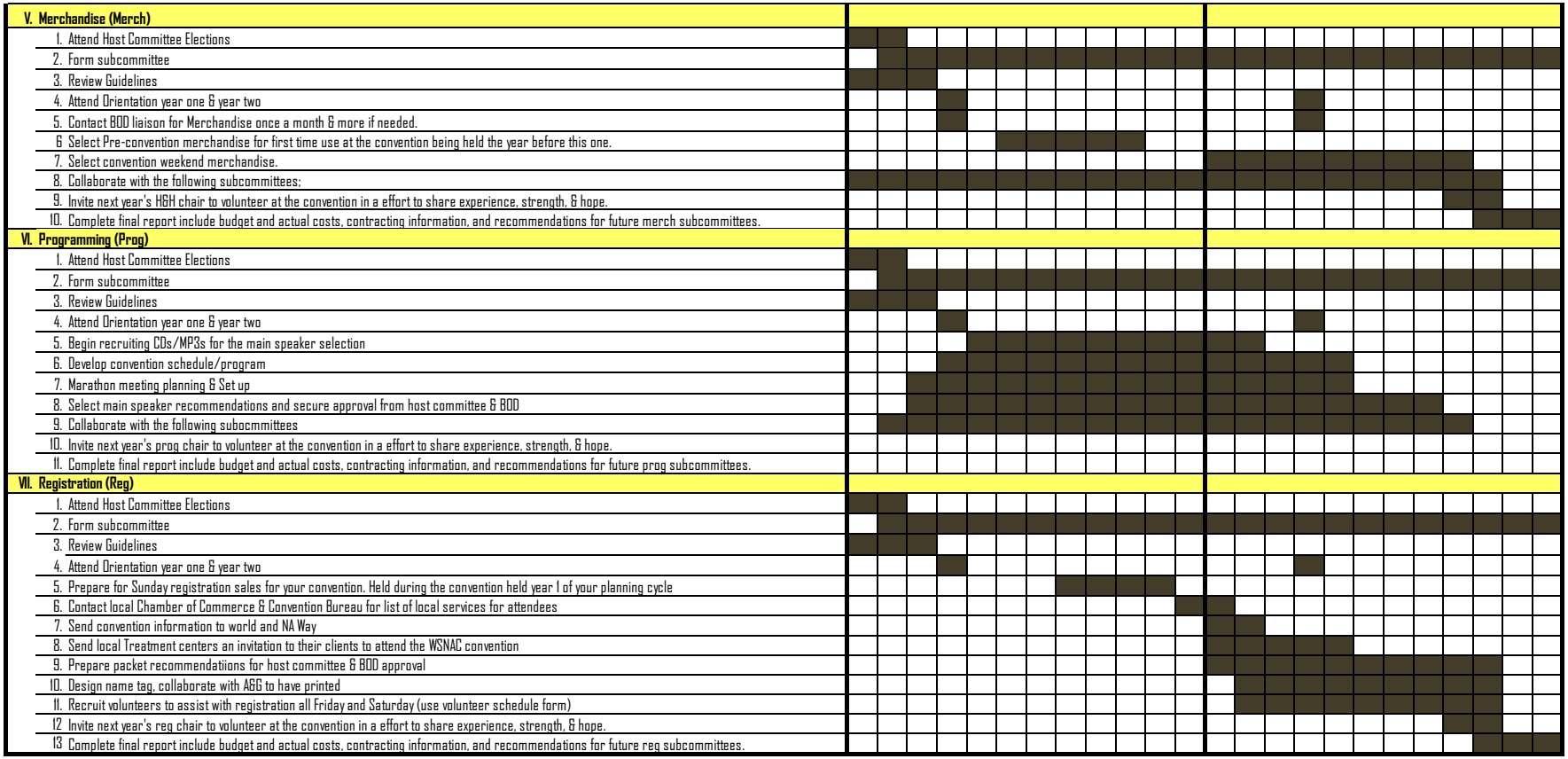
WSNAC MATRIX

	YEAR ONE												YEAR TWO											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
I. Arts & Graphics (AGG)																								
1. Attend Host Committee Elections	■	■																						
2. Form subcommittees		■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3. Review Guidelines	■	■	■																					
4. Attend Orientation: year one & year two				■												■								
5. Redesign or refine theme & logo presented in bid package		■	■	■	■																			
6. Design Banner (Bring to Current Convention)				■	■	■	■	■	■															
7. Design rack card and/or flyers					■	■	■	■	■	■														
8. schedule time with year one AGG Chair to assist and learn at convention									■	■														
9. Prepare awareness function flyer											■	■	■											
10. Finalize additional pre-merch logos								■	■	■														
11. List of copy and print jobs													■	■	■	■	■	■	■	■	■	■		
12. Submit onsite merchandise logos for HC and BOD approval																	■							
13. Invite next years A & G chair to assist for training and shariung E, S, & H																					■	■		
14. Complete Final Report																						■	■	■
II. Awareness & Entertainment (AGE)																								
1. Attend Host Committee Elections	■	■																						
2. Form subcommittee		■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3. Review Guidelines	■	■	■																					
4. Attend Orientation year one & year two				■												■								
5. Complete Function Planning Form		■	■	■	■	■	■	■	■	■	■	■												
6. Secure Band &/or DJ for Friday & Saturday dances														■	■	■	■	■	■	■	■	■		
7. Secure Entertainment (comedian) for Saturday entertainment													■	■	■	■	■	■	■	■	■			
8. Work with H&H to determine which rooms will be set aside for each activity																				■	■			
9. Work with AGG to determine what signs will be necessary																				■	■			
10. Invite next years AGG chair to assist in the spirit of sharing Experience, Strength, & Hope																				■	■			
III. Convention Guides (Guides)																								
1. Attend Host Committee Elections	■	■																						
2. Review Guidelines	■	■	■																					
3. Attend Orientation year one & year two				■												■								
4. Begin discussion on the name & description of the guides & Huggers for this convention													■	■	■									
5. Select Attire (*use merchandise purchasing form when presenting for approval*)																■	■							
6. Recruit guides and prepare a convention weekend work shedule													■	■	■	■	■	■	■	■				
7. In collaboration with the H&H Chair meet with hotel security to coordinate services & needs.																	■	■	■	■	■			
8. Prepare the following:																	■	■	■	■	■			
9. Collaboration expectations: you will have to work primarily with merchandise, H&H, and the treasurer													■	■	■	■	■	■	■	■	■			
10. Be present to check-in and monitor guide responsibilities.																						■		
11. Invite next year's Guide chair to volunteer at the convention in a effort to share your exeperience, strength, & hope.																					■	■		
12. Complete final report include budget and actual costs, contracting information, and recommendations for future guide subcommittees.																						■	■	■
IV. Hotels & Hospitality (H&H)																								
1. Attend Host Committee Elections	■	■																						
2. Form subcommittee		■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■
3. Review Guidelines	■	■	■																					
4. Attend Orientation year one & year two				■												■								
