

Washington Northern Idaho Region of NA

Convention & Events Committee

PNW

HOST COMMITTEE

GUIDE

This book is dedicated to all the NA service members who contributed in any way to the success of any convention or recovery event. Without your support, time, and effort events would not occur. Recovery event workers truly illustrate the spiritual principle -- *selfless service*. Those members who register for the events portray *anonymous giving* in its finest radiance. Conventions and recovery events are not self-supporting, our members support them through contributions, in many ways. If you have not had the opportunity to serve on a recovery event committee, get involved, join us and feel the splendor of -- *together we can*.

Every obstacle that comes up in event planning takes the collective group conscience to determine the appropriate solution. This manual only addresses some of the recurring problems. *Our common welfare should come first*.

All service committees hosting a recovery event are free to use any portions of this text that are not copyrighted by the World Service Office of NA.

Adopted April 27, 1996
Revised April 16, 2005
Revised January 22, 2011
Revised July, 15th, 2023

TABLE OF CONTENTS

| | |
|--|-------|
| Introduction | 1 |
| Purpose, Duties, and Responsibilities Recovery Event Host Committee | 2 |
| Purpose, Duties, and Responsibilities of the C&E Committee Liaison To the Recovery Event Host Committee | 3-5 |
| Liaison Duties Prior to Event | 6 |
| Recovery Event Checklist | 7 |
| Event Chairperson | 8 |
| Event Vice-Chairperson, Event Secretary | 9 |
| Secretary Guidelines for Minutes | 10 |
| Recovery Event Host Committee Treasurer | 11-12 |
| Host Committee Treasurer Training | 13 |
| Host Committee Audit Procedure | 14 |
| How to Make a Budget | 15 |
| Expenditure Authorization Procedure | 16 |
| Fund Flow and Financial Procedures | 17 |
| Financial Procedures for Recovery Event Host Committees | 18-19 |
| Recovery Event Money Handling Procedure | 19-20 |
| Recovery Event Policies: Check Cashing, Merchandise, No Refund | 21 |
| Grievance Procedure for Recovery Event Committees | 22 |
| A Note about PNWCNA | 23 |
| PNWCNA Event Timeline | 24-35 |
| Policies | 36-37 |
| Executive Committee | 37-38 |
| Recovery Event Subcommittee Budget Proposal Form (All sub-committee) | 39 |
| Recovery Event Subcommittee Monthly Report Form (All sub-committee) | 40 |
| Arts & Graphics Subcommittee | 41-42 |
| Artwork Release Form (Liaison & Arts/Graphics) | 42 |

| | |
|--|-------|
| The Flyer (All Sub-Committee) | 43 |
| WE Are Carrying the Message (Programming & Arts/Graphics) | 44 |
| Why Register (Programming & Arts/Graphics) | 45 |
| Billeting Subcommittee | 46 |
| Convention Information Subcommittee | 47-48 |
| Sample Press Release (Convention Information) | 48-49 |
| Decorations Subcommittee | 50 |
| Entertainment Subcommittee | 51 |
| Fundraising Subcommittee | 52-53 |
| Hospitality Subcommittee | 54-55 |
| Marathon Meeting Subcommittee | 56 |
| Merchandise Subcommittee | 57-58 |
| Merchandise Forms | 59-62 |
| Program Subcommittee | 63-64 |
| Meeting Format & Anonymity Statement (Programming) | 65 |
| NA Message Clarity Statement/Agreement (For all speakers)(Liaison & Programming) | 66 |
| Speaker Selection Approval Form Main Speakers (Liaison & Programming) | 67 |
| Speaker Selection Approval Form Workshop Speakers (Liaison & Programming) | 68 |
| Registration Subcommittee | 69-71 |
| Vendor Bid Letter (Merchandise & Registration) | 72 |
| Vendor Acceptance (Merchandise & Registration) | 73 |
| Vendor Binder (Merchandise & Registration) | 74 |
| Outside Vendor Contract (C&E Committee Liaison, Merchandise & Registration) | 75-76 |
| Recovery Event Funding Request/Reimbursement Request Forms (All Subcommittee) | 77 |
| Recovery Event Summary Sheet (Treasurer & Liaison) | 78 |
| Treasury Pick-up Log (Treasurer & Chair) | 79 |
| Treasury Deposit Log (Treasurer & Chair) | 80 |

| | |
|--|-------|
| Personal Service Agreement (Liaison & Entertainment) | 81-82 |
| Taping Company Agreement (Liaison & Programming) | 83 |
| Clean Time Countdown Sheet (Programming) | 84 |
| Program Volunteer Forms | 85-86 |
| WNI Region Area mailing addresses | |
| (REFER TO WEB PAGE FOR MOST CURRENT LIST) | 87-88 |
| Past Summary Sheets | 89 |

INTRODUCTION

The Convention & Events Committee (C&E) is pleased to be working with the host committees throughout the Washington Northern Idaho Region and has produced this manual to assist in the smooth facilitation of recovery event planning.

This publication is a compilation of years of Convention planning experience. The recovery events planned by the C&E in conjunction with its subcommittees are for the benefit of the members of the Narcotics Anonymous Fellowship. As such, the program and activities should conform to the principles of Narcotics Anonymous, keeping foremost the Twelve Traditions and the Twelve Steps of Narcotics Anonymous.

The Host Committee (HC) is a sub-committee of the Convention & Events Committee (C&E). The HC consists of members from the Washington Northern Idaho Region (WNIR), primarily from the quadrant hosting the event. The C&E Committee elects one (1) Liaison to each event and the elected host committee treasurer becomes a C&E Committee member upon election by the host committee. In addition to becoming a C&E Committee member for the duration of the host committee until after the final audit, each of these positions is appointed to the Fellowship Services Association (FSA) as an ex officio director. The HC has a right of refusal of the liaison for a period of one month after the HC is formed. The duties of these positions are outlined in this publication.

The HC meets monthly until closer to the event, where specific timelines will reflect the necessity of additional meetings. Each sub-committee chair of the HC is required to hold monthly meetings and to submit a monthly written report to the HC. The Subcommittee Guide section is intended to help not to hinder the planning of recovery events. Creativity of the planning committee is encouraged. Always use other resources available and search through the recorded minutes of past event committees for more specific data.

Where guidance is minimal, creativity is optimal. The Chairpersons are selected by the fellowship; the Chairpersons are then expected to recruit support for their sub-committees. The members of the C&E Committee hope that this publication adequately answers the most frequently asked recovery event planning questions.

We hope the committee enjoys planning the event. The service provided in planning a recovery event is true anonymity at its finest. Remember we only keep what we have by giving it away. Good luck in this spiritual endeavor.

PURPOSE, DUTIES, AND RESPONSIBILITIES RECOVERY EVENT HOST COMMITTEE

PURPOSE:

The purpose of the Host Committee is to plan and to carry out the recovery event. The organization of subcommittees includes: executive, arts & graphics, entertainment, fundraising, programming, hospitalities, merchandising, registration, convention information, decorations, marathon meetings, serenity keepers, etc. Each subcommittee is directly responsible to the Host Committee.

DUTIES:

It is the duty of the Host Committee and its subcommittees to hold regularly scheduled meetings in order to gather and to share information. Effort should be made to encourage support and participation from all members.

It is the duty of the Host Committee to:

1. Adhere to the Timeline. Set tasks and projected times to complete.
2. Implement a Budget. Set spending and income projections and detail actual income and expenses.
3. Submit Reports. Subcommittees (including the executive committee) submit accurate reports to Host Committee, who in turn forwards its minutes to the C&E Subcommittee Chair via the C&E Liaison quarterly.
4. Be aware that the Host Committee is a subcommittee accountable to the C&E Subcommittee and the C&E Subcommittee is accountable to the Regional Service Committee.

RESPONSIBILITIES:

The responsibilities of the Host Committee include the following:

All host committee members should plan on attending the current year's convention and shadowing their sub-committee counterpart; Design the content of the recovery event logo; program and workshop topics selection; speaker selection with C&E Committee Approval; flyer design with C&E Officer's Review and printing; advance notification of the recovery event; entertainment; fundraising; banquet and food choices; merchandise choices, quantities and design; arts & graphics design and production; registration; hospitality; convention/public information; election of subcommittee chairpersons; and provide a secure atmosphere at the event.

The C&E Committee and the Host Committee shall have the joint responsibility of:

Deciding on the final food counts; use of perks; registration prices & merchandise prices; and the recovery event chairperson and treasurer; budget approval, pre-registration flyer content, final speaker & workshop approval, open & close times for registration and merchandise, and final convention program.

Any elected member of an event host committee shall not be a vendor for that event. This is to avoid conflict of interest and appearance of impropriety.

The C&E Committee has the responsibility to: choose the site of the recovery event; review all (main, late night, workshop, etc) final speaker choices for the recovery event and refuse a selection if necessary; and to approve the program for the recovery event, and approve of final budget. The pre-registration flyer and the event program will be approved by the C&E Officers to speed up the approval process.

PURPOSE, DUTIES, AND RESPONSIBILITIES C&E COMMITTEE LIAISON TO HOST COMMITTEE

PURPOSE:

The host committee Liaison is an elected director of the FSA and is the only person authorized to sign any and all contracts or purchase orders for the host committee.

When a C&E Committee member is elected by the C&E Committee as a Host Committee Liaison to serve for the commitment to the Host Committee, they become a C&E Committee member for the duration of the planning of the event and for sixty (60) days following the C&E Committee's final audit of the recovery event treasury.

It is also the purpose/obligation of the Liaison to serve as a communication link between the Host Committee and the C&E Committee. And, to facilitate the sharing of experience, strength, and hope between the C&E Committee and the Host Committee.

The Liaison should allow the Host Committee to do their jobs while providing guidance and support.

It is the liaison's responsibility to be a conduit of information between the Host Committee & C&E, to ensure that the host committee & subcommittees are keeping to their timelines, and report any changes or discrepancies to the C&E, and be the only contact with the venue(s).

DUTIES:

It is the duty of the Liaison to have a good working knowledge and understanding of: the C&E Committee Convention Timeline; the Host Committee Guidelines as well as the Guidelines of the C&E Committee; the World NA Convention Guidelines; the Twelve Steps, the Twelve Traditions of Narcotics Anonymous, and the Twelve Concepts of Narcotics Anonymous.

RESPONSIBILITIES:

It is the responsibility of the Liaison to:

Regularly attend all host committee and host executive committee meetings.

Present information requested by the Host Committee to the C&E Committee in writing.

Serve as a member of the Host Executive Committee.

Present information generated by the C&E Committee to the Host Committee in writing.

Sign all contracts, including but not limited to: hotel contracts, personal service agreements, and merchandise purchase orders, artist release form, etc **(ENSURE ALL CONTRACTS WITH**

SIGNATURES NEED TO BE PROVIDED TO THE C&E COMMITTEE ALONG WITH THE CD WITH FULL SET OF MINUTES AT THE FINAL AUDIT)

Maintain minutes of all Host Committee meetings for C&E Committee archives.

Ensure that the Host Committee Treasurer provides financial reports to the C&E Committee treasurer for reporting at each RSC and C&E Meeting.

Attend C&E Committee meetings.

Communicate the general progress of the recovery event to the C&E Committee in writing.

Communicate relevant regional motions to the Host Committee.

Attend all Host Committee Audits

Submit form to Website Coordinator for pre-registration information for online registration input.

