

# Area 57/Oklahoma Conference Guidelines

**Sponsored by: Area 57/Oklahoma Committee**

Last revision: September 16, 2012

## **General Information**

The Purpose of the Area 57 Conference is to hear the Delegate's Report. The District Committee Members are the Hosts for the Conference and should be included in the Greeters' Committee and other capacities such as Emcees for the Speaker Meetings, reading "How it Works" or other readings selected, hosting speakers, etc. It is suggested that the Alternate Delegate or Ex-Officio host the GSO Speaker.

The Area Committee is the Sponsor of the Conference and any major changes must have approval of the Advisory Committee and the Area Committee. The Area Chair will determine what constitutes a major change. The Area Committee sponsors and underwrites the Area Conference.

The Conference Chair shall appoint Chairs of those conference committees necessary to provide a successful conference. It is suggested that all committees have a chair and a co-chair; this assures the Committee's work going forward in case of resignation of the Chair. The Committee Chairs may appoint their Co-chairs or the Conference Chair may appoint them. If a Chair or Co-chair fails to attend two consecutive Committee Meetings without sending representation, the Conference Chair may replace that person. The Chair also chooses a Traditions Advisor. This is someone (this has been traditionally a past- delegate) who has a working knowledge of the Traditions, the Area 57 structure, as well as the Area 57 Conference structure; and whose job is to be a source of guidance.

Committee meetings should be held monthly (care should be taken not to conflict with Area or District Meetings) up to Conference time to be certain all work by the Conference Committees is being kept on schedule. Committee chairs should communicate any room arrangements, equipment, tables, chairs, easels, signs, etc. required during the conference for display and other to the arrangements chair.

The Conference Chair should maintain final approval of all committee actions, including selection of speakers.

## **Conference Chair**

The Area Chair, with approval of the Area Committee, appoints the Conference Chair (usually in December); who then selects a Co-Chair. It is important to involve the Conference Co-chair in all aspects of planning, so that in the case of illness or other incapacity of the Chair, the Conference will continue with little interruption. To the extent desired, the Chair may delegate responsibilities to the Co-chair.

The Conference Chair should obtain and become thoroughly familiar with the Area 57/Oklahoma Policy and Procedures Manual covering the Conference, the Area 57 Conference Guidelines and GSO's Conference Guidelines. Ensure that the copy of the Area 57 Conference Guidelines obtained is updated to reflect any changes recommended by the previous Conference Chair and approved by the Advisory Committee. (See last paragraph of this section.)

It is the Chair's responsibility to advise the Conference Committee Chairs and Co-chairs of the Area 57/Oklahoma Policy and Procedures Manual, Area 57/Oklahoma Conference Guidelines and GSO Conference Guidelines. The Conference Chair calls a meeting of appointed Conference Committee

Chairs and Co-chairs to make them aware of their duties, the duties of other Conference Committees and to distribute copies of pages of the current Area 57 Policy and Procedures Manual and the Area 57 Conference Guidelines that pertain to particular Conference Committees.

It is a courtesy to invite the Area Chair and the Area Delegate to Committee Meetings and to copy them on minutes of the meetings. The Conference Chair will give progress reports to the entire Area Committee at the quarterly meetings.

Consultation with the Area Delegate before the Conference plans are very far along, by custom and courtesy the Area Committee grants the Delegate the following considerations:

1. Selecting the GSO Speaker for the Conference;
2. Introduces the GSO Speaker;
3. Consulting on the placement in the program of the Delegate's Report and the GSO Speaker;
4. Traditionally the Delegate has a Delegates' breakfast on Sunday Morning of the Conference. This is for out-of-state Delegates, Trustees and Area 57 present and past Delegates attending the Conference. The breakfast should be announced from the podium to ensure that all those past and present Delegates attending are aware of the invitation. This a budgeted item to be included in the Conference budget. The Advisory Meeting, then the Area Committee approves the budget.

Advise the Speaker Chair that the Delegate will select the GSO Speaker and may wish to introduce the GSO Speaker.