5. Schedule the monthly meetings for the host committtee at the hotel over the two year planning period	■	■																						
6. Assist BOD with contract details prior to signing deadline	■	■	■																					
7. Schedule and conduct January (year 2) and September (year 2) hotel walk through													■								■			
8. Select centerpieces for the banquet tables and the way they will be given away to someone at each table														■	■	■	■	■	■	■				
9. Select hugger design and type of apparrel & work with merchandise to purchase														■	■	■	■	■	■	■				
10. Work with each subcommittee to determine space needs and and space allocation														■	■	■	■	■	■	■				
11. Determine rules and use of the hospitality suite.														■	■	■	■	■	■	■				
12. Recruit Huggers, plan for a hugger check in location (work with guides to share those duties.													■	■	■	■	■	■	■	■	■			
13. Recruit auction and raffle items, plan for a drop of location.													■	■	■	■	■	■	■	■	■			
14. Invite next year's H&H chair to volunteer at the convention in a effort to share your exeperience, strength, & hope.																					■	■		
15. Complete final report include budget and actual costs, contracting information, and recommendations for future H&H subcommittees.																						■	■	■


V. Merchandise (Merch)
1. Attend Host Committee Elections
2. Form subcommittee
3. Review Guidelines
4. Attend Orientation year one & year two
5. Contact BOD liaison for Merchandise once a month & more if needed.
6 Select Pre-convention merchandise for first time use at the convention being held the year before this one.
7. Select convention weekend merchandise.
8. Collaborate with the following subcommittees;
9. Invite next year's H&H chair to volunteer at the convention in a effort to share experience, strength, & hope.
10. Complete final report include budget and actual costs, contracting information, and recommendations for future merch subcommittees.
VI. Programming (Prog)
1. Attend Host Committee Elections
2. Form subcommittee
3. Review Guidelines
4. Attend Orientation year one & year two
5. Begin recruiting CDs/MP3s for the main speaker selection
6. Develop convention schedule/program
7. Marathon meeting planning & Set up
8. Select main speaker recommendations and secure approval from host committee & BOD
9. Collaborate with the following subocmmittees
10. Invite next year's prog chair to volunteer at the convention in a effort to share experience, strength, & hope.
11. Complete final report include budget and actual costs, contracting information, and recommendations for future prog subcommittees.
VII. Registration (Reg)
1. Attend Host Committee Elections
2. Form subcommittee
3. Review Guidelines
4. Attend Orientation year one & year two
5. Prepare for Sunday registration sales for your convention. Held during the convention held year 1 of your planning cycle
6. Contact local Chamber of Commerce & Convention Bureau for list of local services for attendees
7. Send convention information to world and NA Way
8. Send local Treatment centers an invitation to their clients to attend the WSNAC convention
9. Prepare packet recommendatiions for host committee & BOD approval
10. Design name tag, collaborate with AGG to have printed
11. Recruit volunteers to assist with registration all Friday and Saturday (use volunteer schedule form)
12 Invite next year's reg chair to volunteer at the convention in a effort to share experience, strength, & hope.
13 Complete final report include budget and actual costs, contracting information, and recommendations for future reg subcommittees.