Coordinate this with registration and arts & graphics committees.

LIAISONS (Continued)

1. Review these guidelines. Learn the job, the liaison is a resource and should be researching constantly.
2. Track contracts, i.e. hotel, fundraising, entertainment, determine whether taping company has contract and sign it, merchandise purchase orders, vendor binder
3. Stay ever mindful of the timeline and consistently be looking ahead for upcoming deadlines. Provide reports tracking the timeline and each subcommittee's progress to the host committee and C&E Committee.
4. Announce at each host committee meeting:
Please be thinking about the C&E Committee members appointments – Host Committees will appoint one member from each Host Committee at their last meeting before the convention ends, when PNW is held in WNIR, one member will be appointed to serve a four year term.
5. Inform committees of contract requirements, double check all contracts for facility specific requirements.
6. Read each subcommittee's monthly minutes to effectively communicate between the Host Committee and C&E Committee.
7. Be prepared to support the Treasurer in helping sub-committees with their budgets, if needed.
8. Refer to Recovery Event Summary Sheet from the most recent PNW held in our region.
9. Work with the secretary to ensure the following:
PNWCNA – Obtain six (6) full sets of minutes (one for each region- one to pass on to next event and one for C&E Committee electronically..
10. Use the event checklist.
11. Reminder: before merchandise room opens on Friday, C&E Committee obtains ten (10) mugs.
12. Arrange for collection of banners with the Decorations Committee and Excess Merchandise Coordinator. **PNWCNA** will work with PNW representatives or designee from the next event.
13. At the end of the event, arrange for inventory of any remaining merchandise, and any memorabilia from each subcommittee. It should be counted by the Merchandise Chair and another Host Committee member and delivered to the Excess Merchandise Coordinator by 1:00pm at closing of the event.

14. Only C&E Committee members may leave convention sites with possession of cash registers or remaining memorabilia (except PNWCNA excess merchandise).
15. All memorabilia, at the close of the event, is the property of C&E Committee, not of the host committee (except PNWCNA excess merchandise). This includes but not limited to all excess merchandise, registration trinkets, literature, decorations, hospitality refreshments, etc.
16. All C&E Committee events where the speakers are recorded should be provided one full set of CDs. This will be included in the taping contract.
17. Only point of contact with the Hotel.
18. Ensure room setup requirements are communicated from each sub-committee to the hotel.
19. Arrange for two workshops for the RD Delegates – 1 Saturday before lunch and 1 Saturday after lunch, and gather the names of the workshops from the RD's so they can be included on the program – also ensure room requirements for the workshops.
20. Gather all supplies from each subcommittee to be turned over to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

PNWCNA LIAISON:

Set aside one quarter of remaining merchandise (to C&E Committee storage unit) with a written inventory to be included in your report to the C&E Committee. The remaining three-quarters of merchandise goes to the next region scheduled to host the event. Representatives should take with them the Banners from all past events and the remaining three-quarters of the merchandise. (This must be pre-arranged)

Liaison Duties Prior to Event

Make room reservations for all speakers. Double check on all reservations prior to the event.

Check the guest registration list on the website regularly with hotel vs pre-registration list.

Check room batch weekly to see how many rooms are booked. Are we close to the required amount?

Be sure the event is listed on the Regional and World websites

Provide venue with a schedule of events.

- Will they be posting room events on screens, double check for accuracy.
- Do they need large posters or easels if they don't have screens or room event schedules to post.

Get set up requirements from the committee accomplish this with a walk thru of the event site at least 2 months prior. Provide this to the venue.

- Wifi needs – where and how long, “negotiate” the fees, try to get them waived.
- Staging – for speakers and DJ or band, where should they be placed, how big does it need to be?
- Podiums
- Tables – which rooms need them and how should be setup
- Chairs – for meeting rooms and all other areas
- Microphones
- Electrical needs for DJ and/or Comedian (Do you need a special adapter)
- Coffee for Marathon Meetings
- Water stations in meeting rooms
- Dinner and Breakfast setup – Usually in rounds of 10

Work with Registration and Treasurer to keep track of the meals sold. Order the meals with a 5-10% contingency to enable selling at the event. If the minimum food and beverage requirement is not met, see which is less; purchase enough meals to meet the requirement or pay the required amount to the hotel. Extra meals are to be paid for by the committee. They can be donated to newcomers rather than wasted. Or offer seconds to members who are attending the meal.

Lock up for rooms. Who do you contact for this? Especially for merchandise and registration, let the key holder know the schedule to enable them to plan to be available.

RECOVERY EVENT CHECKLIST

BEFORE EVENT:

- ___ 10 MUGS TO THE C&E COMMITTEE
- ___ BAD DEBT LIST
- ___ BANNERS
- ___ CASH REGISTERS
- ___ CASH REGISTER TAPE
- ___ CHAIRPERSON FORMAT
- ___ CLEAN TIME COUNTDOWN SHEETS
- ___ EXTENSION CORDS/POWER STRIP
- ___ HAND STAMPS FOR DANCE ADMISSIONS
- ___ ID BADGES FOR COMMITTEE
- ___ ID BADGES FOR STAFF
- ___ ID BADGES FOR BAND
- ___ LITERATURE
- ___ NO REFUND POLICY
- ___ PENS
- ___ PI/PR BOOTH
- ___ MERCHANDISE ORDER FORMS/PRICE LIST
- ___ READINGS (several sets) can be downloaded from NA.org.
- ___ REGISTRATION ORDER FORMS
- ___ RESPONSIBILITY STATEMENT
- ___ PAINTER'S TAPE (BLUE)
- ___ SIGNS FOR ROOMS
- ___ VOLUNTEER SIGN-UP SHEETS
- ___ WHY REGISTER
- ___ CASH/VISA POLICY

AFTER EVENT:

- ___ ALL MERCHANDISE & C&E COMMITTEE PROPERTY IS TO LEAVE THE EVENT
___ ONLY WITH AN C&E COMMITTEE MEMBER;
- ___ 4 FULL SETS OF COMMITTEE MINUTES ELECTRONICALLY.on CDs;
- ___ BAD DEBT LISTS (collected from sales points to C&E Committee Liaison);
- ___ CASH REGISTERS "Z" OUT BY C&E Committee TREASURER
- ___ CHANGE OF ADDRESS CARD (with post office changing committee address to C&E address); Treasurer will submit
change of address.
- ___ COLLECT BANNERS (turned over to C&E COMMITTEE Excess Merchandise Coordinator);
- ___ EVENT SUMMARY FORM (Completed by Treasurer and C&E Committee Liaison, to C&E Committee);
- ___ HOTEL MASTER BILL (to C&E COMMITTEE Liaison and Treasurer);
- ___ INVENTORY OF MERCHANDISE (itemized & turned over to C&E COMMITTEE and Treasurer);
- ___ INVENTORY OF LITERATURE (itemized & turned over to C&E COMMITTEE and Treasurer);
- ___ INVENTORY OF REGISTRATION PACKETS (itemized & turned over to C&E COMMITTEE and Treasurer);
- ___ VENDORS CONTRACTS (if they include a percentage, then set time & place for monies to be turned over to Treasurer,
ie Taping Co.). **Both Liaison and Treasurer need to have signed copies of all contracts.**

EVENT CHAIRPERSON

Five years clean time, demonstrated stability in local community, and administrative abilities.

1. Organizes subcommittees and delegates major tasks to specific subcommittees. Stays informed of the activities of each subcommittee and provide help when needed. Ensures that subcommittee tasks are being completed in the absence of a subcommittee Chair.
2. Helps resolve personality conflicts.
3. Keeps activities within the principles of the Twelve Concepts and Twelve Traditions and in accord with the purpose of the convention.
4. Monitors the fund flow and overall convention costs along with the Treasurer, and helps organize the subcommittee budgets. Prepares a budget for the Executive Committee functions.
5. Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action. Ensure that all voices and opinions are heard, and that a single voice is not dominating the decision-making process.
6. Allows the subcommittees to do their jobs while providing guidance and support. Only major issues need be brought to the Host Committee meeting. Sub-committees should be given trust and encouragement to use their own judgment. Also ensures that all committee member reports are turned into the Secretary 48 hours prior to monthly meetings.
7. Prepares the agenda for Host and Executive Committee meetings. Also reviews the Host Committee minutes before distribution to the entire committee.
8. Votes only to break a tie.
9. Chairs the Host Committee meeting as well as the convention.
10. Host Committees are encouraged to come to a consensus when making major decisions, use consensus based decision making whenever possible

EVENT VICE-CHAIRPERSON

Four years clean time, demonstrated stability in local community, and administrative abilities.

1. Acts a chair if the chair is unavailable.
2. Coordinates subcommittees and attends subcommittee meetings, in order to ensure that they get the necessary support to do a good job, helps ensure the subcommittees are on track with their timelines. Can act as Chair if subcommittee Chair is unfilled.
3. Work closely with the chair to delegate responsibilities to subcommittee chairs.
4. Makes a report to the hosting ASC on the progress of convention planning.
5. Assists and supports the Chair.
6. Acts as monitor to keep committee on track and eliminate side talk.

EVENT SECRETARY

Two years clean time, good computer/typing skills as well as service experience to ensure accurate minutes are distributed to the committee members and all others as established by the host committee.

1. Keep minutes of all committee meetings and subcommittee reports including financial reports, discussion summary, business motions and money motions. (Follow the Secretary Minutes Template, next page)
2. Emails minutes to committee members after review by the Host Committee Chair. Minutes are emailed out within ten days after the Host Committee meeting. An agenda for the next meeting can be attached to the minutes if it will help the committee function. Minutes will be distributed via email unless otherwise requested.
3. Maintain a list of names, addresses, e-mail (residence, if applicable) cell and home phone numbers of committee members for committee use. Updates the contact list as necessary and includes in the monthly minutes.
4. Send email to members 1 week prior to the upcoming Monthly Host Committee meeting to remind them to submit their reports within 48 hours of meeting.
5. Keeps extra sets of minutes, updated after each committee meeting, for members who request a complete set. Receive all Host Committee member reports (i.e. admin, subcommittees) 48 hours prior to the Host Committee meeting to be included in the minutes. Notify the Chair of non-compliance for any reports that are not received timely.
6. Communicates to the local N.A. membership regarding the progress and planning of the convention.

Assists all committees in mailing and correspondence.

7.

SECRETARY GUIDELINES:

Items to include in Meeting Minutes for each Event Host Committee Meeting:

- Date, time and place of Current Meeting
- Attendance with Titles (Create separate Committee Member List with titles and Contact info)
- Elections and results
- Old Business follow-up
- New Business (bullets points or ABC)
- Regular Motions and results (make sure have counts) yah or nay
- Money Motions and results i.e. Funding Summary (provided by Treasurer)
- Reading of the timeline (actual month timeline from guidelines/next month's as well so members can be prepared)
- Next meeting information

Motion to adjourn at _____

PURPOSE, DUTIES, AND RESPONSIBILITIES OF THE EVENT HOST COMMITTEE TREASURER

PURPOSE:

This position, while elected by the Host Committee of the recovery event, must be approved by the C&E Committee. In the interests of communication, accountability, the treasurer becomes a C&E Committee member for the duration of the planning of the event and for sixty (60) days following the final audit of the recovery event treasury. To provide fiduciary responsibility, the treasurer is appointed a director of the FSA. As an appointed director, the treasurer shall fulfill all duties, responsibilities, and qualifications established by the C&E Committee and the FSA.