### Early Preparations

All these early preparations may be done by the entire Committee or by individual committees

1. Review the financial statement of the previous two years, and prepare a proposed budget giving consideration to the registration fee. The Conference Chair and the Finance Chair discuss procedures to be used.
2. Prepare a Conference Plan. The plan is to include the program schedule, the list of speakers, the registration fee, and the flyer. (If all the required information is on the flyer, the flyer will serve as the Conference Plan). Review of past conference plans will give more of a working knowledge of how the plan should be formatted.
3. Update & Maintain the State Conference Page on the Oklahoma AA web site:
  - a) As soon as the "hand-off" is made, make sure all the old Conference information is deleted from the web site and change the contact Email for [conference@aaoklahoma.org](mailto:conference@aaoklahoma.org) to the new Conference Chair's personal E-mail address, so that the link on the Conference page is kept current.
  - b) Post the next State Conference Committee Meeting on the home page of the web site and keep that meeting information up-to-date.
  - c) Work with webmaster to set up the Pay Pal account on the web site (after the flyer, program & budget have been approved) so that people can start pre-registering on line.
  - d) Work with the webmaster to set up E-mail links for people to volunteer through the web site.
  - e) As soon as the flyer is approved, ask the webmaster to post the flyer both to the flyer section of the web site and put a link on the conference page for it.

As soon as the proposed Conference budget and the Conference plan (which includes the program schedule, the list of speakers, the registration fee and the flyer) are completed, the Conference Chair should contact the Area Chair to request an Advisory Committee Meeting to review the proposed budget and plan (traditionally this is scheduled in late summer/early fall of the year prior to the Conference). Select a time and place for the meeting, with the Area Chair. The Area Chair will notify the Advisory Committee by letter of the meeting. The Advisory Meeting is composed of the Area Committee Officers; each District's Chair; and Ex-officio Members (past Delegates).

The Conference Chair is to present the budget and plan first to the Advisory Committee for their approval. These approvals are to be obtained no later than the December Area Committee meeting. Copies of the budget and plan are to be given to each advisory member and later to the members of the Area Committee. (approx. 250 copies)

Copies of minutes, by the Area Secretary, of this meeting are provided to members of the Advisory Committee, Conference Chair and Conference Co-chair.

The next step in the process of approvals is to present the budget and Conference plan, as revised by the Advisory Committee, if applicable, to the full Area Committee at the next quarterly meeting (usually in December of the year prior to the Conference). The earlier this is completed, the earlier the Conference Fliers can be distributed.

4. The Committee should choose a theme for the Conference early.
5. The Southwest Regional Trustee shall be invited to each Area Conference. The Trustee is asked to speak at one Conference during their four-year term, but not at the first Conference following their election. The Trustee's talk maybe used as the GSO speaker for that year.
5. Speaker selection should be completed as early as possible.

The Conference Chair, immediately on being appointed, (with the Arrangements Chair if possible) contacts the hotel or convention center where the Conference is to be held (hotels are reserved at the end of each Conference, which means contracts have been made two years in advance); meets with appropriate representatives to review contract. Examples of issues to be discussed are: the price of coffee, per gallon, including tax and gratuity and the arrangement for complimentary rooms based on the "Room Nights" agreed to in the contract, if applicable. Review any contract terminology in question with the hotel staff upfront; it is better to ask questions early on. Tour the facilities at this time if possible. Be sure which rooms have been reserved for the Conference. Inquire if other events are scheduled during the Conference. It is best if no other large events are going on in the hotel at the same time as the Conference. This minimizes congestion in the hotel and in the elevators.

Arrange for a Conference Taper. It is customary to use the Area Committee's Official Recorder in this capacity. This is not a Committee Chair position.

Invite the Area Archivist to display archives during the Conference. The Archivist's expenses are to be reimbursed in accordance with Area 57/Oklahoma Policy and Procedures, which states, "All expenses, including but not limited to transportation, crating, travel expense including room and meals for the Archivist, shall be paid by the requesting party or organization".

Traditionally the current Conference Chair will negotiate a contract with a hotel or convention center for the Conference in two years. This contract is to be signed by the current Area Chair in behalf of the Area Committee. The original contract is to be filed at the Area 57/Oklahoma office.

