



CONVENTION WEEKEND



OPERATIONS MANUAL

CHAIRPERSON**Prior to convention weekend:**

- Follow the matrix as provided by the BOD.
- Be in regular contact with your BOD Liaison.
- Familiarize yourself with this manual.
- Discuss with the hotel and BOD Chair the hanging of the banners for the convention.

Thursday

- Be here at 6:00 p.m. and be prepared to work for at least 4 hours.
- Have this checklist with you the entire weekend.
- Check in with the BOD Chairperson and BOD Treasurer.
- Pick up walkie-talkie from convention guide chairperson. Learn how to operate.
- Ensure all subcommittee tasks are being done and are completed.
- Check with BOD treasurer on money pickup procedure.
- Get name tag/committee designee ribbon from H&H chairperson.
- Attend the Host/BOD meeting at 8:00 p.m.

Friday

- Be here at 8:00 a.m. Check in with BOD Chairperson and BOD Treasurer.
- Wear name tag/ribbon throughout the convention.
- Collect Host Committee hotel room numbers or other contact information and give information to BOD Chairperson.
- Ensure all sub-committees are on schedule with their checklist.
- Meet with next year's host committee chairperson and encourage them to assist.
- Float around the hotel and troubleshoot, assisting where needed. Contact BOD if any concerns arise.
- Attend and lead the evening host committee meeting, reporting the day's activities.
- Attend the BOD meeting. Report any questions/concerns.
- Get some sleep and prepare for Saturday.

Saturday

- Be here at 8:00 a.m. Check in with BOD Chairperson and BOD Treasurer.
- Repeat Friday schedule.

Sunday

- Repeat Saturday schedule.
- Attend the closing host committee meeting.

Immediately Following Convention Weekend

- Submit a final report to the host committee, your BOD liaison, and the BOD Secretary by December 1.

VICE-CHAIRPERSON**Prior to Convention Weekend:**

- Follow the matrix as provided by BOD.
- Be in regular contact with your BOD Liaison.
- Familiarize yourself with this manual.
- Assist chairperson and complete all duties requested of unfilled committee positions.

Thursday

- Be at hotel at 6:00 p.m. and be prepared to work for at least 4 hours.
- Meet with your BOD Liaison.
- Have this checklist available.
- Get your name tag/committee designee ribbon from H&H chairperson.
- Attend the Host/BOD meeting at 8:00 p.m.

Friday

- Be at the hotel at 8:00 a.m.
- Wear your name tag/ribbon throughout the convention.
- Give hotel room number/contact information to host committee chairperson.
- Check in with all committee chairpersons throughout the day to insure all is running smoothly.
- Assist committees as needed throughout the day.
- Meet with next year's host committee vice-chairperson and encourage them to assist.
- Attend host committee meetings as schedule, reporting the day's activities.
- Attend the BOD meeting, as requested.

SATURDAY

- Repeat Friday's duties.

Sunday

- Repeat Friday's duties.
- Attend the closing meeting.

Immediately Following Convention Weekend

- Submit a final report to the host committee, your BOD liaison, and the BOD Secretary by December 1.

SECRETARY

Prior to convention weekend:

- Follow the matrix as provided by the BOD.
- Be in regular contact with your BOD Liaison.
- Familiarize yourself with this checklist.

Thursday

- Be at the hotel at 6:00 p.m. and be prepared to work for at least 4 hours.
- Get name tag/committee designee ribbon from H&H Chairperson.
- Assist other committee members as needed.
- Attend the Host/BOD meeting at 8:00 p.m.

Friday

- Be at the hotel at Noon.
- Wear your name tag/ribbon throughout the convention.
- Give your hotel room number/weekend contact information to the Host Committee Chairperson.
- Float around the hotel and assist sub-committees as needed.
- Attend the Host Committee meeting as scheduled.
- Attend any BOD meetings, as requested.

Saturday

- Repeat Friday duties.

Sunday

- Repeat Friday duties.
- Take any remaining supplies to the merchandise room.
- Attend the closing meeting.