REQUIREMENTS:

Must meet C&E Committee member and FSA qualifications;

Minimum of five years clean

Treasurer's experience at some level (preferably Area or Regional level);

Computer Literate and computer access required;

Willing to serve entire commitment on the C&E Committee & accept an appointment to the FSA.

Requires attendance at the Annual FSA meeting (normally in October).

DUTIES:

It is the duty of the event Treasurer to maintain accurate books and accounts and to make the records available at any time at the Host Committee meetings, at the C&E Committee meetings, and to the Fellowship of Narcotics Anonymous.

It is the duty of the event Treasurer to have a good working knowledge and understanding of: the C&E Committee Convention Timeline; the Committee Guidelines; the NA Convention Guidelines; the Twelve Steps; the Twelve Traditions; and the Twelve Concepts of Narcotics Anonymous.

RESPONSIBILITIES:

It is the responsibility of the event Treasurer to:

- Prepare and maintain accurate and complete detailed treasurer's reports;
- Reconcile bank statements (the original statement is sent to the corporate PO Box, and a second copy of the statement is sent to the host committee treasurer via RSC Auditor);
- Attend each host committee meeting and each C&E Committee meeting and audits in their entirety;
- Submit written report at each host committee meeting and at each C&E Committee meeting (The report is to include statement of itemized activity, beginning and ending balances from accounting software provided by C&E);
- Open PO Box for the HC in the area, added to startup meeting requirements
- Obtain a current Bad Debt List from C&E Committee Treasurer;
- Be familiar with the VISA MasterCard approval process;
- Obtain cash/visa policy, and No refund policy to display at all cash points; laminated in C&E Treasurer's box.
- Obtain the tax ID number, and reseller's permit; work closely with Merchandise chair;
- On Sunday or aAs soon as possible obtain copy of hotel master bill and room count for each day from the Liaison and verify information and in conjunction with the liaison;
- At the last meeting before the event, file the change of address card - forward all mail to C&E Committee P.O. Box (if applicable).

- Be familiar with and enforce expenditure authorization system.
- Assist the Host Committee and Subcommittees with the preparation of budgets and prepare the final budget for approval at the Host Committee & C&E Committee meetings as defined by timeline. Ensure the budgets are realistic in terms of fiduciary responsibility and ensure the convention will be self-supporting. We need to communicate with the Host Committee that only 5 subcommittees potentially will generate revenue to fund the convention. (Registration, Merchandise, Fundraising, Entertainment, and Hospitality, possibly)
- Reviews subcommittee reports for departures from the financial plan not mentioned in the original budget so that an accurate budget can be maintained. This information is included in the Treasurer's report. Once the final budget is approved, host committee cannot deviate from the approved budget.
- Budgets are to be emailed to the entire C&E Committee 2 weeks prior to meeting, that motion will be presented for final approval. Allows C&E Committee to thoroughly review the budget and be prepared to vote.

Failure to fulfill duties or responsibilities shall constitute noncompliance. The treasurer shall be immediately removed from the treasurer position for failure to provide written financial reports at any two (2) meetings within a twelve (12) month period.

The recovery event treasury shall be available for C&E Committee audit upon request.

HOST COMMITTEE TREASURER TRAINING

Schedule and meet with the C&E Treasurer to:

- Take possession of checkbook and verify account balance; or obtain from C&E Chair at startup meeting.
- Acquire copies of driver's license from all 3 signers, have each signer sign the bottom of the copy, signers will have C&E permission to sign checks – Bank of America's policies have changed so we need to adhere to this policy until otherwise decided.
- Review C&E Committee financial procedures (pages 10 -16) – Host committee treasurers duties, money handling procedure, fund flow, subcommittee expenditure procedure, and No Refund policy;
- Become familiar with all necessary forms, policies, and procedures.

Schedule and meet with a C&E Event Treasurer to:

- Learn and understand current computer program for accountability;
- Review and learn reporting procedures (i.e. report to C&E and RSC);
- Attend current event to learn cash register and VISA/Mastercard handling;
- Work with current event treasurer in the counting room during the event;
- Attend current event audit to learn audit procedures;
- Assist sub-committees with budget preparation (budgets shall be balanced).

Between the election and the current event, the HC Treasurer shall meet and confer with the C&E Committee Treasurer, the C&E Event Treasurers to become familiar with procedures.

HOST COMMITTEE AUDIT PROCEDURE

A suggested schedule for the audits is: one year prior to the event, three (3) months prior to the event, and within sixty (60) days after the recovery event wrap up meeting.

Items needed for audit: Treasury Ledger (i.e. accounting software Quicken), checkbook, bank statements with canceled checks, host committee meeting minutes with funding summary attached, reimbursement/funding requests, receipts, and receipt book.

One Year prior to event an Audit is conducted by the FSA Auditor and/or C&E Committee Treasurer and the Host Committee Liaison, C&E Chair and/or Vice-Chair, with the Host Committee Treasurer present. Purpose: To verify accounting categories and procedures. Verify event treasurer responsibilities are being performed.

Three months prior to event an Audit is performed by the FSA Auditor and/or C&E Treasurer and the Host Committee Liaison, C&E Chair and/or Vice-Chair. The Host Committee Treasurer shall also be present to answer questions. Purpose: Accountability checks and balance.

Full Random Audit is performed by the FSA Auditor and/or C&E Treasurer, and the Host Committee Liaison, C&E Chair and/or Vice-Chair. The treasury ledger is compared line by line with bank statements. Randomly compare treasury ledger to receipts, funding/reimbursements, minutes and receipt book every 10 or so entries with special attention given to higher risk items such as checks written to individuals and funds advanced prior to receipts. Verify deposits and expenses are being itemized to proper categories. Verify deposits are being made in a timely manner.

Final Full Audit is performed by the FSA Auditor and/or C&E Treasurer, and the Host Committee Liaison, C&E Chair and/or Vice-Chair and will be held within 60 days after the event wrap up meeting. The Host Committee Treasurer shall also be present to answer questions. The treasury ledger is compared line by line with bank statements, receipts, funding/reimbursements, minutes and receipt book. All accounting books (both hard copy and/or electronic), checkbook, funds and anything else pertaining to the Host Committee treasury are turned over to the C&E Treasurer at the conclusion of the Final Audit.

Experience has shown that it works well for one person to review the Ledger, another to verify the checkbook, another to verify the bank statements, and another to verify the receipts/funding/reimbursements in concert.

HOW TO MAKE A BUDGET

1. Treasurer and C&E Committee Liaison meet with each subcommittee chair and brainstorm costs, selling prices, and projected number sales (past history helps a little but is not necessary).
2. Each subcommittee will create a proposed subcommittee budget based on brainstorm session or workshop using their section of the budget template.
3. Treasurer to review drafts, verify math, and create proposed HC budget. Also include a 10% to 15% contingency line on each subcommittee budgets for unexpected expenditures.
4. Submit proposed budget to full committee for review. Proposed budget should be provided to Secretary to be included in minutes. **Amendments must be submitted to the treasurer within 30 days after 1st Initial Budget Approval by Host Committee. Host Committee votes to approve budgets.**
5. Treasurer review amendments if any and revised budget for approval.
6. Full committee vote to approve revised budget. Budget will be included in the minutes after approval.
7. Once C&E Committee approves the budget, it becomes a **FINAL BUDGET**. No amendments accepted after Final Approval of Budget or Amended Budget.
8. Host Committee Treasurer will be the single point of accountability to present the budget for approval at the C&E Meeting according to their timeline. If Host Committee Treasurer is not available, Treasurer can appoint an informed Host Committee member to present the budget. Appointed person needs to have a good understanding of the budget in order to be able to answer questions.

EXPENDITURE AUTHORIZATION PROCEDURE

The Voucher System (1) permits only authorized individuals to incur obligations that will result in cash disbursements; (2) establishes procedures for incurring such obligations and for their verification, approval, and recording; (3) permits checks to be issued only in payment of properly verified, approved, and recorded obligations; and (4) requires that every obligation be recorded at the time it is incurred and every purchase be treated as an independent transaction - even though a number of purchases may be made by the same subcommittee.

1. The subcommittee chair brings three (3) bids or quotes for each item to be purchased or for each contract to be entered (*ie. registration trinkets, merchandise, taping companies, merchandise, etc.*).
2. The subcommittee chair brings the business motion for discussion and approval during the host committee to approve the recommended bid.
3. Once the business motion has passed the funds are approved to be used. An independent funding request must be presented to the treasurer and approved for funds to be released. The Funding Summary is a useful tracking devise to be included in the minutes.

FUND FLOW AND FINANCIAL PROCEDURES

FUND FLOW:

1. Proceeds.

Proceeds consist of gross receipts (all monies) generated by the recovery event less expenses necessary to conduct the event. Expenses shall include payments made by the C&E Committee in connection with the event, i.e. insurance.

The Host Committee turns the proceeds over to the C&E Committee immediately following the final audit of the event (**For details see, Recovery Event Money Handling Procedures**).

2. Other expenses.

The C&E Committee will settle any outstanding obligations against the event.

3. Net proceeds.

Distribution of net proceeds shall be made for the following:

a) Administrative expenses of the C&E Committee.

These consist of but not limited to: office expenses, insurance, meeting space rental, travel, and professional services outside of the fellowship, as needed to carry on the recovery events (**see, Budget Template**).

b) Seed monies to be set aside for future recovery events.

Seed money per event will be determined by the C&E Committee. Such seed money is distributed to Host Committees by the C&E Committee in order to provide them with cash flow before the beginning of fundraising and as needed to meet contractual obligations. Continued flow of seed money is based on appropriate and timely planning, budgeting, and accounting for the use of funds.

c) Contingency fund for loss on convention or event.

A reserve for outstanding obligations that cannot be covered by proceeds from a recovery event will be maintained. This amount will be set annually by the C&E Committee, taking into consideration the number of events that are being held during the upcoming year and the possible losses that could be incurred.

d) Balance to the RSC.

FINANCIAL PROCEDURES FOR RECOVERY EVENT HOST COMMITTEES

1. Seed Money

Seed money is provided to host committees for meeting financial obligations before cash flow is generated from fundraising events. PNW seed money comes from the previous conventions as follows: \$500 three years out, \$500 two years out, and \$4500 1 year out as per the PNW board guidelines.

2. Host Committee Treasurer

This position, while elected by the Host Committee of the recovery event, must be approved by the C&E Committee. The C&E Committee may also remove the Host Committee Treasurer for noncompliance. For Qualifications see, **PURPOSE, DUTIES, AND RESPONSIBILITIES OF THE EVENT HOST COMMITTEE TREASURER.**

3. Checkbook

The treasurer of the recovery event will receive a checkbook and corresponding checking account belonging to the C&E Committee. No other accounts are authorized to be opened or used with funds from the recovery event. All expenditures are to be made by check. All monies from fundraising shall be deposited into the same account. Four members of the Host Executive Committee will be added to the account's signature card. The account signers shall not be in a "significant other" relationship with the other signers. Checks are to be signed by two people.

A bank statement for this account will be sent to the event's treasurer and the original with canceled checks will be sent to the FSA Auditor. A check register will be kept for this account. It will be reconciled to the bank statement every month and a copy of the register and the reconciliation will be sent to the C&E Committee Treasurer.

