4 Action committees. (Action Committees are not held at the Fall Election Assembly).

New GR Meeting will be held on Saturday mornings, let by the Immediate Past Delegate. These are held at both Spring Assembly and Convention and Fall Assembly.

Banquet Room – Can they provide microphones and podiums if needed? Make sure seating is adequate per room. Watch for room dividers as they can be deceiving.

Do they provide accommodations for convention/assembly chair people and/or hospitality chairperson? Try to have these rooms extended off the hospitality room. These above rooms are normally provided free of charge for commitment of rooms filled by our members.

NEED: AL-ANON HOSPITALITY ROOM

- Can finger foods, etc. be brought into the hospitality room?
- Can we use their coffee pots?
- Are drop cloths required?

- What are the expenses of having coffee in the panel rooms, if you desire? Or, is it possible for you to bring your own coffee to the panel rooms, same as hospitality room?

Compare room rates and food expenses. Pick up banquet menu and prices. Request a breakdown of all expenses-rooms, food, etc. (Beet with Banquet chairperson)

Are there other eating facilities, and if so, what are the prices? Are there other restaurants near-by? Can a map be provided?

Where will your registration table and chairs be? Decide where to have tables for raffles, literature, PI, Forum and sales. These tables may be placed in panel rooms or hospitality room where they are available and always attended. But, open areas have been used in the past, ex: lobby, etc.

Look for attractions, such as swimming pool, game rooms, and maps. Toll-free number for hotel registrations. Remember, our members may not always let the operator know which convention they are attending, AFG Convention can be used to identify.

A correct count of rooms used is necessary. Keep records of our people staying there through your registration table. (Not every committee does this).

Do you want entertainment? What is available? Is there a stage room if needed? Is it large enough? Is there a dance floor? Etc.

Remember: We do not affiliate, so we do not use hotel/motel mailing cards or stationary. They do not use our name, Al-Anon because of anonymity. Use AFG on ALL signs. (Al-Anon Family Groups) Do not use Al-Anon.

Hold your first committee meeting shortly after you have confirmed the date and location of the assembly. Then every 3 months of the last 12 months before the Convention/Assembly. If necessary, one meeting within the last two weeks. If possible, invite people who have had past experience working with convention committee, people with food experience, recordkeeping, artistic ability, etc. Those who have been active and those eager to help make good chair people and co-chairs. From there each chairperson forms her/his committee. (Send all minutes of meetings to the NYN Convention Coordinator in a timely manner)

Have all chair people make suggestions to help decide what your theme is.

ONE YEAR PRIOR TO CONVENTION/ASSEMBLY:

Have a special meeting including all your chair people. Always have a co-chair for each committee. Discuss their responsibilities and how to begin their work. Provide copies of these responsibilities to all host committee chair people.

1. Convention	Chairperson and Co-Chairperson
2. Program	“ “
3. Attraction	“ “
4. Registration	“ “
5. Hospitality	“ “
6. Raffle and 50/50	“ “
7. Literature & PI	“ “
8. Banquet	“ “
9. Signs	“ “
10. Greeters	“ “
11. Decorations	“ “

All chair people are to make reports and give same to the Convention/Assembly chairperson, including the finalized report at the end of the convention/assembly.

It normally works out well to have these meetings held one hour before a regular Al-Anon meeting.

THE FOLLOWING ARE A FEW SUGGESTED GUIDELINES FOR CHAIR PEOPLE:

Chairpersons select co-chairs and committee members, makes and gives reports back to Convention Chairperson at each meeting and a finalized report at the end of the Convention/Assembly.

PROGRAM: WORKING AROUND THE THEME:

1. Contact the NYN Assembly Chairperson and Delegate for business agenda.
2. Set up time slots for round tables, workshops, business agenda and Sunday agenda.
3. If an election assembly, get agenda for that.
4. Get a moderator for Al-Anon panels. (If any)
5. Get a guest speaker for banquet. (You can draw from WSO for speakers)
6. Find a printer. Decide on design of program etc.
7. If desired, small token and/or gifts may be given to panelists or speakers.
8. Make sure rooms are set up, podium and microphones in place.
9. Acts as host/hostess for main speaker.
10. Have members to open panels with Moment of Silence, Serenity Prayer, Anonymity statement, 12 Steps and 12 Traditions.
11. Decorations/flowers for speaker table if wanted.
12. In the Spring the AWSC is on Friday evening and in the Fall it is on Saturday morning.