Immediately Following Convention Weekend

- Submit a final report to the host committee, your BOD liaison, and the BOD Secretary by December 1.

ARTS & GRAPHICS

Prior to Convention Weekend

- _____ Follow the matrix as provided by the BOD.
- _____ Be in regular contact with your BOD Liaison.
- _____ Work with all subcommittees to determine need for signs, etc.
- _____ Make signs, to include information about:
 - _____ Entertainment
 - _____ Registration
 - _____ Designated smoking areas
 - _____ Workshop schedules
 - _____ Merchandise
- _____ Know where easels are and where signs are going.
- _____ Familiarize yourself with this checklist.

Thursday

- _____ Be here at 6:00 p.m. and be prepared to work for at least 4 hours.
- _____ Meet with your BOD Liaison.
- _____ Have this checklist available at all times.
- _____ Get name tag/committee designee ribbon from H&H chairperson.
- _____ Bring supplies needed to produce additional signs as the need arises.
- _____ Attend Host/BOD meeting at 8:00 p.m.

Friday

- _____ Be here at 9:00 a.m.
- _____ Wear name tag/ribbon throughout the weekend.
- _____ Give hotel room number/contact information to host committee chairperson.
- _____ Put out easels and signs.
- _____ Work in/with other committees as needed throughout the weekend.
- _____ Be available the entire convention.
- _____ Meet with next year's committee chairperson and encourage them to assist you.
- _____ Attend the host committee meeting and report on the day's events.

Saturday

- _____ Repeat Friday duties as noted.

Sunday

- _____ At noon take down signs and collect easels.
- _____ Take easels and other supplies to merchandise room (to transfer to next year's committee.)
- _____ Help clean up as needed.
- _____ Attend closing meeting.

Immediately Following Convention Weekend

- _____ Submit a final report to the host committee, your BOD liaison, and the BOD Secretary by December 1.

AWARENESS & ENTERTAINMENT

Prior to convention weekend:

- Follow the matrix as provided by the BOD.
- Be in regular contact with your BOD Liaison.
- Select entertainment prospects and present possible contracts to the Board. The board is responsible for negotiating and signing all contracts. Paid events will be negotiated by BOD.
- Be familiar with hotel layout and determine where entertainment will be (working with H&H and programming.)
- Work with Arts & Graphics for sign needs.
- Make sure those signs are completed.
- Determine where the signs will go.
- Work with H&H, hotel, and entertainment to determine entertainment needs (i.e. curtains, stage, electrical, most efficient loading zone, etc.)
- Present schedule of workers for admission collectors. (People who have not registered will be asked for a donation.)
- Confirm entertainment one week prior to the convention.
- Familiarize yourself with this checklist.

Thursday

- Be here at 6:00 p.m. and be prepared to work for at least 4 hours.
- Meet with BOD liaison person.
- Have this checklist available all weekend.
- Review all entertainment plans with H&H (who, what, where, when, etc.)
- Get name tag/committee designee ribbon from H&H chairperson.
- Attend Host/BOD meeting at 8:00 p.m.

Friday

- Be here at 9:00 a.m.
- Wear name tag/ribbon throughout weekend.
- Give hotel room number/contact information to host committee chairperson.
- Help put out signs.
- Meet with next year's committee chairperson and encourage them to assist.
- Greet entertainment upon arrival and assist with preparations and performances.
- Make sure workers are available and ready to collect admissions for a 2-hour time period.
- Receive cash box/startup funds from BOD.
- Work with Convention Guides to ensure smooth running of event. Report any questions/concerns to a BOD member.
- Float between entertainment activities and ensure all events run smoothly through completion.
- Inform Board to come and get cash box.
- Evaluate performances with BOD Liaison.
- Attend all host committee meetings as scheduled.
- Attend any BOD meeting, as requested.

Saturday

- Complete all duties as noted for Friday.
- Assist other committees as needed throughout the day.
- Meet with and encourage next year's convention committee chairperson to assist.

Sunday

- Take any remaining supplies to the merchandise room.