During the final audit the checkbook will be returned to C&E Committee and the members of the Host Executive Committee will be removed from the account. Outstanding bills for the event will be paid by the C&E Committee.

4. Budget Procedures

Budget procedures for recovery events will be established by the Host Committee in conjunction with the C&E Committee Treasurer.

5. Proposed Budget

The budget for recovery events will be established by the Host Committee and approved by the C&E Committee. **(See Budget Template for example)**

6. Contracts

All written contracts must be negotiated, approved, and signed by the C&E Committee Liaison-- for liability protection.

FINANCIAL PROCEDURES (Continued)

7. Cash/Visa Policy

C&E Committee cash/visa policy must be posted at all recovery events sales points.

8. Proceeds

Proceeds are to be distributed following the PNW board guidelines at the end of this document. Article IV, D.

9. Newcomer Donations

The left over newcomer donations from both PNW to be forwarded to the respective next year's host committee and earmarked for newcomers use. Newcomer donations from pre-registrations are to be used for newcomer packages given away at convention. Newcomer donations from the actual event are to be forwarded to the upcoming Host Committee. Newcomer Donations forwarded to next year's event are added to seed money and will be set aside as Newcomer Donations. Treasurer needs to monitor pre-registration newcomer donations, update registration periodically on total. Once pre-registration deadline is over, all newcomer donations are to be tracked and earmarked for newcomer packages. This will help determine how many newcomer packages can be given away at the event.

RECOVERY EVENT MONEY HANDLING PROCEDURE

1. Counting room:

The Event Treasurer with the C&E Committee Liaison determines an appropriate location to conduct the money from the recovery event. This room will be controlled by the Event Treasurer with the assistance of the C&E Committee Treasurer and will be accessible only to individuals who will be assisting the Event Treasurer. This **MUST** be a secure location. Take care to discuss security issues with the host committee.

A method that is simple and effective is to have two or three teams of two people to make pick-ups and count. This way, for safety, no one is ever left alone with event money. One team of two people will pick-up contents of the cash registers and drop off new banks while the other two count/recount the envelopes in the counting room, prepare the banks for the next round of pick-ups and process the remaining funds for deposit.

2. Banks:

Prior to the convention, C&E Treasurer will provide the banks for the events. A method of bookkeeping that is simple and effective for dealing with the cash banks necessary is to make initial banks for each sales point, i.e. \$350.00. Banks are delivered at the sales point and placed in the cash register, and does not need to be counted at the point of sale. After each pick up, count out the amount of the initial bank and set that money aside. When the pair of runners goes to the sales points to pick up, they deliver a bank equivalent to the initial bank provided.

MONEY HANDLING PROCEDURES (Continued)

3. Sales points:

Registration, merchandising, dances, auction etc. are at all times staffed by at least two C&E Committee members. If there are not enough C&E Committee members to man each sales point, C&E may request that host committee members or prior C&E members be assigned to the cash register with at least 1 current C&E member. Before the event begins, each C&E committee member dealing with funds will accept the initial bank from the C&E and Event Treasurer.

4. Credit card transactions:

- a. Credit card transactions will be processed onsite via electronically. Receipts will be printed and signed by the customer. Receipts with signatures will be kept by the C&E Committee and picked up at each pull. **IDENTIFICATION (I.E. DRIVER'S LICENSE) MUST BE PRESENT WITH ALL VISA/MC TRANSACTIONS OF THE CUSTOMER.**

5. Periodic pick up from sales points:

- a. At least two C&E members determined by the C&E Treasurer & Event Treasurer will make money pick-ups from each point of sale during the recovery event, i.e. registration, merchandise, dance, auction, etc.
- b. At regular intervals determined by the C&E Treasurer & Event Treasurer, cash registers at sales points will be completely emptied into an envelope without being counted. The envelope will be delivered to a pick up team consisting of at least one C&E Committee member and a new cash bank is delivered. A good practice is to designate some way of identifying pick up teams, a discrete ribbon, button, etc. The cash registers will be 'Z'ed out during each pickup for accountability.
- c. The pickup envelopes will then be taken (along with other pickup envelopes along the route) to the counting room to the Event Treasurer and a C&E Committee member (preferably C&E Treasurer) to be opened, counted and logged.
- d. The date, time, money amount and pickup number are recorded on a "Treasurer Pick Up Log" form. One form should be created for each pick up location and each day during the event.

The Event Treasurer and an C&E Committee Treasurer (or C&E member if C&E Treasurer is not available) will deposit the funds in the event bank account, or if a local branch is not available, the funds will be in a safe and secure location, i.e. hotel safe or safety deposit box. Obtain a receipt if possible.

Recovery Event Credit & Debit Card Policy

Credit/Debit Cards

1. Credit cards will be processed via electronically onsite.
2. Denied credit/debit cards may be turned over for collections.
3. A \$5.00 fee will be charged for all credit/debit cards denied.

Conventions & Events Committee

(Must be posted at all stations that accept checks)

MERCHANDISE POLICY

NA related merchandise, at C&E Committee Recovery Events, may be sold by Regions, Areas & Groups. All vendors must negotiate terms (in advance) with the Host Committee. Time and place of all merchandise sales will be determined by the Host Committee.

Recovery Event Refund Policy

1. Paid event tickets are not refunded.
2. Lost registration packages or event tickets are not replaced.

Thank you for your understanding!

Convention & Events Committee

(Must be posted at all money handling stations at C&E Committee sanctioned functions)

**GRIEVANCE PROCEDURE
FOR RECOVERY EVENT COMMITTEES**

1. The first item of new business on the agenda at each regularly scheduled C&E Committee Board meeting will be Grievances. This will be a standing item and is provided for anyone having a grievance against the C&E Committee, its members, or its subcommittees.
2. To be heard, a grievance must:
 - a) Be written.
 - b) Clearly state the problem.
 - c) Propose a resolution.
3. C&E Committee will discuss and attempt to resolve the grievance.
4. In the event, that the aggrieved party is not satisfied with the Board's actions, they may request a review by a panel consisting of: the RSC Triumvirate (the RSC Chairperson, Vice-Chairperson, and RD) and two RCMs from the Region, whose names shall be chosen at random (drawn from a hat), by the RSC Chairperson. If one or more of the regional officers is unable to participate, the RD Alternate, Recording Secretary, and Treasurer, in that order shall replace the missing officer(s) in the Triumvirate. These trusted servants should use their discretion and disqualify themselves if, for any reason, they cannot fully operate under the spiritual principle of *principles before personalities*.
5. Grievances may arise that require immediate resolution and cannot hold until the next regularly scheduled Board meeting. In such cases, contact two (2) C&E Committee members and request a special meeting. A special meeting will be called within seven (7) days and the above procedure will be followed.

A NOTE ABOUT PNWCNA

PNWCNA is a unique event because it is the second oldest convention in the history of NA, and because our region hosts the event only once every four years. The event is well attended by members of many regions. Because the Washington Northern Idaho Region hosts the event so infrequently, it is important to keep in mind some of its unique characteristics: primarily, the large attendance of members from far off distances, and the need for ongoing communication with surrounding regions.

The C&E Committee sends out the theme and logo contest flyer eight (8) months before the event start-up meeting. The logo and theme are selected by the Host Committee at the second meeting. The guidelines for this event require the flyer to be final one year in advance of the event. This requires the theme, the logo, and the registration prices to be determined two months after the Host Committee is formed.

Flyers must be sent to surrounding regions and to the World Service Conference by the thousands. The sooner flyers are distributed; the sooner people will plan to attend.

BRITISH COLUMBIA RSC
P.O. BOX 1695 STATION A
VANCOUVER, B.C. V6C 2P7 CANADA
Website: www.berscna.bc.ca/

PACIFIC CASCADE RSC
P.O. BOX 7502
EUGENE, OR 97401
Website: www.pcna.org

SOUTHERN IDAHO RSC
P.O. BOX 434
TWIN FALLS, ID 83303-0434
Website: www.sirna.org

WASHINGTON NORTHERN IDAHO RSC
P.O. BOX 55064
SEATTLE, WA 98155
Website: www.wnir-na.org

CONVENTION & EVENTS COMMITTEE

CONVENTION RECOVERY EVENT TIMELINE FOR PNWCNA

20 MONTHS PRIOR TO CONVENTION (PNWCNA= FEBRUARY)

First Host Committee Meeting Approximate time is 3 hours

C&E Committee chairs First meeting;

See, Start-up meeting agenda;

Present Timeline;

Review C&E Committee Guidelines;

Review PNW Guidelines;

Elect Host Committee;

Committee receives start up funds from previous PNW's – 2 year's out \$500 and \$5,000 from PNW – 1 year out; \$500 - \$1,000 from Convention and Events budget, potential. (Seed Money from C&E would be returned at the end of the convention).

HOST COMMITTEE (HC)

Liaison/Registration/Treasurer establish P.O. Box for the Convention and mail address to each participating region; Establish preliminary guidelines for conducting host committee meetings and voting privileges; Ensure most recent event summary sheets are available.

Discuss logo contest flyer to distribute to the 4 regions (approve when the theme is chosen)

19 MONTHS PRIOR (PNWCNA=MARCH)

HOST COMMITTEE

Complete anything not accomplished from previous month's meeting – Fill any remaining committee positions.

Choose the convention theme and add it to the logo contest flyer.

Approve Logo contest flyer

Review venue/facility contract

ARTS & GRAPHICS

Present logo contest flyer

Distribute logo contest flyers to be taken to April RSC, mail or arrange to distribute to the other 3 regions.

ENTERTAINMENT

Form a committee, discuss and begin looking at entertainment

PROGRAMMING

Form a committee and begin soliciting speakers cd's, determine how to obtain CD's from all four regions. Flyers requesting speaker tapes prove to work well. (Flyers to go to region and to WSC with Regional Delegate (RD) when timing appropriate). Research taping companies.

FUNDRAISING

Form a committee and begin discussing and planning fundraising calendar. Be sure to use area and regional websites for information on events to fundraise for and plan the calendar around these events – i.e. when to have merchandise available, when to plan events. Bring at least one fully formed plan to next meeting to begin fundraising.

MERCHANDISING

Contact vendors and get general pricing for shirt, sweatshirts, other items as well as on-three color logos for use in budgeting/planning.

DECORATIONS

Form a committee and begin researching/planning decorations

HOSPITALITIES

Form a committee and begin planning hospitalities room

REGISTRATION

Form a committee and begin planning, decide on pre-registration merchandise

LIAISON

Work with venue to obtain menus and pricing information for meals

Present facility contract to committee

Set up a walk thru time at facility for committee for a first look

18 MONTHS PRIOR (PNWCNA=APRIL)

******* BUDGETS ARE DUE NEXT MONTH *******

For approval at Host Committee, See How to make a budget section in guidelines for budget timelines and revisions time frame. (See Budget Template for Examples)

HOST COMMITTEE

Determine who will be attending WNIRCNA in May and make plans to take logo contest flyers and any other committee flyers (fundraising, programming, etc)

Do walk thru of facility to familiarize committee with the space to be used

LIAISON

Establish proposal for meal prices for Host Committee to approve at next meeting

ALL COMMITTEES

Work with the Treasurer to create a budget for subcommittees. Treasurer to present budget making process at this month's meeting.