The Conference Chair is to see that the hotel or convention center is notified of our polices.

The Conference Chair should meet with the Registration Chair and Finance Chair the morning of the conference (at the latest) to discuss how registration forms will be completed to help insure accurate information on the address and amount paid by each registrant.

### Conference Meetings

The Area Chair opens and closes the Conference. Usually the Conference Chair or Co-chair will open and close the Speaker Meetings, making all necessary announcements, but the Emcees will conduct the Meetings.

The immediate past Delegate, by custom, emcees the meeting for the Delegate's Report, as well as the GSO Speaker Meeting.

Emcees are selected from District Committee Members, by the District, and may be the District Chairs (this has traditionally gone to the current District Chair). Start early in obtaining the names of the Emcees for the meetings. As soon as you have the names of the Emcees send them a letter informing them of their time on the program and describe their exact duties. The Conference Chair should work closely with the Emcees and to be certain they are informed of their duties.

Determine who will sit at the head table during Speaker Meetings. It is customary to include Ex-Officio's at the head table. Also review the meeting format with the Arrangements Chair to determine the details of the program. Be sure that literature is on hand to be read before meetings, such as "How it Works", the Anonymity Statement, the Traditions, the Concepts, etc.

### Following the Conference

Remind the Chair of the Finance Committee Chair to prepare the final Financial Report for the quarterly Area Committee Meeting and to make sufficient copies for all Area Committee Members (250). Present this final Financial Report to the Area Committee during the final report on the Conference.

After the Conference, the Conference Chair, with input from the Conference Committee, will review the Area 57 Conference Guidelines (this document), and make any changes necessary to bring them up to date. These changes should be presented to the Advisory Committee for review and comment. (NOTE: the Area 57 Policy and Procedures Manual does not require Advisory approval, this review is for information and input. Any input would certainly be strongly considered for inclusion in the guidelines.) With this annual review, the Guidelines will be continually updated to reflect most recent experience. Any changes are briefly reported to the Area Committee.

The out-going Conference Chair and Area Chair shall negotiate the hotel contract for the Conference to be held in 2 years. The Area Chair will sign this contract. If the Conference Chair has been appointed for the Conference to be held in 2 years at the time of these negotiations, then that appointed Conference Chair is included in the negotiations as a courtesy.

The out-going Conference Chair will organize the "Hand Off" meeting so that all of the records for the last three (3) year's Conferences are transferred to the next Conference Chair. Usually this is done after most of the upcoming Conference Committee has been selected and a date is picked that is convenient for as many as possible to attend (usually during lunch break at an Area Committee Meeting.)

Any records older than three (3) years should be turned into the State AA Office for Archives.

### **Conference Secretary**

Record minutes of each Conference Committee Meeting. Provide secretarial work required by the Conference Chair; Speaker's Chair and other Conference Committees needing assistance.

The Secretary is to keep a file of all correspondence from all committees, minutes of Committee Meetings, Budgets, Committee Reports, Contact Lists, etc., for the next year's Conference and for the Area Committee Office for the permanent Area files.

The Secretary maintains and distributes minutes of the committee meetings. It is a courtesy to copy the State AA Office, the Area Chair and the Area Delegate on minutes of the meetings.

Maintain a contact list, including e-mail addresses, of all committee members. The Secretary provides support required by the Conference Chair and other committee chairs needing assistance.

The Secretary prepares letters of welcome, to the Speakers, for the Area Chair to sign. This letter of welcome is placed in an envelope along with a formal program and a badge with speaker's ribbon. These envelopes are given to the speakers when they arrive at the hotel or convention center by the Speaker's host, or person meeting the Speaker. Information on the room reservations is to be obtained from the Arrangements Chair.

### **Speakers Committee**

Upon appointment start selection of speakers, with approval of the Conference Chair.

Speakers Committee will need to contact AI-Anon Area Delegate to make necessary arrangements for the AI-Anon speaker. Traditionally, AI-Anon has been involved with the selection of the AI-Anon speaker and host and liaison to the Conference Committee if needed. All considerations for AA speakers apply also for the AI-Anon Speaker, including payment for meals, travel, and hotel room.