_____ Attend closing meeting.

Immediately Following Convention Weekend

_____ Submit a final report to the host committee, your BOD liaison, and the BOD Secretary by December 1.

CONVENTION GUIDES

Convention guides are intended to assist convention attendees of WSNAC, to inform and/or remind people to act responsibly and maintain a positive recovery atmosphere. They are not to replace or act as hotel security or law enforcement. In the event of any physical altercations or people becoming argumentative and threatening the Convention Guide Chairperson, a BOD member, and the BOD Chairperson must be contacted immediately. Please do not do anything to escalate the situation before contacting these individuals.

Prior to the convention weekend:

- Follow the matrix as provided by the BOD.
- Be in regular contact with your BOD Liaison.
- Be familiar with the hotel layout.
- Have subcommittee members familiar with the hotel layout.
- Have written schedule of workers for the entire weekend.
- Design, order, and have guide shirts available.
- Make sign in/out sheet for walkie-talkies.
- Familiarize yourself with this checklist.

Thursday

- Be at hotel at 6:00 p.m. and be prepared to work for at least 4 hours.
- Meet with BOD Liaison.
- Have this checklist available all weekend.
- Get name tag/committee designee ribbon from H&H chairperson.
- Have sign in/out sheet for walkie-talkies ready to use.
- Pick up walkie-talkies and equipment from BOD Treasurer.
- Assign walkie talkies, back up batteries, and headsets to the following people:

Convention Guides – 4	BOD Treasurer - 1
BOD Chairperson – 1	Registration Table - 1
BOD Vice-Chairperson –1	Merchandise Table - 1
Convention Information Table -1	Programming - 1
Host Chairperson – 1	Host Hospitality Chairperson - 1
Hotel Manager on Duty – 1	Other 1 to be assigned at BOD discretion. (Total of 15)
- Contact BOD treasurer and chairperson for BOD regarding:
 - money handling procedures (See cash handling page.)
 - disturbances
 - smoking policy
 - general security, press inquiries, etc.
- Attend Host/BOD meeting at 8:00 p.m.

FRIDAY

- Be at hotel by 9:00 a.m.
- Wear guide shirt and name tag/ribbon throughout the weekend.
- Give hotel room number/contact information to host committee chairperson.
- Be responsible for these walkie-talkies throughout the convention.
- Have committee members schedule of hours working available.
- Inform all committee members of answers to questions like:
 - Where is registration?
 - Where is merchandise?
 - Where is parking?
 - Where are the smoking areas?
 - Where is lost and found?

- _____ Where is convention information?
- _____ Where is the message board?
- _____ Where are the hospitality rooms?
- _____ Send any childcare inquiries to registration.
- _____ Be in continuous contact with BOD chairperson.
- _____ Meet next year's committee chairperson and encourage them to assist.
- _____ Attend all Host committee meetings as scheduled and report on day's events.
- _____ Attend any BOD meetings, as requested.

SATURDAY

- _____ Repeat Friday's duties.

SUNDAY

- _____ Collect walkie talkies and equipment. Give back to BOD Treasurer.
- _____ Attend closing meeting.

Immediately Following Convention Weekend

- _____ Submit a final report to the host committee, your BOD liaison, and the BOD Secretary by December 1.

CONVENTION INFORMATION

Prior to convention weekend:

- Follow the matrix as provided by the BOD.
- Determine where the table will go.
- Be in regular contact with BOD Liaison.
- Know the program and convention events.
- Familiarize yourself with this checklist.

Thursday

- Be at hotel at 6:00 p.m. and be prepared to work for at least 4 hours.
- Have this checklist available all weekend.
- Have city information available.
- Get name tag/committee designee ribbon from H&H chairperson.
- Get walkie-talkie from Convention Guides chairperson. Learn how to operate.
- Determine where tables will go and get information ready. Table will be set up by hotel.
- Attend the Host/BOD meeting at 8:00 p.m.

