

WSNAC MATRIX – First Year (2 years out Committee) Revised 7/14

Month	Convention Info and Registration	H&H	Merchandise	Programming	Arts & Graphics	A & E	Convention Guides
Nov.	Elect committee. Review Host Committee Guidelines.	Elect committee. Review Host Committee Guidelines	Elect committee. Review Host Committee Guidelines.	Elect committee. Review Host Committee Guidelines.	Elect committee. Review Host Committee Guidelines.	Elect committee. Review Host Committee Guidelines.	Elect committee. Review Host Committee Guidelines.
Jan.	Contact NA way	Open discussion with hotel and BOD		Begin discussion of the program.	Finalize logo design. Work with registration and H&H to put together registration flyer.	Discuss ideas for entertainment. Get 3 bids.	
March		Review meal cost. Make selection and present to BOD.		Contact previous tapers for WSNAC for speaker tapes. Look for speakers close to the Wisconsin area.	Determine printing needs of the other committees. Submit preliminary draft of convention flyer to BOD.		Ideas for Guide attire.
May	Begin to compile local info. Contact Convention Bureau or Chamber of Commerce for list of Local services.	Discuss ideas for center pieces they must have the WSNAC convention logo on the centerpiece.		Develop time table and preliminary program.		Discuss timing of the events with Programming and H&H.	
July	.	Develop Hugger design.		Establish topics for main meeting and marathon meeting.		Set up 4 awareness functions. Have them in 4 different areas.	
Sept.	Have signs for Sunday registration printed.	Check need for overflow hotels. Block rooms as available or needed.	Catalogs to next year's Merchandise Chair. Utilize WSNAC preferred vendor list.	Listen to tapes.	Get 3 bids for banner. Banner must be vinyl 6X4 or 4x6. Have convention flyers printed, 10,000 copies. Send copy to web master.		
Oct.	Contact current years Registration Committee Chair for guidance and suggestions.	Contact current years H&H Committee Chair at Convention for guidance and suggestions.	Contact current Merchandise Committee Chair at Convention for guidance and suggestions	Contact current years Programming Committee Chair at Convention for guidance and suggestions.	Contact current A&G Committee Chair at Convention for guidance and suggestions.	Contact current A&E Committee Chair at Convention for guidance and suggestions.	Contact current Convention Guides Committee Chair at Convention for guidance and suggestions.
Nov.	Develop committee meeting schedule.	Develop committee meeting schedule.	Develop ideas for merchandise. Develop committee meeting schedule.	Develop committee meeting schedule. Submit list of main and marathon meeting topics to Convention Committee.	Develop committee meeting schedule. Check w/BOD for program quantity.	Develop committee meeting schedule. Start reviewing entertainment.	Develop committee meeting schedule.

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Dec.	Compile list of packet Merchandise ideas	Schedule committee meetings w/ hotel.			Work with all committees to develop printing needs and costs.	Begin reviewing entertainment.	
Jan.	Get/review budget Submit packet ideas to Host Committee	Hotel walkthrough With BOD. Submit centerpiece ideas to Host Committee and BOD with prices.	Submit ideas for merchandise to Host Committee.	Submit list of marathon meetings to Host Committee.	Additional logo ideas for merchandise.	.	Bring suggestions for name & description to committee.
Feb.	Notify NA Way and WSO with convention info. Submit packet ideas To BOD	Submit Hugger design to Host Committee		Present to committee choice of speakers. Share info on obtaining workshop chairs.	Submit Hugger attire to BOD.	Review entertainment and paid event contracts with BOD.	Submit attire to BOD.
Mar.		Submit Hugger attire to BOD	Make merchandise Presentation to BOD.	Contact speakers. Work with H&H sound systems, hotel needs, meeting room allocation. Provide BOD Speaker information.	Submit ideas for banner.	Work with Programming re: space and times.	
April	Start ongoing recruit Of volunteers for registration		Work with Programming for space needed for merchandise sales.	First draft of program to Host committee		Continue conducting functions with areas.	
May		Finalize centerpieces	Submit completed spread sheet of Merchandise to BOD	Submit program to BOD. Submit printing needs to A&G ensure Adequate signs are being made.			Order merchandise attire.
June	Order packet merchandise With "in hands" date prior To convention	Determine what to offer in hospitality rooms.	BOD order merchandise, hugger attire, and Guide's attire.	Develop meeting agenda & formats.	Prepare signs & posters for programming.		BOD order batteries.
July	Mail intro letter and flyer to treatment facilities within 50 mile radius.			Work with H&H, registration, and BOD to ensure speaker's needs are meet.	Meals and paid event tickets prepared by BOD.		Contact hotel security.
Aug.	Compose volunteer schedule for registration		Submit volunteer schedule for convention		Print workshop agenda forms.		Submit staffing schedule for committee.
Sept.		Final walk thru with BOD		Make sign in list of workshop speakers & chairpersons. Walk through with BOD	Print Programs.	Mail convention registration confirmation. Stuff registration packets.	
Oct.	Meet with next year's Registration committee chair. Train persons on cash registers and registration program.	Meet with next year's H&H committee chair at convention.	Train persons on cash registers. BOD & Committee members only. Meet with next year's Merchandise committee chair	Meet with next year's Programing committee chair at convention.			Training of guides. Obtain walkie-talkies and recruit huggers.