ARTS & GRAPHICS

Assist subcommittees with creating any needed flyers if asked. Collect and be prepared to make recommendation to the host committee next month.

ENTERTAINMENT

Continue to discuss and look at entertainment

PROGRAMMING

Continue soliciting speaker cd's, begin reviewing possible speakers.

FUNDRAISING

Present initial fundraiser to host committee. Begin initial fundraiser, continue discussing and planning fundraising calendar.

REGISTRATION

Establish convention prices for registration for presentation at next month's meeting, work with Treasurer on recommendation for newcomer packets. Present pre-registration merchandise to committee.

*******BUDGETS ARE DUE IN MAY*******

17 MONTHS PRIOR (PNWCNA=MAY)

HOST COMMITTEE

****** APPROVES BUDGETS ******

Budget amendments must be submitted within 30 days of 1st initial approved budget, to be approved by HC in June before final approval at C&E in July.

PNWCNA must have a final flyer available with prices and registration form at the current PNW see PNW multi-regional guidelines.

HOST COMMITTEE

Approve meal prices and general meal plan
Approve log
Approves initial fundraising plan
Set convention and meal prices
Discuss budgeting process; provide assistance for chairs that need it

ALL COMMITTEE

Finalize proposal for meal prices for HC to approve at next meeting.

LIAISON

Establish a proposal for meal prices for HC to approve at the next meeting.

ENTERTAINMENT

Discuss & look for possible entertainment

*******AMENDED BUDGETS ARE DUE NEXT MONTH*******

16 MONTHS PRIOR (PNWCNA = JUNE)

HOST COMMITTEE

****** APPROVE AMENDED BUDGETS ******

Budget amendments to be approved, if any by HC this month before final approval at C&E in July.

HOST COMMITTEE

All chairs register for this year's event and make contact with the corresponding chairperson on that committee.

FUNDRAISING

Review area and regional websites for upcoming events. Obtain permission from current PNW and other area/regional committees for any fundraising at events. Arrange for fundraising at RSC. Update and turn over funds to the Treasurer.

15 MONTHS PRIOR (PNWCNA = JULY)

***** PNWCNA must have a final flyer available with prices and registration form at the current PNW see PNW multi-regional guidelines.**

LIAISON

Take fundraising to C&E for distribution

ARTS & GRAPHICS

Work closely with C&E Committee Liaison and registration to have a draft copy of flyer ready for HC and each subcommittee chair to proof read & approve.

C&E COMMITTEE LIAISON

Negotiate and signs off on final details of the contract i.e.; meals, with hotel, comped room, etc – get a copy of the final contract to the Treasurer.

ENTERTAINMENT

Present final entertainment choices to HC for approval (include negotiated prices);
Present contracts (Personal Service Agreements to C&E Committee Liaison to sign each Paragraph must be initialed by other party.)

EVENT TREASURER

Submits budget for approval at C&E Meeting. After approval of committee budgets, the C&E Treasurer should make motion requesting the second half of the seed money at the C&E meeting in July and verify the transfer of second half of seed money to the event account.

FUNDRAISING

Update and turn over funds. Ensure fundraising taken to RSC.

14 MONTHS PRIOR (PNWCNA = AUGUST)

HOST COMMITTEE

Proof Read Flyer and Approve.

LIAISON

Send flyer to C&E for approval then send to arts and graphics for printing. Coordinate with registration chair to get online registration flyer up by this year's event.

ARTS & GRAPHICS

Print registration flyers once notified by liaison of C&E approval.

FUNDRAISING

Review area and regional websites for fundraising opportunities, Update and turn over funds.

13 MONTHS PRIOR (PNWCNA = SEPTEMBER)

C&E COMMITTEE LIAISON

Make sure flyers are at RSC.

CONVENTION INFORMATION

Plans & gathers mailing lists; distribute flyers at the current convention. Obtain WSC PI handbook, contact Regional PI chair and get guidance.

FUNDRAISING

Review area and regional websites for fundraising opportunities, arrange for assistance in manpower to fundraise at this year's event and at RSC. Update and turn over funds.

12 MONTHS PRIOR (PNWCNA = OCTOBER)

EVERYONE attend current convention. Contact counterparts of positions, gather information.

FUNDRAISING

Review area and regional websites for fundraising opportunities, staff fundraising at this year's event and at RSC. Update and turn over funds.

PROGRAMMING

Discuss workshop topics and formats.

REGISTRATION

Gather mailing lists for past pre-registrants from the current event registration chair.
First mailing of registration form/flyer to all Area P.O. Boxes & to RSC in each of the four Regions; arranges for completed forms/flyers to be taken to PNWCNA & Fall RSC.
Mail approx. 500 flyers each mailing.

11 MONTHS PRIOR (PNWCNA = NOVEMBER)

FUNDRAISING

Review area and regional websites for fundraising opportunities, Update and turn over funds.

MERCHANDISING

Plans what, how many, what sizes, and the cost, approximate prices, etc. for merchandise to be sold at convention, contact Liaison for most recent event summary sheets.

PROGRAMMING

Listen to tapes/cds and discuss workshop topics.

10 MONTHS PRIOR (PNWCNA = DECEMBER)

HOST COMMITTEE

Choose taping company; Approve main speakers.

FUNDRAISING

Review area and regional websites for fundraising opportunities, Arrange for fundraising at RSC, Contact Winter Winners & request permission to raise funds there; update and turnover funds.

REGISTRATION

Ensure registration forms/flyers are taken to Winter Winners & Winter RSC meeting – coordinate with C&E Committee Liaison.

MERCHANDISING

Gather bids for merchandise.

LIAISON

Ensure registration forms/flyers are taken to Winter Winners & Winter RSC meeting – coordinate with Registration.

9 MONTHS PRIOR (PNWCNA = JANUARY)

FUNDRAISING

Attend Winter Winners & raise funds if they've consented; update and turnover funds. Review area and regional websites for fundraising opportunities. Ensure fundraising gets to RSC, Contact Clean and Free Committee regarding plans for fundraising throughout the event.

PROGRAMMING

With C&E Committee Liaison contact taping companies for bids & availability; present preliminary choices of topics & flow of events.

C&E COMMITTEE LIAISON

Submit main speaker selections to C&E and to RSC triumphant for approval.

8 MONTHS PRIOR (PNWCNA = FEBRUARY)

FUNDRAISING

Review area and regional websites for fundraising opportunities, Arrange for manpower to sell at Clean and Free, Update and turnover funds.

REGISTRATION

Arrange for completed forms/flyers to be taken to CLEAN & FREE.

7 MONTHS PRIOR (PNWCNA = MARCH)

C&E COMMITTEE LIAISON

Arrange a second walk through of the hotel for HC.

FUNDRAISING

Attend CLEAN & FREE & raise funds; Update and turnover funds. Arrange for fundraising to be taken to RSC, WSC, and review area and regional websites for fundraising opportunities.

PROGRAMMING

Submits choices of workshop speakers to HC for approval.

REGISTRATION

Arranges for completed forms/flyers to be taken to WNIRCNA, & Spring RSC meeting, and WSC.

CONVENTION INFORMATION

Send Letters to the surrounding public, H&I, etc informing them of the event.

6 MONTHS PRIOR (PNWCNA = APRIL)

HOST COMMITTEE

Approve choice of entertainment; conduct walk through of hotel (i.e. traffic patterns, room layout, room size, needed signage etc.)

C&E COMMITTEE LIAISON & REGISTRATION

ENSURE registration forms/flyers are taken to WSC, WNIRCNA & Spring RSC meeting -- coordinate with C&E Committee Liaison.

CONVENTION INFORMATION

Mail flyers to treatment centers; Prepare Anonymity Statement; decide on contents of information packets at event. Contact NA Way with convention information

FUNDRAISING

Update and turn over funds. Be sure fundraising items are taken to RSC, Review area and regional websites for fundraising opportunities.

PROGRAMMING

Confirm APPROVED main speakers, Start checking into travel plans & prices for main speakers, submit preliminary program to HC for review.

5 MONTHS PRIOR (PNWCNA = MAY)

HOST COMMITTEE

Review preliminary program & approve.

FUNDRAISING

Attend WNIRCNA, Mobile Convention & raise funds; Update & turn in funds. Review area and regional websites for fundraising opportunities.

MERCHANDISE

Submit bids & plans to HC for approval.

PROGRAMMING

Finalize program & present it to HC for approval

REGISTRATION

Submit to HC for approval bids/plans for registration packets.

4 MONTHS PRIOR (PNWCNA = JUNE)

HOST COMMITTEE

Approves final program; Approves Merchandise plan; approves Registration plan.

ARTS & GRAPHICS

Finalize plan for banner & decorations.

FUNDRAISING

Review area and regional websites for fundraising opportunities. Update & turn in funds.

HOSPITALITIES

Present plan to HC for hospitality room(s).

PROGRAMMING

Confirm approved workshop speakers.

C&E COMMITTEE LIAISON & REGISTRATION

Ensure registration forms/flyers are taken to Summer RSC meeting, Summer Sizzlers, Spiritual Connection.

3 MONTHS PRIOR (PNWCNA = JULY)

C&E COMMITTEE LIAISON & REGISTRATION

ENSURE registration forms/flyers are taken to Summer RSC meeting -- coordinate with C&E Committee Liaison. Liaison submits the final program to C&E Committee for approval.

FUNDRAISING

Review area and regional websites for fundraising opportunities. Update and turn in funds.

HOSPITALITIES

Finalize plans.

MERCHANDISING

Order items with an 8-10 week delivery time, in writing, and present expense vouchers to C&E Committee Liaison to sign.

PROGRAMMING

Re-confirm main speakers; purchase tickets.

REGISTRATION COMMITTEE

Order items with 8-10 week delivery time, in writing, present expense vouchers to C&E Committee Liaison to sign.

Mail flyers to all areas in the regions.

Propose indigent newcomer member plan to HC executive committee for approval.

2 MONTHS PRIOR (PNWCNA = AUGUST)

ARTS & GRAPHICS

Presents bids to HC for banner & other decorations; orders decorations; order banner; establish sign needs of other committees.

FUNDRAISING

Review area and regional websites for fundraising opportunities. Update & turn in funds.

HOSPITALITIES

Organizes staff to work the hospitality room, contacts local fellowship about billeting.

MERCHANDISING

Orders remaining sale items, organizes sales staff for event, review Event Money Handling Procedures.

PROGRAMMING

Finalize bids on program printing, work with Arts & Graphics, secure sign language interpreters for main meetings.

REGISTRATION

Confirm orders on any remaining items for packet.

1 MONTH PRIOR (PNWCNA = SEPTEMBER)

HOST COMMITTEE

REVIEW HOST COMMITTEE GUIDE SECTIONS. Review Event Money Handling Procedures. Ensure availability at the event. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

ARTS & GRAPHICS

REVIEW HOST COMMITTEE GUIDE SECTIONS. Receive banner display to HC; purchase decorations, make signs for events. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

BILLETING

REVIEW HOST COMMITTEE GUIDE SECTIONS. Update list, coordinate with Hospitality for billeting information board or sign up list. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

CONVENTION INFORMATION

REVIEW HOST COMMITTEE GUIDE SECTIONS. Contact C&E Committee Liaison to obtain PI booth for the event, make staff schedule. Prepare press release, schedule press date. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

DECORATIONS

REVIEW HOST COMMITTEE GUIDE SECTIONS. Contact C&E Committee Liaison & arrange to have banners from previous events one week prior to the event; purchase decorations display for HC. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

ENTERTAINMENT

REVIEW HOST COMMITTEE GUIDE SECTIONS. Contact entertainment to finalize details; make staff schedule, verify commitment of volunteers. Review Event Money Handling Procedures. Obtain hand stamp. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

EVENT TREASURER

REVIEW EVENT MONEY HANDLING PROCEDURES; get cash registers from Liaison; make copies of log sheets, check cash policy, bad check list, no refund policy. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before the event; Meet with members to discuss any required changes and duties; Finalize assignment and

responsibilities.