Friday

- Be at hotel by 9:00 a.m.
- Wear name tag/ribbon throughout the weekend.
- Give hotel room number/contact information to host committee chairperson.
- Set up table and CI area.
- Set up and maintain the message board.
- Set up second table to be available for information about other NA events.
- Coordinate with registration and convention guides as to where to direct questions, such as:
 - Where do auction items go?
 - List of restaurants and/or area attractions.
- Contact the BOD Special Events Coordinator for info. regarding paid events.
- Post a sign for CI hours.
- Direct inquiries from the media to BOD.
- Direct requests for indigent packages to registration.
- Set out and maintain volunteer sign up sheet.
- Work with registration regarding H&I attendees.
- Maintain the CI area throughout the convention.
- Meet with next year's committee chairperson and encourage them to assist.
- Attend all host committee meetings, as scheduled.
- Attend any BOD meetings, as requested.
- Keep area clean and presentable.

Saturday

- Be at hotel at 9:00 a.m.
- Repeat duties from Friday.

Sunday

- Repeat duties from Friday.
- Attend closing meeting.
- Take remaining supplies to the merchandise room.

Immediately Following Convention Weekend

- Submit a final report to the host committee, your BOD liaison, and the BOD Secretary by December 1.

HOTELS & HOSPITALITY

Prior to convention weekend:

- Follow the matrix as provided by BOD.
- Be in regular contact with BOD Liaison.
- Have name tag/committee designee ribbons ready.
- Familiarize yourself with this checklist.

Thursday

- Be here at 6:00 p.m. and be prepared to work for at least 4 hours.
- Have this checklist available at all times.
- Hand out name tags/committee designee ribbons to everyone.
- Check in with BOD H & H Liaison and BOD Chair.
- Give schedule of H&H coverage to BOD Chair.
- Get 2 walkie-talkies from Convention Guide chairperson (one for you and one for hotel manager on duty - MOD).
Get familiar with them for use all weekend.
- Make sure merchandise tables and registration tables are set up for Thursday evening work.
- Verify that hotel has electrical connections set up in the registration and merchandise areas.
- Locate signage and easel set up spots and areas (work with A&G).
- Verify room reservations for speakers and paid entertainment with hotel & BOD chair.
- Have fruit for the hospitality rooms & check with BOD chair as to where to store it.
- Check with programming chair for any room changes in the program.
- Check with host committee chair on assisting other host committees with their work.
- Attend host/BOD committee meeting at 8:00 p.m.

Friday

- Be here at 8:00 a.m.
- Wear name tag/committee designee ribbon throughout the weekend.
- Give your hotel room number/contact information to Host Committee Chairperson.
- Give other walkie-talkie to hotel manager on duty.
- Meet with next year's committee chairperson and encourage them to assist.
- Give copies of this schedule to all H & H sub-committee members.
- Locate, verify and inspect each meeting room for the following:
 - 1) Chair set up
 - 2) Podium and sound system are set up and working (if applicable)
 - 3) Ice water and glasses
- Distribute easels and signage to appropriate locations.
- Make sure a table and 2 chairs are at the front of every workshop.
- Check with programming, registration and merchandise chairpersons for any additional needs.
- After convention starts check each meeting and workshop area for comfort level and that sound systems are working properly (where applicable).
- At 2:00 p.m. check with hotel MOD on the status of the Friday night meal (when applicable) and the general session room.
- Float and be available for troubleshooting until 4:30 p.m.
- Inspect general session room for seating set up, comfort level and do a sound check.
- If there is a Friday night meal, count the number of people dining and give that amount to the BOD treasurer.
- Contact BOD chair with any difficulties with the hotel staff or management.
- After Friday night speaker or banquet check with hotel MOD on the set up for the Friday night entertainment.
- Make sure post-speaker meeting/workshop rooms are set up appropriately.
- Attend Friday evening host committee meeting and report days activities and concerns.

- ___ Attend any BOD meetings, as requested.
- ___ During Friday entertainment check on both venues to make sure everything is OK.

