

CONVENTION WEEKEND

OPERATIONS MANUAL

**(WSNAC-WISCONSIN STATE
NARCOTICS ANONYMOUS CONVENTION)**

**HOST COMMITTEE CHAIRPERSON
CONVENTION WEEKEND OPERATIONS**

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.

**PLEASE EMAIL YOUR FINAL WRITTEN REPORT TO YOUR BOD LIAISON AND THE BOD SECRETARY BY
DECEMBER 1ST**

**HOST COMMITTEE VICE-CHAIRPERSON
CONVENTION WEEKEND OPERATIONS**

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.

****PLEASE SUBMIT YOUR FINAL WRITTEN REPORT TO YOUR HOST COMMITTEE LIAISON OR THE BOD (P.O. BOX 149, BARABOO, WI 53913) BEFORE DECEMBER 1ST.****

**HOST COMMITTEE SECRETARY
CONVENTION WEEKEND OPERATIONS**

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.

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**ADDITIONAL NEEDS CHAIRPERSON
CONVENTION WEEKEND OPERATIONS**

Prior to convention weekend:

- Follow the matrix as provided by the BOD.
- Be in regular contact with your BOD liaison.
- Work with registration chairperson to determine additional need requests.
- Make sure these requests are met to the best of our ability.
- 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.
- Attend host/BOD meeting at 8:00 p.m.

FRIDAY

- Be here at 9:00 a.m.
- Wear your name tag/ribbon throughout the weekend.
- Give hotel room number/contact information to host committee chairperson.
- Be available to help with any additional need requests as they may arise.
- Meet with next year's Additional Needs Chairperson and encourage them to assist.
- Help with other committee duties as needed.
- Attend all host committee meetings as scheduled.
- Attend all BOD meetings, as requested.

SATURDAY

- Be here at 8:00 a.m.
- Repeat Friday duties.

SUNDAY

- Repeat Friday duties.
- Attend closing meeting.

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**ARTS & GRAPHICS
CONVENTION WEEKEND OPERATIONS**

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

- 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.

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AWARENESS & ENTERTAINMENT
CONVENTION WEEKEND OPERATIONS

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/start up 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 committees 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.

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**CHILD CARE CHAIRPERSON
CONVENTION WEEKEND OPERATIONS**

Prior to convention weekend:

- _____ Follow the matrix as provided by the BOD.
- _____ Be in regular contact with your BOD Liaison.
- _____ Work with registration chairperson to determine need.
- _____ Know hours of operation and have them printed in program.
- _____ Gather supplies/activities.
- _____ Present schedule of workers to Liaison.
- _____ Prepare sign in sheet/sign out sheet for parents with how to contact them.
- _____ Familiarize yourself with this checklist.

THURSDAY

- _____ Be at hotel at 6:00 p.m.
- _____ Meet with Liaison.
- _____ Give hotel room number/contact information to host committee chairperson.

- _____ Prepare room if available.
- _____ Have this checklist available.
- _____ Attend Host/BOD meeting at 8:00 p.m.

FRIDAY

- _____ Be at hotel at 9:00 a.m.
- _____ Be ready to open to business 15 minutes before.
- _____ Take care of children/have fun.
- _____ Report any problems/concerns to Liason/BOD immediately.
- _____ Attend all host and BOD committee meetings as scheduled.
- _____ Close room at end of day.

SATURDAY

- _____ Repeat Friday duties.
- _____ Meet with and encourage next year's convention committee chairperson to assist.

SUNDAY

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

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**CONVENTION GUIDES
CONVENTION WEEKEND OPERATIONS**

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
 - Host Chairperson – 1 Host Hospitality Chairperson - 1
 - Hotel Manager on Duty – 1 Programming - 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 inquires, 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 child care 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.

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**CONVENTION INFORMATION
CONVENTION WEEKEND OPERATIONS**

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.

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**HOTELS & HOSPITALITY
CONVENTION WEEKEND OPERATIONS**

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.

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MERCHANDISE CONVENTION WEEKEND OPERATIONS

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 start up 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 p.m** 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.
- _____ Make arrangements 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.

Final close (1:00 p.m.)

_____ 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.

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PROGRAMMING CONVENTION WEEKEND OPERATIONS

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.
- ___ Insure 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.

****PLEASE SUBMIT YOUR FINAL WRITTEN REPORT TO YOUR HOST COMMITTEE LIAISON OR TO THE BOD
(P.O. BOX 149, BARABOO, WI 53913 BEFORE DECEMBER 1ST.**
REGISTRATION
CONVENTION WEEKEND OPERATIONS**

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 start up 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 start up 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.

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