FUNDRAISING

REVIEW HOST COMMITTEE GUIDE SECTIONS. Gather raffle/auction items & update & turn over funds; secure an auctioneer. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

HOSPITALITIES

REVIEW HOST COMMITTEE GUIDE SECTIONS. Purchase hospitality room supplies, verify commitment of volunteers. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

MARATHON MEETING

REVIEW HOST COMMITTEE GUIDE SECTIONS. Have Basic text, meeting format, & group readings, make staff schedule, verify commitment of volunteers. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

MERCHANDISING

REVIEW HOST COMMITTEE GUIDE SECTIONS. Verify all merchandise has been received, make staff schedule, verify commitment of volunteers; Review Event Money Handling Procedures; Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities. Create an onsite order form and give it to the Treasurer 2 weeks prior to the event for cash register setup.

PROGRAMMING

REVIEW HOST COMMITTEE GUIDE SECTIONS. Submit final program layout to HC for approval, get finalized programs printed. Coordinate with Hospitalities to ensure speakers are matched up with a committee member while in town, verify transportation arrangements, etc. Have lists of back-ups for no shows. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities.

C&E COMMITTEE LIAISON

REVIEW HOST COMMITTEE GUIDE SECTIONS. Make arrangements for all subcommittees to get the things they need from the Office/Storage unit. Arrange a pick-up time & location, etc. Review Event Money Handling Procedures, double check with hotel, assign complimentary rooms with HC approval, work with C&E Treasurer to make staff schedule, verify speaker's rooms.

REGISTRATION

REVIEW HOST COMMITTEE GUIDE SECTIONS. Verify all packet items have been received, stuff registration packets, establish system for registration at the convention, make staff schedule, verify commitment of volunteers; Review Event Money Handling Procedures. Hold monthly meeting to discuss time and place for confirmation of individual assignments and responsibilities before the event; Meet with members to discuss any required changes and duties; Finalize assignment and responsibilities. Create an onsite registration form and give it to the Treasurer 2 weeks prior to the event for cash register setup.

CONVENTION MONTH (PNWCNA - OCTOBER)

ALL SUBCOMMITTEES & EXECUTIVE COMMITTEE OFFICERS

Assemble final reports for the next convention.

Schedule final/wrap up HC meeting (approximately two weeks after the event).

Appoint committee member to serve as C&E Committee member.

HAVE THE BEST CONVENTION EVER!!!

1 MONTH POST CONVENTION (PNWCNA – November)

All Subcommittees & Executive Committee Officers

Attend Final meeting with a written report including what worked, what didn't, numbers sold, etc.

POLICIES

ATTENDANCE:

All executive committee members, subcommittee chairpersons and standing committee members are expected to attend each scheduled convention committee meeting. Executive committee members are expected to attend the executive committee meetings. Subcommittee chairs are expected to attend each subcommittee meeting. After two absences the executive committee will discuss the absences. Excused absences are those that cannot be avoided. The committee should decide in advance what constitutes grounds for removal.

REGULARLY SCHEDULED COMMITTEE MEETINGS:

All sub-committees should have a regularly scheduled time & place for monthly meetings. This should be made available to the local newsletter and to the local Area and group meetings.

WRITTEN REPORTS:

All executive committee members and subcommittee chairs are to submit written reports monthly even in the event of an absence of any kind. This should include written minutes from each subcommittee.

AGENDA:

All sub-committees are to prepare and follow a meeting agenda and keep them to include in the final report.

VOTING:

Determine who is eligible to vote at host committee and subcommittee meetings.

MINUTES:

All committees are to prepare written minutes of each meeting to include in the final report.

The Secretary is to provide the C&E COMMITTEE Liaison sets of minutes. See Purpose, Duties, and Responsibilities C&E Committee Liaison to Host Committee for how many sets of minutes must be provided.

RECEIPTS OR EXPENSE VOUCHERS:

All committees are to provide receipts for reimbursements or expense vouchers for advanced monies to the treasurer. No monies will be advanced without an expense voucher or reimbursed without receipts.

BIDS:

All sub-committees must obtain in advance three bids for goods or services and keep written bids as part of the committees' minutes. All expenses exceeding a line item budget by fifty dollars (\$50.00) must have approval of the host committee.

LITERATURE AT EVENTS:

Each Host Committee shall be responsible to order and purchase (or coordinate with the local Area literature committee to provide) Basic Texts, It Works How and Why, Step Writing Guides, Just For Today, and Sponsorship books and any other literature for sale in merchandise for their event. The literature specified above is not set in stone as Host Committee has discretion. Also, the Host Committee shall purchase any literature for the Convention Information booth and any books given to the newcomer. Subcommittees should work together to coordinate one order. For budgeting purposes: Literature to sell is merchandise, newcomer books fall under admin, 1 basic text falls under marathon meeting, and ip's, white booklets falls under convention information.

REFUNDS:

Post at all events: There are no Refunds - We do not refund paid event tickets. We do not replace lost registration packages. This should be included in the registration flyer.

NEWCOMERS/INDIGENT MEMBERS:

Have a policy that addresses how newcomers without funds will be handled. Decide how facility staff members bringing addicts from hospitals and/or institutions will be handled. (This is included in the budget) Note to self, add blurb about funds from prior convention.

EXECUTIVE COMMITTEE

The Event Executive Committee carries out the conscience of the Host Committee. The Executive committee is comprised of the Chair, the Vice Chair, the Secretary, the Treasurer, and the C&E Committee Liaison.

Ensures that the monthly Host Committee meeting runs smoothly, to promote unity and coordination of the subcommittees.

The Host Committee is on the agenda at the regular C&E Committee meetings and may attend and report or address concerns at any C&E Committee meeting.

All members should be familiar with these guidelines and feel free to ask questions of the C&E Committee Liaison.

The descriptions of the Executive Committee members' duties are adopted as long as there is no conflict with the C&E Committee Policies, Procedures, and Recovery Event Guide. The specific guidance of the C&E Committee guide should be followed where there seems to be conflict.

The Executive Committee and all subcommittees are responsible for preparing convention budgets. (Look carefully at last year's minutes and reports for your respective subcommittee's budgets).

Provide copies of Timeline, Policies, individual sub-committee guide sections, and applicable forms, to each sub-committee chair.

EXECUTIVE COMMITTEE CONTINUED.....

WORK WITH LIAISON TO ENSURE THE FOLLOWING:

Set registration price recommendation to the Host committee, in conjunction with the C&E Committee Liaison; obtain banquet menu from C&E Committee Liaison. The formula for determining meal prices is as follows:

1. Select Meals i.e. Saturday Dinner, Sunday Breakfast
2. Hotel meal menu price, plus hotel price increase guarantee, plus local sales tax, plus gratuity (hotel sets this amount), equals _____ (round up)

Example:

Hotel menu price is \$15.00, the hotel guarantees not to increase its prices more than 5%, the local sales tax for the county is 8%, and the hotel gratuity is set at 17%, therefore, the price on the registration form is determined as set forth below:

$$\begin{aligned} & \$15.00 + \$0.75(5\%) + \$1.26(8\%) + \$2.89(17\%) = \$19.90 \text{ round up} \\ & \text{registration price for that meal is not less than } \$20.00. \end{aligned}$$

Liaison negotiates the final room set up with the Hotel. The room set up sheets are an addendum to the Hotel contract and must be signed by the liaison. The Liaison should review all "Hotel room needs sheets" and sign the addendum. The C&E Committee liaison is responsible for signing all contracts. Facility or hall rentals, bands, DJs, etc. This is for liability purposes.

Works with the Registration committee to keep a close tally of meals ordered. Review Event Summaries for recent conventions & past conventions near your location to help estimate meal counts. The number is based on the number of pre-registrations. Consult past registration committee wrap-up reports. Adjust if Pre-registrations are higher or lower.

Wired or Wireless is necessary for operating VISA/MASTERCARD -- make sure it is available at or near the counting room. If wireless, please ensure it is stable.

Liaison Executive Committee arranges for two workshops (1 before and 1 after lunch) for the Regional Delegate Team workshops. (Communicate with RD's for room setup, workshops titles, etc) Arrange for (2) 1 ½ hour workshops for each time slot.

PNWCNA

Arrange for PNW multi-Regional Board of Representatives meeting to be held on Saturday (small room 25). Only in PNW guidelines

RECOVERY EVENT SUBCOMMITTEE BUDGET PROPOSAL FORM

SUBCOMMITTEE: _____

DATE: _____

CHAIRPERSON: _____

DATE: _____

EXPENSES:

PROJECTED INCOME

AMOUNT

SOURCE

POSTAGE _____

ENVELOPES _____

COPIES FOR _____

PHONE CALLS _____

OTHER (BE SPECIFIC):

PLUS (5% contingency)

TOTAL

RECOVERY EVENT SUBCOMMITTEE
MONTHLY REPORT FORM AND EXPENSE SUMMARY

Committee: _____ Month: _____

Chairperson: _____ Phone #: _____

EXPENSES:

Travel _____

Postage _____

Copy _____

Phone Calls _____

Other _____

NOTE: All expenses must be supported by completed requests for funding and receipts.

Committee Meeting Information (day, time, location, etc.): _____

Committee Report: _____

| | | |
|----------------------------|----------|----------|
| Budget Information: | Total | Total |
| | Budgeted | Budgeted |
| | Expenses | Income |
| | \$ | \$ |

Budget Tracking:

Am I over budget (if so, why)? _____

Do I have receipts for all expenses (if not, why)? _____

Projected expense request for this month? _____

Committee Chairperson Signature: _____

ARTS & GRAPHICS SUBCOMMITTEE

Suggested 2 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at last year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

Frequently this subcommittee is combined with Decorations subcommittee. This subcommittee prepares the pre-logo flyer, and recommends a logo contest procedure.

Determines in conjunction with the Host committee whether a logo contest will be held, and how the contest will be conducted. (PNWCNA see C&E Committee Liaison).

The Host Committee votes on logo selection.

Produces the final flyer with registration form attached after Host Committee approval and review by C&E.

Produces the event banner- all convention banners must be no larger than seven (7) feet by five (5) feet and must be approved by the Host Committee.

Works with Programming Subcommittee to produce the Program after Host Committee and C&E Committee approval. After approval then the final program can be printed and distributed.

Three bids are required for all expenses costing more than \$100.00.

C&E Committee Liaison signs all purchase orders and contracts.

If Decorations subcommittee is joined, then this subcommittee makes the decorations for the

banquet/breakfast/ballroom.

Flyers shall not include any member's phone number or home address and should all be proofread by multiple committee members.

All NA copyright logos shall appear only with the registered trademark symbol.

All artwork selected for reproduction must be accompanied by a signed artist release, prior to reproduction.