Saturday

- ___ 7:00 a.m. - do a walkthrough of all meeting rooms to make sure they are set up appropriately.
- ___ Do a walkthrough of the entire hotel to make sure easels and signage are in place and intact.
- ___ Float and troubleshoot all day.
- ___ Check with hotel MOD at 3:00 p.m. on status of banquet.
- ___ Decorate and make sure centerpieces are set on banquet tables.
- ___ Get 10 Basic Texts from WRSO office for the banquet.
- ___ Repeat Friday evening schedule.

Sunday

- ___ 7:00 a.m. assure alternative merchandise room is secured and set up.
- ___ Check on status of Sunday brunch (when applicable).
- ___ Do a sound system check for the main speaker.
- ___ Work with next year's convention chairperson to make sure a registration table is set up and ready for use.
- ___ Take any remaining supplies to the merchandise room.
- ___ Attend closing meeting.

Immediately Following Convention Weekend

- ___ Submit a final report to the host committee, your BOD liaison, and the BOD Secretary by December 1.

MERCHANDISE

Prior to the convention weekend:

- _____ Arrangements should be made to have all merchandise at the hotel by Thursday evening 6:00 p.m.
- _____ Check with Board to see if locked room is available.
- _____ Create 4- 6 signs with merchandise hours noted.
- _____ Have merchandise committee members selected and assigned to work times.
- _____ Work with BOD liaison to create inventory/purchase sheet (to include name of items, sizes, cost and quantity purchased.) Make 600 copies.
- _____ Familiarize yourself with this checklist.

Thursday

- _____ Be here at 6:00 p.m. and be prepared to work for at least 4 hours.
- _____ Have this checklist available at all times.
- _____ Check in with BOD (merchandise liaison, treasurer, chairperson).
- _____ Get name tag/committee designee ribbon from H&H Chairperson.
- _____ Set up merchandise tables.
- _____ Have supplies ready (pens, markers, inventory sheets, etc.)
- _____ Inventory all merchandise.
 - _____ Count by color, size, item.
 - _____ Check quality of all items.
- _____ Compare with vendor invoice.
- _____ Note and report any discrepancies immediately to BOD.
- _____ Consolidate these inventory sheets to one master.
- _____ Give copy of vendor invoice and our master inventory count to BOD treasurer and merchandise liaison. Keep one for yourself.
- _____ If possible, set up merchandise room and all merchandise.
- _____ Have inventory/purchase sheets available.
- _____ Put out signs.
- _____ Pick up assigned walkie talkie from host committee guides. Know how to operate.
- _____ Know routine for money pick-up (2 BOD members need to be present.)
- _____ Get 2 cash registers from BOD. Set out.
- _____ You are responsible for the register keys the entire weekend.
- _____ Be trained to operate and use the registers by BOD member. See cash register training page.
- _____ Know how to void entries, subtotal and total, and close the registers.
- _____ Secure all merchandise.
- _____ Attend Host/BOD meeting at 8:00 p.m.

Friday

- _____ Hours: Noon to 7:00 p.m. & 9:00 p.m. to midnight. *(Subject to change)*
- _____ Be in merchandise room at 10:00 a.m.
- _____ Have this checklist on the table.
- _____ Give hotel room number/contact information to host committee chairperson.
- _____ Wear name tag/ribbon throughout the weekend.
- _____ Set up cash registers.
- _____ Get startup money from Board liaison, treasure, or chairperson.
- _____ Get supplies out and ready to use.
- _____ Review schedule of workers for the day with BOD member.
- _____ Put out signs, if not already done.
- _____ Open for business at Noon.

- _____ SELL!!! SELL!!! SELL!!!
- _____ Meet next year's committee chairperson and encourage them to assist.
- _____ Deposit monies accurately in cash registers.
- _____ 7:00 pm Close for business.
- _____ Cash out registers (*see register training page*) Money does not need to be counted. Should be left in registers.
- _____ Give register ledger to BOD.
- _____ Key should be in the hands of the merchandise chairperson.
- _____ Inventory merchandise.
- _____ Report to BOD liaison. Give copy of inventory to them.
- _____ 9:00 p.m. Open doors.
- _____ Midnight Repeat closing procedures as above.
- _____ Attend all host committee meetings, as scheduled, and report on days events.
- _____ Attend any BOD meetings, as requested.