By custom, the Area Committee grants the Delegate the following:

- Selection of the GSO Speaker for the Conference;
- Introducing the GSO Speaker;

The Southwest Regional Trustee shall be invited by written invitation (letter) to each Area Conference. The Area Conference will pay for the Southwest Regional Trustee's expenses (travel, room, meals and registration) when the Trustee is asked to speak -- which will be a one Conference during his(her) four-year term, but not at the first Conference following his(her) election. The Southwest Regional Trustee may serve as the GSO speaker. The Area 57/Oklahoma Policy (in regard to expenses) should be included in the letter of invitation.

Letters of invitation to the selected speakers are sent as soon as possible. Specify in the letter that air fare (coach) roundtrip, hotel room, meals and registration are paid by the Conference for speaker only. Ask for travel and room preferences so that arrangements can be made. If the Speaker chooses to make travel arrangements, give a deadline for making the arrangements, so that cost can be determined and reimbursed to the Speaker.

As soon as the Conference Program is determined, advise the Speakers of their place on the program and the allotted time to speak. Also notify the Speaker that their Host will begin contacting them and will pick them up when they arrive.

Assign host for each speaker for the full time of Conference. Be certain the host, or other responsible person, meets speaker on arrival, and when they are to leave takes them to the airport. The host introduces their speaker and will sit at the head table during that meeting.

The Speaker Chair will provide the following information to the committees indicated:

- Arrangements Chair – Speaker's name, city and state, arrival and departure times, and room preferences (bed size, smoking, non-smoking, etc.)
- Printing Chair – Speaker's name, city and state for use in the flyers and programs.

The Speaker Chair will confirm that the spelling of the Speaker's name, city and state are correct in all printed material.

The Arrangements Chair will arrange for Speaker gifts to be placed in the Speakers' rooms prior to their arrival.

### **Finance Committee**

The Finance Chair, at the direction of the Conference Chair, prepares the Conference Budget, which is approved by the Advisory Committee and presented to the Area Committee at the quarterly meeting. The Treasurer should be familiar with Area Policy and Procedure regarding Conferences.

The Conference maintains a checking account for the conference deposits and expenses. The account maintains a minimum balance of \$100.00 (or the bank's minimum balance if the bank has one) to be transferred from each conference to the next by change of signature authorities on the account. The account should be without monthly service charges or minimum balances, if possible. The Conference checking account will normally be at a bank that has several locations throughout the state so that the account can be used by successive conferences, regardless of the location.

Checks will require two signatures. The Conference Chair, the Co-Chair, the Finance Chair and the Finance Co-Chair will be authorized signers. As each new Conference Committee is named, the outgoing Finance Chair will work with the new, incoming Finance Chair to change the signature authorizations on the account to the new Conference Committee's signers and remove the previous committee's signers.

The Finance Chair will receive \$3,000 from the Area Committee in July or August to be deposited in the conference account for preliminary expenses of the Conference.

Rent a post office box no later than September 1. Inform the Printing and Publicity Committees of the box number and zip code for use on flyers and mailings. Collect mail from the box regularly and keep records of pre-registrations and sponsorship contributions, deposit money in the bank account on a timely basis and forward the registration forms to the Registration Chair for making badges.

Pay Conference bills promptly and keep a detailed accounting of all expenditures.

Prepare periodic updates of the Financial Report of the Conference, showing the original budget, any revisions to the budget and the expenditures and receipts to date.

Coordinate with the Arrangements Chair for use of a locked room during the conference, to be used for managing registration funds.

At the Conference, the Finance Chair will collect funds from the Registration Chair frequently. All cash in excess of the amount needed for change will be placed in the hotel safe or be deposited in the Conference bank account. The Finance Chair may find it useful to talk with the nearest bank branch manager about a week before the conference, letting them know of the cash and deposit needs for the week-end. Consider making arrangements for use of the bank's overnight deposit facilities for late Friday and Saturday night deposits.