IT IS WISE TO ALLOW YOURSELF EXTRA TIME.

ATTRACTION: FLYERS:

1. Carries the message, sending out brief pre-notice of convention/assembly.
2. Later a complete and informative flyer with map and directions.
3. Use newsletters, Al-Anon/Alateen.
4. Carry the message to those groups that have no GR.

5. Give all reports back to chairperson.
6. Use website www.nynafg.com and WSO in FORUM.
7. Use AFG Logo from the Al-Anon/Alateen Service Manual on all notices.
8. Four months prior to the date, write a letter to the Forum with date, place, etc. Also notify Northern Hi-Lights Editor with a copy of the registration form.

REGISTRATION:

1. Set up filing system and/or book to keep records. Keep a count of registrations returned, number of people attending (each program). Keep a correct count of rooms used and a count of those attending banquet.
2. Get name tags and logos for Al-Anon and Alateen.
Note: If your area has a convention Bureau, they will normally supply these name tags. Be sure their name does not show on card by turning them over, blotting out, etc.
3. Your registration table will be busier Friday evening and early Saturday. You will need extra help at that time.
4. Try to form separate lines for prepaid and unpaid. It will move the lines faster. You may want a separate table for meal tickets to be sold.
5. You will need people to work with file boxes, record book and name tags. EX. 2 people to work index file to locate returned registrations, prepaid and unpaid. Use last names, file in alphabetical order from A to Z. One book to record Al-Anon, Alateen, and rooms used by each.
6. Can make banners or badges for officers of convention/assembly.
7. Can make banners or badges for chair people of convention/assembly.
8. Check P.O. Box daily for two months prior to event for pre-registrations.
9. Any special needs on returned registrations need to be reported to Convention/Assembly Chair.
10. Alateens and Al-Anon members under 18 must have notarized Permission and Medical Form along with their registration. They must be accompanied by a parent, legal guardian or sponsor.

HOSPITALITY:

1. Ask each GR to go back to their group and ask members to bring finger foods, etc. passing a list of time slots for members to place name and what they will bring and when.

Snacks	Friday PM
Donuts, etc	Saturday AM
Small sandwiches	Saturday noon
Snacks	Saturday PM
Donuts, etc	Sunday AM

Note: Catered breakfast and lunch may be part of the Convention/Assembly package depending on committee's decision.

2. Make time slots for people to work, getting as many different people involved as possible.

3. Get all necessary supplies, such as coffee, sugar, cream, stirring sticks, cups, napkins, small plates, drop cloth if needed, table covers if needed, coolers, thermos, coffee pots, etc.
4. If desired, donation container can be made and placed on coffee table.
5. Sign for "Open" and "Closed" hours. It may be closed during the panel time slots if desired, and during Assembly meeting, round tables, etc. Or it may be open at all times.
6. Maintain a message board in hospitality room.

SIGNS:

1. Decide on which signs are needed.
2. How many do you need for each panel room, assembly meeting, AWSC meeting, Sales Table, Raffle & 50/50 Table, Banquet, Hospitality Room, Registration Table, Literature and PI Table.
3. May be you know someone artistic.
4. Remember to use AFG and NOT Al-Anon on signs.

GREETERS:

1. Decide how many.
2. Busy time Friday evening and Saturday morning.
3. Can wear something relative to theme in order for members to spot greeters EX. Hat, shirt, flower (you decide).

BANQUET:

1. Chairperson is to be moderator.
2. Make or get tickets.
3. Arrange seating for head table (if one is to be set up).
4. Gift for speaker.
5. If desired, provide entertainment.
6. Microphones and podiums (if not provided by management) – need one for podium and two for floor during convention/assembly-need just podium for banquet.
7. Arrange for prayer before dinner.
8. Tables may be decorated.

RAFFLE & 50/50:

1. Get tickets, decide what kind of raffle (white elephant or theme baskets or regular)
2. Get as many people as possible involved and working on raffle table and selling tickets. Make time slots for each.

3. Announce the message of help needed to supply raffle needs, crafts, etc.
4. Some members may want to get together and work on making items.
5. You will need a cash box or bag for money.
6. Have a 50/50 if you wish. This is a good money maker.
7. Record profits of sales and report to be given to chairperson or Treasurer.