Saturday

Hours: 9:00 a.m. to 5:00 p.m. & 9:00 p.m. to midnight

- _____ Repeat opening and closing procedures as noted above.
- _____ Meet with and encourage next year's merchandise chairperson to assist.
- _____ Decide with incoming merchandise chairperson to pick up remaining merchandise at close of convention on Sunday.

Sunday

Hours: 8:00 a.m. to 10:00 a.m. & Noon to 1:00 p.m.

- _____ Repeat opening and closing procedures as noted above.
- _____ Close Sales no later than 1 pm
- _____ Take a final inventory of all remaining merchandise and record.
- _____ Give inventory to BOD and next year's committee chairperson.
- _____ Box remaining merchandise and give to coming merchandise chairperson.
- _____ Cash out registers. Give final ledger to BOD. Leave keys in the register.
- _____ BOD will pick up remaining cash.
- _____ Box up cash registers and give to incoming merchandise chairperson.
- _____ Attend closing meeting.

Immediately Following Convention Weekend

- _____ Submit a final report to the host committee, your BOD liaison, and the BOD Secretary by December 1.

PROGRAMMING

Prior to convention weekend:

- ___ Follow the matrix as provided by the BOD.
- ___ Be in regular contact with BOD Liaison.
- ___ Confirm speaker's flight arrivals.
- ___ Set up transportation to and from airport for speakers.
- ___ Prepare list of states and areas for roll call.
- ___ Determine who will emcee the main speaker meetings.
- ___ Have a person from your host committee on call the entire weekend.
- ___ Familiarize yourself with this checklist.

Thursday

- ___ Be here at 6:00 p.m. and be prepared to work for at least 4 hours.
- ___ Have this checklist with you the entire weekend.
- ___ Get name tag/committee designee ribbon from H&H Chairperson.
- ___ Get a walkie-talkie from the convention guide chair and learn how to operate.
- ___ Check in with BOD liaison and BOD chair.
- ___ Check in with H&H chair on the sleeping rooms for the out of town speakers and paid entertainment (when applicable).
- ___ Check with A&E chair and H&H chair on proper signage and location.
- ___ Have roll call list ready.
- ___ Check with host committee chair or BOD chair on assisting in any way.
- ___ Attend the Host/BOD committee meeting at 8:00 p.m.

Friday

- ___ Be here at 8:00 a.m.
- ___ Wear your name tag/ribbon throughout the weekend.
- ___ Give hotel room number/contact information to Host Committee Chairperson.
- ___ Inspect meeting/workshop rooms and put the readings and agendas in their appropriate spots.
- ___ Locate marathon meeting rooms and put agendas and schedules in place.
- ___ Make sure easels and signage are in appropriate locations.
- ___ Ensure that all workshops and meetings:
 1. are being chaired.
 2. begin and end in a timely fashion in accordance with the program
 3. check on each meeting and workshop while in progress to make sure things are going smoothly
- ___ 4:30 p.m. check with H&H chair on the status of the Friday night function.
- ___ Prior to speaker meeting choose individuals to read the selected readings at the speaker meeting.
- ___ Make sure the speaker meeting emcee is prepared.
- ___ After speaker meeting check on marathon meetings and any post speaker workshops.
- ___ Attend evening host committee meeting and report day's activities and concerns.
- ___ Attend BOD meetings, as requested.
- ___ Get some sleep and be prepared for Saturday.

Saturday

- ___ Be here at 7:00 a.m. Check in with host committee chair and BOD chair.
- ___ Repeat Friday schedule with the following additions:
 1. Have clean time total from registration ready to be announced at the banquet.
 2. Have roll-call at the banquet (*please do not omit any areas of the state and if you are listing states do not omit any states*).
 3. Execute plan to give away centerpieces.