Confirm the price to be paid for entertainment and will prepare checks for payment, as required. The Finance Chair will be available throughout the Conference to make change for committees, collect excess funds, prepare payments and otherwise assist as needed.

### **Following the Conference**

The Finance Chair will review the hotel bill with the Conference Chair and confirm with any committee chairs that all charges are appropriate. When the Finance Chair and the Conference Chair are in agreement with the hotel's billing, final payment will be made to the hotel. The hotel/Convention Center should be paid in full the 1<sup>st</sup> Monday following the Conference.

If revenues are not sufficient to pay all of the Conference expenses, the Finance Chair will coordinate with the Conference Chair and the Area Treasurer to obtain funds needed from the Area Committee, including \$100 to remain in the bank account to keep it open for the next conference.

If the conference has funds remaining after paying Conference expenses, the Treasurer will write a check to the Area reducing the bank balance to \$100, and returning the \$3,000.00 seed money and any profits made to the Area's General Fund. Thus each conference leaves the bank account with a minimal \$100 balance to keep the account open for the next conference.

The Finance Chair will prepare the final Financial Report for the quarterly Area Committee Meeting, with sufficient copies for all Area Committee Members (250).

### **Arrangements Committee**

The Arrangements Chair should review the hotel contract and be familiar with its terms and conditions.

The Arrangements Chair along with the Conference Chair will meet with hotel representatives to be sure there is a clear understanding of the contract and to discuss any questions.

Remind the hotel representatives of the services needed and provide a copy of the Proposed Format of the Conference for use by the hotel. Check on all arrangements during the Conference. The Arrangements Chair is to be available at all times during the Conference.

Arrange for the Speaker's podium, head table with covering, seating for 6 to 8, PA system, ice water, glasses and flower arrangements. Prepare the seating arrangements with the Conference Chair.

(Suggestion: Masking tape can be used to indicate where each person, designated by title or function, i.e., Emcee or Speaker, is sitting at the head table.)

Determine smoking areas and be sure those are announced by the Conference Chair at the meetings. Arrange for ash receptacles as required. Appoint Clean-up Crew to clean up outside smoking areas.

Since coffee is one of the largest expenses of the conference, it is important that this cost be monitored

If hotel coffee is served in the lobby, review the coffee budget and prepare a schedule for coffee delivery. Provide the hotel staff with the schedule and the names of authorized signers.

(Traditionally the Arrangements Chair and Co-Chair and the Conference Chair and Co-Chair)

Request that each committee provide a listing of all audio-visual or other requirements. Determine the total number of tables and chairs required for display and other, including:

- Registration and Pre-registration
- Literature (if space is available)
- Archives
- Area Service Committees (if space is available)
- Conference Taper
- Hospitality Rooms
- Marathon Meetings
- Entertainment
- Al-Anon (if space is available)

Place easels and signs designating meeting rooms, hospitality, marathon meetings, etc.

Obtain flower arrangements or decorations for the podium area.

Consult with the Taper to determine specific needs for tables, electrical outlets, access to the hotel, etc.

Contact the Al-Anon Area Delegate, or Al-Anon Liaison, to make necessary arrangements for the Al-Anon Speaker. A separate Al-Anon committee may plan a program of activities in a meeting room (if space is available per the contract), provided by the Conference.

Ice water and glasses should always be available in the meeting rooms.

Arrange for translators (and possibly an over-flow room if there is a need for more translation than the number of translating headsets the Area owns - including a projection screen of the speaker and piping in audio from the main speaker hall) for non-English speaking attendees through the Area Language Services Chair, if requested. Arrange for interpreters for hearing impaired attendees, as requested.

Advise the Conference Chair and Speaker Chair when hotel rooms have been reserved for Speakers and the Southwest Regional Trustee (if he[she] is a speaker at the Conference). Also reserve rooms for the Conference Chair, Conference Treasurer, Registration Chair, Arrangements Chair, Area Chair, Area Delegate, Official Taper, and the Area Archivist (if he/she plans a display). These reservations are to be for Friday and Saturday nights only, and are to be paid by the conference.