SALES TABLE: IS PART OF RAFFLE:

1. Announce the message of needs, crafts, etc and keep a list of same. Work through GRs and members.
2. May order items for sales table. Remember, we do not affiliate.
3. Again, some members may enjoy working together making items.
4. Get people involved in helping and work out time slots for each.
5. You may call on literature depot. If your area does not have one, call on nearest one to you, if possible or contact the NYN Literature Coordinator.

“Raffling various articles at meetings or other gatherings is a matter of autonomy but to avoid commercialism in the fellowship, it is suggested that these items relate in some way to our spiritual principles. Items such as Al-Anon or Alateen books, subscriptions to the Forum, or the donated products of the creative efforts of individual members are suggested.” Al-Anon/Alateen Service Manual pg. 77-78

ATTRACTION:

Perhaps it would help a great deal to use more AFG on any Flyers, registration forms, etc. connected to Convention/Assembly to impress on us the need to use it. Don't forget to use correct Al-Anon LOGO from Service Manual.

REPORTS:

Convention/Assembly Chairperson to send reports of their meetings and what the committee people have decided to have or do for their convention/assembly and financial report for Coordinator. This will enable the coordinator to keep records and give reports at AWSC meetings, Spring Assembly, and Conventions and Fall Assemblies.

ANONYMITY: Statement of:

Suggest one reading from Al-Anon and Alateen Service Manual.

It is good to read this at the opening of the Convention/Assembly and Opening of Banquet. Refer: pg 74 in 2004-2006 Manual.

ELECTION ASSEMBLY (EVERY 3 YEARS)

Format for Election Assembly differs on Saturday only.

AWSC meeting is held Saturday morning, at all Fall Assemblies.

A brief description of each office and it's duties will be given. This will be followed by nominations, and then by the election.

Following lunch, we finish up the election. Any reports that need to be given will be at this time. We will finish up with any old or new business that needs discussion. All items listed on the agenda for consideration by the NYN Assembly for vote are dealt with.

We do not have any service panels during the Fall Assemblies.

The remaining scheduled format for Saturday evening and Sunday follow the regular suggested guidelines.

NYN CONVENTION FUNDS – TREASURER

1. All Convention/Assembly checking accounts should require two signatures (Chairperson/Co-Chairperson: Chairperson/Treasurer) whatever works as a safeguard and as a protection to Al-Anon and to the person in charge of the monies.
2. Our Federal Tax number, necessary for opening a bank account is available through the NYN Area Treasurer.
3. State Tax Exempt Certificate for sales tax exemption is also available through Area Treasurer. This number is to be used only for NYN purchases.
4. Contact NYN Area Treasurer for seed money (\$750) and guidelines for set-up and operation of checking account.
 - The all seed money will be issued 15 months before the convention/assembly.
 - Account is set up as NYN___(year)___ Spring Convention or Fall Assembly.
 - Address used is NYN Area Assembly and (Current NYN Treasurer).
 - Bank statements are sent to NYN Treasurer who makes a copy for NYN records and the forwards the original and canceled checks to the Convention/Assembly Treasurer.
5. Suggestion: Each table receiving cash funds be given envelopes. Two people count the cash and place into envelopes with amount marked on outside. The have someone collect these and return to chairperson. The Co-Chair may want to do this. For instance, registration table: every hour for every \$200 or \$300 over amount of cash on hand. Each cash-receiving table will need a starting amount and should have change on hand.

CONVENTION TREASURER

1. Responsible for all money, receipts, donations, ticket sales for banquets, registration fees, State Sales tax exempt certificates, etc.
2. Opens bank account, holds checkbook, secures a cash box for receipts.
3. Makes out all checks, signs with designated co-signer.
4. Pre-authorizes ALL purchases (Group conscience The committee may set an amount above which would require committee vote.)
5. Pay the bills for all committees.
6. Advises chairperson of available balances, receipts and expenses.
7. Keeps permanent records of entries and withdrawals, submits reports regularly to Convention Committee.
8. Assists in making a proposed budget for all committee expenses.
9. Daily, during convention/assembly, places monies in safe-deposit box at hotel.
10. Reimbursement request MUST be accompanied by detailed receipts.
11. Returns all profits to NYN Treasurer within 3 months; seed money can be returned within 1 month.

You may also find help and suggestions for planning and running your Convention/Assembly using the WSO Al-Anon Guidelines. This is Al-Anon/Alateen Area Conventions G-20.