_____ Check on meetings/workshops taking place after the speaker meeting.

Sunday

_____ Check in with host committee chair and BOD chair.

_____ Assure sound system is set up for morning speaker.

_____ Make sure main speaker meeting emcee is prepared.

_____ Attend closing host committee meeting.

_____ Take any remaining supplies to the merchandise room.

Immediately Following Convention Weekend

_____ Submit a final report to the host committee, your BOD liaison, and the BOD Secretary by December 1.

REGISTRATION

Prior to convention weekend:

- Have schedule of registration committee members who are working the weekend (*preferably in 4-hour shifts*).
- Inventory packet supplies.
- Have registration packets ready to go.
- Inform Child Care & Additional Needs chairpersons of requests as they come in.
- Familiarize yourself with this checklist.

Thursday

- Be here at 6:00 p.m. and be prepared to work for at least 4 hours.
- Have this checklist available at all times.
- Get name tag/committee designee ribbon from H&H Chairperson.
- Set up registration table.
- Have registration packets ready.
- Have supplies (*pens, markers, registration forms, newcomer can, name tag stuff, etc.*)
- Have 2 cash registers. Be trained to operate the registers by a BOD member. See cash register training page.
- Set up computers to make sure they work.
- Have 6 copies of pre-registrations. Keep 2 for table and give 4 to BOD.
- Print and/or have signs (*easels, etc.*) ready.
- Work with Special Events Coordinator (*BOD member*) to have meal tickets ready.
- Get information on other Special Events (*i.e. Comedian*)
- Know where to direct auction items.
- Get walkie-talkie from the Convention Guide Chairperson and learn how to operate.
- Discuss indigent package requests and know what to do (*direct to BOD member.*)
- Know routine for money pick-up (*2 BOD members need to be present*).
- Attend Host/BOD meeting at 8:00 p.m.

Friday:

- Hours: Noon to 11:00 p.m.
- Be at table at 10:00 a.m.
- Have this checklist on the table, available for new workers.
- Wear your name tag/ribbon throughout the weekend.
- Call for startup money from BOD.
- Set up computers and cash registers and make sure they are ready to go.
- Get supplies out and ready to use.
- Review schedule of workers with BOD member.
- Set up name tag area.
- Have meal tickets ready (work with BOD member).
- Put out signs.
- Have copies of pre-registrations out and available for workers.
- Open for business at Noon.
- Enter new registrations on database (Indigent packages to be labeled as indigent packages.)
- Deposit monies accurately in cash registers.
- Meet next year's committee chairperson and encourage them to assist.
- Breathe. Greet people with a smile. Give and get hugs. Have fun!
(*Coverage for the Friday night main speaker will be provided by the Board.*)
- Report back to table after main speaker and work until close.
- At 11:00 p.m. close registration.

- _____ Total out registers (money is taken by BOD members).
- _____ Update database from all copies of preregistered attendees.
- _____ Check inventory of packets to make sure there are enough left.
- _____ Count any special events tickets or meal tickets that are left as discussed with BOD member.
- _____ Clean up area. Secure supplies make sure all copies of preregistration attendees are put away.
- _____ Check name tag supplies and clean area.
- _____ Close computers down and secure computers & registers.
- _____ Back up registration database to 2 disks.
- _____ Take database disk to Treasurer to run current numbers.
- _____ Attend all Host committee meetings as scheduled.
- _____ Attend any BOD meetings, as requested.

Saturday

- _____ Hours: 9:00 a.m. – 5:00 pm
- _____ 8:00 a.m. Set up computers.
- _____ Get startup money from BOD.
- _____ Repeat procedures from Friday and open for business at 9:00 a.m.
- _____ Work with BOD to sell remaining meal tickets and special events.
- _____ If the next year's host committee registration chairperson arrives, please welcome them and show them how registration works. Involve them.
- _____ Have a great day!
- _____ 5:00 pm Repeat closing procedures and secure all equipment.
- _____ Report final numbers, as you have them.
- _____ Attend Host committee meetings as scheduled.

Sunday

- _____ Assist next year's registration chairperson as needed.
- _____ Take any remaining supplies to merchandise room.
- _____ Attend the closing meeting.

Immediately Following Convention Weekend

- _____ Submit a final report to the host committee, your BOD liaison, and the BOD Secretary by December 1.