Ensure that there is an "In Memoriam" list provided at the Registration table for names to be submitted for reading Sunday morning.

Obtain two copies of the Big Book to place at the registration table for attendees to sign--these will be given away at the sobriety countdown.

Obtain flower arrangements for the podium area.

Deliver the Conference Banner to the hotel to be hung securely behind the podium.

Check set-up on coffee for all functions. The coffee order maybe set prior to the Conference and set-up established. Notify the hotel of the persons authorized to order and sign for coffee.

Check with the Conference Chair and Secretary for items to be at the podium for each meeting, such as meeting format, preamble, anonymity statement, schedule of events, announcements, etc.

Confirm with the hotel that no advertising is allowed by placards throughout the hotel.

See that the Taper's equipment is set up early on Friday in the meeting room or adjacent area as requested. Check the microphone at the podium to be sure it is working. Be familiar with lighting controls, heat and air controls, or how to contact hotel personnel quickly. Determine whether a PA system is needed for bingo or other events.

Obtain keys for the Speakers rooms early. These will be given to the Secretary to be placed in the Speakers' envelopes.

Place Speaker gifts in Speaker's room prior to their arrival.

### **Registration Committee**

Obtain sufficient (check quantity approximately 1500) name badges and card inserts. Any not used will be forwarded to the next conference committee.

Obtain ribbons for Speaker Hosts, Speakers, Conference Committee, Area Committee Officers (Delegate, Chair, Alternate Delegate, Alternate Chair, Secretary, and Treasurer.), Conference Hosts (DCMs), and Ex-Officio's. Confer with the Conference Chair for quantities of each.

As the Treasurer turns in pre-registrations, make name badges from the registration forms. Mark "First Timers" badges with a red star. Designate Al-Anon with the stick-on emblems that can be obtained from the Al-Anon Intergroup Office.

All early registrations that qualify should be segregated for inclusion in a drawing for the Early Bird Registration prize, as provided by the Conference Committee.

During the Conference, plan sufficient tables for registration and pre-registration. Arrange pre-registration badges alphabetically by first name so they can be located easily. It is suggested that one person handle the money and make change. Confer with the Finance Chair to keep sufficient change at the table and to periodically give excess funds to the Finance Chair.

Give speakers' name badges and ribbons to the Secretary. These will go into the envelopes the Secretary is preparing for each speaker and the Southwest Regional Trustee.

Recruit plenty of volunteers to staff the tables. Registration is closed during all Speaker Meetings and the Delegate's Report.

Keep all registration forms with names and addresses so a report can be made to the Conference Chair during the Conference on the numbers attending and the states represented.

### **Greeters Committee**

The Greeters Committee arranges and supervises a large group of people comprised of the DCM's and other volunteers. The Greeters should have programs and be familiar with the facility and locations of the meeting rooms, hospitality rooms, etc. and be prepared to answer questions of Conference attendees throughout the Conference. Greeter Committee Chair notifies each of the current DCM's and Alternate DCMs and asks them to participate in greeting.

### **Printing Committee**

The Conference Chair must approve selection and price on all printing.

Obtain bids on printing of flyers, Conference programs, Marathon Meeting schedules, AA Film schedules and optional ticket books. The Conference Chair can provide samples from previous conferences.

Work with Conference Committee to develop flyer, conference program, optional ticket books, Marathon Meeting schedules, and time frame and number of copies needed for printing

The flyer should be prepared in draft and reviewed as early as possible. The Speaker Chair will provide names, cities and states for each of the Speakers. As soon as Advisory Committee and Area Committee approval is obtained for the Conference Plan, the flyers should be finalized and printed for distribution throughout the Area.

Have all items proofread and approved by Conference Chair prior to printing.

The flyer will be distributed as an insert to the Area Bulletin in February. Deliver copies (approximately 950) for this distribution to the Area Secretary in January. Check with the Area Secretary to confirm the number required.

Begin drafting the Conference Program as early as possible. Drafts should be reviewed and finalized before printing in quantity. Conference Taper information will be included on the back of the program.