See Flyer Information Sheet.

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee and to the C&E Committee within thirty days of the closing of the convention. The report to include: an overview of the convention process, lessons learned and suggestions for successors.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

ARTWORK RELEASE FORM
(This signed release form must accompany all submissions)

I hereby give the host committee, the Regional Conventions Association, their successors, assignees and those acting on their authority, permission to publish the enclosed artwork to use as they see fit for the benefit of the event

I understand that every effort will be made to insure my anonymity. I possess full legal capacity to exercise this authorization and hereby release the host committee for the _____, the Regional Conventions Association, the Fellowship of Narcotics Anonymous, its service boards and committees from any blame by myself, my successors, and/or my assignees.

| | |
|--------------|------------------|
| PRINTED NAME | _____ |
| SIGNED | _____ DATE _____ |
| ADDRESS | _____ |
| PHONE # | _____ |
| WITNESS | _____ DATE _____ |

THE FLYER

Liaison must send flyer to the C&E Officers for review prior to printing.

The Flyer is one item that seems to inherently breed problems -- proof read. This is the only chance to tell everyone everything they should know in advance. **Proof Read, Proof Read, Proof Read.**

Check the phone numbers, check spelling, check the smoking accommodation information, check the cut-off date for pre-registration, check the vegetarian requests, **check, check, check!!! Proof Read, Proof Read, Proof Read.**

The pre-registration flyer is a result of the coordinated efforts of the entire committee and all its subcommittees -- All subcommittees should **Proof Read.**

All artwork selected for reproduction must be accompanied by a signed artist release, prior to reproduction.

There are some musts with respect to the flyer.

Do Not use the full phrase Narcotics Anonymous on the Flyer.

Do Not use personal phone numbers on the Flyer.

Do Not use personal addresses on the Flyer.

Do Not use the Area Subcommittee Post Box on the Flyer.

Do Not use the Area Subcommittee Phonenumber on the Flyer.

Do Not use copyright material on flyers without written permission.

Do use the abbreviation NA or the NA service symbol on the flyer.

Do use the Event Committee P.O. box on the Flyer.

Do send an electronic copy to the WNIR webmaster to be included on the website.

Do use the C&E google phone number provided (206) 659-8191 for all flyers.

Do use email address provided:
Do use online registration address:

Always put a cut-off date for pre-registration on the Flyer and cut-off date for Hotel Prices.

Always put the words U.S. Funds Only on the Flyer.

Always put the following: “There are no Refunds. We do not refund paid event tickets. We do not replace lost registration packages. “We do not accept Checks at the Event”

Include the transfer policy: “Any pre-registration packet sold or given away must have confirmation of that transfer, in writing, presented to retrieve the packet.”

Always **PROOF READ** the Flyer.

SUGGESTION:

PNWCNA: 1000 FLYERS PER REGION EACH MAILING; 4 Regions, 2 Mailings one in December and one in June

Send to surrounding regions.

WE ARE CARRYING THE MESSAGE...

Our personal conduct is a direct reflection of our program in action. Our behavior affects Narcotics Anonymous as we present ourselves to the public in an attempt to carry the message of recovery to the still suffering addict.

PLEASE:

Help us maintain the condition of the convention facilities at the hotel;

Be conscious of your behavior when dealing with the facility's staff and property;

Dispose of trash and cigarettes properly;

And please, if you spill, notify a committee member or facility staff personnel.

Remember YOU may be someone's very first exposure to Narcotics Anonymous.

... OF RECOVERY!

WHY REGISTER?

The money collected from registrations helps to pay for all the hotel facilities that we use during our convention. It also defrays associated service expenses, (cleaning, technical support, etc.). This is also how we pay for all the necessary equipment, the items contained in the registration packages, and it is how the host committee gets the funds to plan and implement the convention. Expenses include: meeting spaces, telephone expenses, general supplies, and the printing of the convention programs, signs, tickets, air fare for speakers, etc.

We believe that once participants understand that it is the fees from registration that make holding this event possible and that the funds collected this weekend are used for the planning and implementation of future conventions that the question "Why Register?" will be fully answered. Welcome to PNW #

BILLETING SUBCOMMITTEE

Suggested 2 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at last year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

This subcommittee finds local members who have the room and willingness to have out of town members stay as guests in their homes.

Billet -- A short note, an order requisitioning accommodations for visitors; the quarters occupied by visitors in private houses. (Webster's Dictionary)

Frequently, this subcommittee is combined with another subcommittee (perhaps Marathon Meeting subcommittee if there is one, or Hospitalities).

Pass sign-up sheets around at local Area meetings for volunteers.

Know the type of accommodation and whether the host will be a couple, a male, or a female, whether sleeping bags are needed, etc.

Pick up your sign-up sheets.

Do not post members phone numbers or addresses at event.

All NA copyright logos shall appear only with the registered trademark symbol.

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee and to the C&E Committee within thirty days of the closing of the convention. The report to include: an overview of the convention process, lessons learned and suggestions for successors.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the

C&E Committee (i.e. scissors, pens, tapes, pads, etc)

CONVENTION INFORMATION SUBCOMMITTEE

Suggested 2 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at last year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

The Convention Information Subcommittee uses all resources available to get Convention information distributed. The CI chair should be familiar with NA Guide to Public Information and address public inquiries regarding the convention.

Coordinate with the local Chamber of Commerce to provide information regarding local attractions for out of town visitors. Have available a local map with restaurants listed. Provide information on transport to and from the airport, and have local transit schedules.

Sets policies prior to the event to address needs of newcomers attending, for the Host Committee to approve.

Do not post members phone numbers or addresses at event.

This subcommittee is responsible for obtaining the Anonymity statement, and being available for media contact. Coordinate with local Area Service chair to have literature available at the event.

This subcommittee keeps the local Helplines/Phonelines current through the Area Helpline Chair.

Inform all hospitals and institutions within the host Area of the event.

This subcommittee contacts the NA Way magazine for announcements.

Have Area Schedules available at the event, write to each area and ask them to send or to bring current schedules. Try to make all area schedules in the region available at the event.

Pass sign-up sheets around at local Area meetings for volunteers. Verify volunteer commitment two weeks prior to the event. Post the Volunteer schedule at the Convention information table; volunteers should be planning to be convention registrants.

All NA copyright logos shall appear only with the registered trademark symbol.

Flyers shall not include any member's phone number or home address.

Keep copies of letters drafted to the community to include with minutes and final report for future committees.

Prepare press release for committee approval (ask C&E Committee Liaison). Schedule Press conference with local area or regional PI chair's input.

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee and to the C&E Committee within thirty days of the closing of the convention. The report to include: an overview of the convention process, lessons learned and suggestions for successors.

Each Host Committee shall be responsible to order and purchase (or coordinate with the local Area literature committee to provide) Basic Texts, It Works How and Why, Step Writing Guides, Just For Today and Sponsorship books for sale in merchandise for their event. Also, the Host Committee shall purchase any literature for the Convention Information booth & coordinate with other committees to make one literature order.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

SAMPLE PRESS RELEASE: (Convention Information)

Conventions & Events Committee

P.O. BOX 55064

Seattle Washington 98155-0064

April 1998

FOR IMMEDIATE RELEASE:

The fellowship of Narcotics Anonymous welcomes you to join them at their 13th annual recovery event *Washington Northern Idaho Regional Convention Narcotics Anonymous* to be held in Coeur d' Alene Idaho at the Coeur d' Alene Inn from Friday April 16, 1998 to Sunday 1998. This event is a celebration of their recovery from drug addiction and an expression of their unity as a fellowship. The theme of the event is "*New Possibilities Arise.*" The message is that: "There is no model of the recovering addict. When the drugs go and the addict works the program, wonderful things happen. Lost dreams awaken and

new possibilities arise.”

The Washington Northern Idaho Region of Narcotics Anonymous invites all members of the press to attend a meeting in order to interview representatives from their organization. This meeting will be held on (Thursday or Friday one week before the event specify time and place), May 15, 1997 at 3:00 p.m. in the lobby of the _____. If you are unable to attend this meeting, but would like to tour the event itself, you are asked to check in at the Convention/Information desk located in the lobby of the Hotel. The

purpose of this request is to insure that Narcotics Anonymous is able to guarantee the anonymity of its members as described in their basic principles.

This weekend event is expected to attract more than 1,000 recovering addicts from all over the Washington Northern Idaho Region. The event will include workshops with speakers and chairpersons from throughout the region.

BRIEF HISTORICAL OVERVIEW OF NARCOTICS ANONYMOUS

Narcotics Anonymous is an international community-based organization of recovering drug addicts. Started in 1953, the NA movement is one of the world's oldest and largest of its type, with more than twenty-five thousand weekly meetings in over sixty countries, speaking approximately thirty different languages. Membership is open to any addict, regardless of the drug or drugs used. There are no social, religious, economic, racial, ethnic, national, or class restrictions. NA membership is completely voluntary; no attendance records are kept and there are no dues or fees associated with membership. Members make small anonymous contributions, but they are not mandatory. Members attend meetings regularly in their local community. The core of the Narcotics Anonymous program is based on the Twelve Steps which have been adapted from Alcoholics Anonymous. We are nonreligious yet spiritual program which encourages its members to cultivate an individual understanding, religious or not, of a higher power who can guide their recovery and their lives.

BRIEF HISTORICAL OVERVIEW OF THE *WASHINGTON NORTHERN IDAHO REGIONAL CONVENTION*

For the past twelve years *the WNIRCNA* has been held in various locations throughout the states of Washington and Idaho, in the spring. It began in 1986, as a celebration of recovery in the newly formed *Washington Northern Idaho* Region after the Pacific Northwest Region divided into three separate regions. Since 1986, *WNIRCNA* has grown, drawing support and attendance from throughout the northwest.

WNIRCNA provides an opportunity for our members around the region to come together to celebrate recovery and to strengthen unity as a fellowship. The *WNIRCNA #13* committee seeks to provide our members with this opportunity through meetings, workshops, and social activities.

Drug addiction is at epidemic levels in our region and throughout the world. The NA groups in Everett Area and all areas throughout our region invite anyone who thinks they may have a problem with drugs to see that we have found a new way of life, and that *in recovery, “new possibilities arise.”*

DECORATIONS SUBCOMMITTEE

Suggested 2 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

This committee is responsible for creating decorations tied to the theme and logo for the event dance/banquet/ballroom. Frequently, this subcommittee is combined with the Arts & Graphics subcommittee. Coordinate with the C&E Committee Liaison to get banners.

Use your imagination.

Pass sign-up sheets around at local Area meetings for volunteers. Verify volunteer commitment 2 weeks prior to the event. Post the Volunteer schedule at the Convention Information table; volunteers should be planning to be convention registrants.

All NA copyright logos shall appear only with the registered trademark symbol.

All artwork selected for reproduction must be accompanied by a signed artist release, prior to reproduction.

Flyers shall not include any member's phone number or home address.

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee and to the C&E Committee within thirty days of the closing of the convention. The report to include: an overview of the convention process, lessons learned and suggestions for successors.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

ENTERTAINMENT SUBCOMMITTEE

Suggested 5 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

This subcommittee is responsible for the selection of entertainment at the convention. The contracts are usually negotiated well in advance of the event so the subcommittee should get started right away. Keep in mind the diversity of our fellowship when selecting entertainment.

Create a budget and include projected income.