Approximately 8,000 flyers and 1,500 Conference Programs will be needed (confirm quantity with the Conference Chair).

### **Publicity Committee**

Send notice of the Conference to Grapevine, Box 459, Area 57 /Oklahoma Committee web page and Inter-groups (Oklahoma City, Tulsa, Hispanic, etc.) in January for AA Calendar.

Prepare press releases, observing Traditions, for review by the Conference Chair, and distribute to radio, TV and newspaper media in the immediate area.

If news reporters wish to attend any Conference sessions or to interview any Speaker, ask them to meet with the Conference Chair on arrival at the hotel for briefing on anonymity.

Mailings of flyers should be made to surrounding states in the Southwest Region, including their Intergroups and Alternate Delegates for distribution.

Use e-mail and the Internet in all ways possible. Distribute flyers and programs through e-mail as early as possible.

### **Literature Committee**

Only Conference Approved Literature (which includes Grapevine Literature) will be sold at the Conference.

This Committee may not be necessary, if the decision is made, for an Intergroup involvement (see following scenarios):

The scenarios are: If Intergroup provides the literature (they keep the money) this needs to go through the Arrangements Conference Committee. If this scenario is chosen then the Intergroup providing the literature, needs to provide everything from the literature, to manning the tables and handling their money. This would be considered a "cooperation" issue.

If the decision is made for the Conference Committee to order and buy literature from GSO, then the Literature Committee would provide the people for manning the table and handling the money. If this scenario were chosen then the literature being bought would need to be included in the budget.

If a compromise is met with an Intergroup to provide the literature and the Literature Committee provides the manning of tables and the handling of money, then the profits need to be split 50/50.

OKC Intergroup does not consider a compromise. If the Conference Committee (OKC) chooses to buy literature through the OKC Intergroup, we are expected to man the tables and return all profits, as well as unused literature, to Intergroup.

### **Entertainment Committee**

Make arrangements for entertainment for both Friday and Saturday nights, if the budget allows. Request a check from the Finance Chair in advance to pay for entertainment. Check with the Arrangements Chair to be sure the room will be ready and that all audio-visual equipment or other set up requirements are met.

Make sure all legal requirements are met if bingo is played. If so, arrange for equipment, a caller and sufficient prizes for several games.

Films may be shown during the Conference. Work with the Arrangements Committee to provide an adequate room to show AA films (if space is available). The films are obtained from the Area Office.

Determine the number of volunteers required and the equipment needed to show the films. Work with the printing chair to provide a schedule of the films to be shown.

### **First Timers' Committee**

Arrange for three short talks 15 – 20 minutes each. Verify the time and meeting room and notify the speakers of their allotted time to talk. Keep in contact with the speakers until Conference time to confirm that they will still be able to attend. The First Timers' Chair will Emcee this meeting. Traditionally a gift is given to each first timer. Determine the gift to be given to the first timers at this meeting. This is usually a Big Book or other literature purchased through GSO and is a budgeted item.

### **Long Timers' Committee**

Arrange for two or three speakers with long-term sobriety (suggest more than 20 years) to speak for approximately 15-20 minutes each. Verify the time and meeting room and notify the speakers of their allotted time to talk. The Long Timers' Chair will Emcee this meeting. Keep in contact with the speakers until Conference time. It may be wise to have an alternate in case of illness of one of the speakers.

### **Pre-Registration Committee**

Chairs to distribute flyers and encourage pre-registration should be selected for Tulsa, Oklahoma City and for the outlying districts.

This is Area 57/Oklahoma Conference with all DCM's essentially ticket sales-people. Distribute flyers to all District Committee Members as soon as they are available. Ask the DCM's to distribute the flyers to their groups during their regular group visits. Also encourage individual or group donations for "Sponsorship Registrations".

Maintain frequent contact with groups, especially in outlying districts to encourage pre-registrations.

Ask members to send in hotel reservations early in order to qualify for the group price and to secure the room they desire.

Also it is customary to encourage early registration by providing a set of conference tapes in a drawing of all those registered before a certain date.

### **Hospitality Committee**

Tour the Area 57/Oklahoma Hospitality Room early in the planning process and determine placement of tables, chairs, extra trash cans, whether smoking will be permitted, etc. Notify the Arrangements Chair of these requirements.

Provide general supervision over the Area's Hospitality Room. Utilize Individuals, Groups or Districts for volunteers. Request volunteers so that two or three people can be on duty at all times. Determine whether food and drinks can be brought in to the hotel. If so, arrange for purchase of food and supplies.

It may be necessary to borrow coffee pots and have sufficient volunteers to make coffee. Donations of food can be made only in keeping with the Traditions.

Designate two to three people authorized to order and sign for coffee. Notify the Arrangements chair of the authorized signers. Be sure that the hotel understands that only the authorized persons may order and sign for coffee.

Since coffee is one of the largest expenses of the conference, it is important that this cost be monitored  
If possible, coffee in the Hospitality Room should be prepared by our volunteers and not ordered from the hotel. Marathon meeting rooms usually get their supply of coffee from the Area's hospitality room. Request duplicate ticket copies when coffee is delivered. Give these to the Treasurer to confirm the billing later.

Place donation cans in the Hospitality Room and empty them frequently. Hospitality Rooms are closed during the Speaker Meetings and the Delegate's Report.

### **Marathon Meeting Committee**

Select topics from Conference Approved Literature for meetings and obtain approval of the Conference Chair early in the process. Determine meeting schedule by consulting the Conference Plan approved by the Advisory Committee and Area Committee. No Marathon Meetings will be held during the Speaker Meetings and the Delegate's Report. Work with the Arrangements Committee to provide a smoking (if allowed) room and a non-smoking room for meetings. Prepare a meeting format and have available required literature to be read during the meeting.

Solicit volunteers from groups or individuals to chair Marathon Meetings. Work with printing chair to provide a list of the Meeting times, topics and chairpersons and to be posted by Registration at the Conference and outside the Marathon Meeting Room(s). Arrange for coffee for the room by coordinating with the Hospitality Chair.

### **Third Legacy Committee**

The purpose of this committee is to educate the fellowship on the various service committees' work, and to encourage their participation. The Third Legacy Committee makes display space available to the Area Service Committee Chairs to make their work known. Thus each Service Committee has the opportunity to provide pamphlets, display boards etc to inform the fellowship of its work.

Invite the Area Service Committee Chairs to display literature and information about their committees during the Conference (if space is available).

=====

## CONFERENCE PROPOSED BUDGET

### INCOME:

- Money from Area Committee
- Registrations
- Sponsorship Money
- Hospitality Room Fees
- Coffee Donations
- Dance Badges

### TOTAL:

### EXPENSES:

#### Arrangements:

- Hotel/Convention Center Rent
- Lobby Coffee
- Committee/SWRT room charges
- Hospitality Rooms
- Hotel/Convention Center Coffee
- Floral Arrangements
- Delegate's Breakfast
- Taper Registration
- Interpreter for hearing impaired
- Interpreter and equipment for Spanish speaking (if requested)
- Audio/Visual equipment for delegate's report (if requested)
- Audio/Visual equipment for workshop (if needed)

#### Entertainment:

- Dance
- Bingo prizes and equipment

#### Printing/Publicity:

- Flyers, programs, Marathon and AA film schedules, ads, letters, postage and registration books (if used)

#### Registration:

- Ribbons, nametag holders, paper stock for name badges, print cartridges
- Registration fee for official Taper
- Registration fee for interpreter (if needed)

#### Hospitality:

- Drinks (including coffee), food and paper products

#### First Timers:

- Gift of GSC approved literature

#### Films:

- Audio/visual

#### Greeters:

- Something to identify them (such as shirts, hats, special name tags, etc.)

#### Speakers:

- Travel (speaker only)
- Room
- Meals (speaker only)
- Gift Basket
- Registration

#### Administration:

- PO Box Rental
- Bank Charges (include insufficient funds charges)
- Copies
- Office Supplies
- Postage

#### Literature:

- Purchase of literature from GSO (if option is chosen)

### TOTAL:

**BALANCE** \_\_\_\_\_