The C&E Committee liaison is responsible for signing **all** contracts, including facility or hall rentals, bands, DJs, etc. This is for liability purposes.

It takes several individuals to work each dance; pass sign-up sheets around at local Area meetings for volunteers.

Verify volunteer commitment two weeks prior to event.

Post the Volunteer schedule at the Convention information table; volunteers should be planning to be convention registrants.

Volunteers handling money should always do so with a committee member present. **Reminder: THE RECOVERY EVENT MONEY HANDLING PROCEDURE.**

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee and to the C&E Committee within thirty days of the closing of the convention. The report to include: detailed information on the funds raised and an overview of the convention process, lessons learned and suggestions for successors.

Post at all events: There are no Refunds. We do not refund paid event tickets. We do not replace lost registration packages.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

FUNDRAISING SUBCOMMITTEE

Suggested 5 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at year's minutes and reports for your respective subcommittees budgets.

Create a budget and include projected income.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

Fundraising subcommittee shall receive written permission from any other functions/conventions that it plans to carry out its fundraising. The fundraising subcommittee shall abide by any and all requirements/restrictions by other functions. Look ahead and plan – check area and region websites regularly for opportunities to fundraise and recruit people to attend.

Keep in mind our Seventh Tradition when raising funds.

The fundraising subcommittee plans activities such as dances and picnics in order to motivate the Fellowship to support and attend the convention. When planning events, review other area and regional websites to avoid conflicts with other events or service meetings. Be sure to spread fundraising throughout the region.

This subcommittee works closely with the event treasurer and should be familiar with the money handling procedures adopted by the C&E Committee. A Recovery Event Visa/Cash Policy shall be displayed at all sales locations.

Fundraising should make money not lose money. Past history tells us that the best fundraiser is the raffle. There is no cash outlay and the return is usually high. Start by raffling one full package to the event with a drawing at the next big Regional Celebration of Recovery. Keep in mind the PNWCNA is a big event and a good time to sell and draw. Also mini events are good fundraisers as well.

Recruit support from the other Areas. Each Area can hold a fundraiser with proceeds or a portion to go to the convention committee.

Insufficient exposure and communication regarding fundraising activities often results in poor turn-out at events and subsequent ill feelings toward the Convention Committee. The success of these activities is proportionate to the amount of planning and effort expended.

Past experience demonstrates that only limited edition items bring success. If the subcommittee chooses to sell merchandise as a fundraiser, remember the C&E Committee liaison is responsible for signing all contracts, including purchase orders. Make sure that all Areas within the Region have an opportunity to distribute merchandise. The Liaison can help with distribution.

WNIRCNA & PNW has a sales booth at the Clean & Free Event -- obtain permission to raise funds at other events.

All NA copyright logos shall appear only with the registered trademark symbol.

Flyers shall not include any member's phone number or home address.

It takes several individuals to work each dance; pass sign-up sheets around at local Area meetings for volunteers.

Verify volunteer commitment two weeks prior to event.

Post the Volunteer schedule at the Convention information table; volunteers should be planning to be convention registrants.

Volunteers handling money should always do so with a committee member present.

Remember: THE RECOVERY EVENT MONEY HANDLING PROCEDURE.

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee and to the C&E Committee within thirty days of the closing of the convention. The report to include: detailed information on the funds raised and an overview of the convention process, lessons learned and suggestions for successors.

Post at all events: There are no Refunds. We do not refund paid event tickets. We do not replace lost registration packages.

RAFFLES: Discussion with host committee prior to holding a raffle – i.e. determine how to account for tickets vs. monies, need to determine price per ticket, etc – prior to holding raffle.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

HOSPITALITY SUBCOMMITTEE

Suggested 2 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at year's minutes and reports for your respective subcommittees budgets.

The hospitality subcommittee serves as the convention host. The members on this subcommittee have a lot of contact with the attending members.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

Create a budget and include projected income.

Coffee prices change all the time. Coffee, if provided, is limited to the Hospitality room. The Hospitality room is used more when the only place to get free coffee is there.

This subcommittee meets incoming out-of-towners who need rides to the facility -- makes arrangements for taxis and transporters, and provides additional needs information to necessary committees, wheelchair access to facilities, sign language interpreter meetings, etc.

Frequently this subcommittee assumes the duties of the Billeting subcommittee.

This subcommittee provides a room where free snacks and/or beverages are served. The room is open 24 hours a day for the entire event. Donation Can should be set up in the Hospitality Room. There should be no gambling or sleeping in the hospitality suite. The rules should be posted in the suite.

Do not post members phone numbers or addresses at event.

Pass sign-up sheets around at local Area meetings for volunteers. Verify volunteer commitment two weeks prior to the event. Post the Volunteer schedule outside the Hospitality room; volunteers should be planning to be convention registrants.

Consider a Lost & Found department and a Message Board.

All NA copyright logos shall appear only with the registered trademark symbol.

Flyers shall not include any member's phone number or home address.

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee and to the C&E Committee within thirty days of the closing of the convention. The report to include: detailed information on the number of pieces of merchandise ordered, number sold, number remaining, and an overview of the convention process, lessons learned and suggestions for successors.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

MARATHON MEETING SUBCOMMITTEE

Suggested 2 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at last year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

Frequently, this subcommittee is combined with another subcommittee (perhaps billeting subcommittee if there is one, or Programming).

Schedule Chairpersons for the Marathon meeting (suggested 90 days minimum clean).

Pass sign-up sheets around at local Area meetings for volunteers. Verify volunteer commitment to chair two weeks prior to the event. Post the Chairperson schedule outside the meeting room; volunteers should be planning to be convention registrants.

Have a Basic Text and NA Group Readings available at the meeting room.

All NA copyright logos shall appear only with the registered trademark symbol.

Flyers shall not include any member's phone number or home address.

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee and to the C&E Committee within thirty days of the closing of the convention. The report to include: an overview of the convention process, lessons learned and suggestions for successors.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

MERCHANDISE SUBCOMMITTEE

Suggested 5 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at last year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

This subcommittee is responsible for selecting the type of merchandise to be sold, and for ensuring the fellowship funds are handled responsibly. A Recovery Event Visa/Cash Policy shall be displayed at all sales locations.

All NA copyright logos shall appear only with the registered trademark symbol.

All artwork selected for reproduction must be accompanied by a signed artist release, prior to reproduction.

This subcommittee works closely with the event treasurer and should be familiar with money handling procedures adopted by the C&E Committee.

Create a budget and include projected income.

Post at all events: There are no Refunds. We do not refund paid event tickets. We do not replace lost registration packages.

Selling prices are based on total costs including artwork, **shipping, handling**, etc. Additionally prices should reflect a 20% – 30% markup. Work closely with the event treasurer & liaison to ensure that the budget for merchandise is balanced.

The C&E Committee has discussed at length the issue of the full phrase Narcotics Anonymous on merchandise to be sold. The C&E Committee has passed a resolution that the full phrase "Narcotics Anonymous" shall not appear on merchandise to be sold at recovery events.

The C&E Committee liaison is responsible for signing **all** contracts including facility or hall rentals, bands, DJs, including merchandise purchase orders, etc.

Each Host Committee shall be responsible to order and purchase (or coordinate with the local Area literature committee to provide) Basic Texts, It Works How and Why, Step Writing Guides, Just For

Today, and Sponsorship books for sale in the merchandise room for their event. This committee shall provide a list of any literature for the merchandise room & coordinate with other committees to make one literature order.

Merchandise must perform a physical inventory upon receipt of any and all merchandise items. Provide the event treasurer a complete inventory prior to opening the merchandise room for the first time at the event. Keep an inventory sheet for sales. It makes calculations much easier in the end.

The best deal is when the terms of delivery allow for thirty days for payment.

Review Event Summaries for recent conventions & past conventions near your location to help estimate merchandise quantities.

The C&E Committee retains 10 mugs prior to any sales.

Flyers shall not include any member's phone number or home address.

The subcommittee should be conservative when ordering merchandise. The goal is to sell all merchandise.

Pass sign-up sheets around at local Area meetings for volunteers. Verify volunteer commitment two weeks prior to the event. Post the volunteer schedule at the Merchandise room; volunteers should be planning to be convention registrants. Volunteers handling money should always do so with a committee member present. **Reminder: THE RECOVERY EVENT MONEY HANDLING PROCEDURE.**

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee and to the C&E Committee within thirty days of the closing of the convention. The report to include: detailed information on the number of pieces of merchandise ordered, number sold, number remaining, and an overview of the convention process, lessons learned and suggestions for successors.

Need Accurate Onsite Order Form that includes description, price, quantity, total, and spot for their name. Must be no smaller than 4" x 6" (check with Scott) see attached example.

If pre-registration merchandise is going to be sold, please ensure that it's decided prior to the pre-reg flyer, check timeline. Coordinate with registration chair, and it's normally higher ticket items. Can use second place logo on pre-reg items.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

| | | | | | | |
|--|--|--|--|--|--|--|
| | | | | | | |
|--|--|--|--|--|--|--|

RECOVERY EVENT _____

MERCHANDISE CHAIRPERSON _____

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

RECOVERY EVENT _____

MERCHANDISE CHAIRPERSON _____

**RECOVERY EVENT
MERCHANDISE ORDER FORM**

| QUANTITY | ITEM | COLOR | SIZE | PRICE | TOTAL |
|----------|-----------------|-------|------|-------|-------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | MERCH. TOTAL | | | | |

PAYMENT CASH _____ CHECK _____ CHARGE _____

| | |
|-----------------------|--|
| ORDER TAKEN/FILLED BY | |
| MONEY RECEIVED | |

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
| | | | | | |

PROGRAMMING SUBCOMMITTEE

Suggested 5 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at last year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

All NA copyright logos shall appear only with the registered trademark symbol.

All artwork selected for reproduction must be accompanied by a signed artist release, prior to reproduction.

The Program subcommittee is responsible for selecting of topics, chairpersons, and time of all meetings held at the convention, this may include marathon meetings if it is not a separate committee.

The proposal for workshop topics and scheduling is voted on by the HC.

This subcommittee will schedule all workshops and prepare the written program. Keep in mind the need for a balance of workshops for newcomers, service minded persons and spiritual discussions. Workshops are held to satisfy the needs of our fellowship.

It is important to schedule similar workshops consecutively rather than in the same time slot. This allows interested members to attend an entire series of related workshops rather than having to select between two or more.

Have available a full set of NA Group readings for each workshop room. Make sure they are accounted for after each workshop.

Coordinate with the CI Chair -- have at least one Basic Text and one It Works How & Why for the newcomers at countdown.

Coordinate with CI and/or Registration to set up a place for speakers to check in when they arrive; this helps in the event of cancellations. Be prepared for no-shows and have a plan for filling these vacancies.

All speaker choices must be approved by both the RSC and the C&E Committee.

See Speaker Selection Approval Form.

Speakers are not contacted until approval by RSC and C&E Committee is complete. Use Speaker approval and Speaker confirmation forms. Be prepared for no-shows.

American Sign Language Interpreters have been used at several events. The host committee as a whole determines whether they will be used, it is strongly urged to have interpreters at Saturday night and Sunday morning meetings. Include expenses for special needs in your budget.

Keep in mind that part of your budget may include sound system rental. This expense may be shared with entertainment.

Speaker tapes are passed on from one committee to the next get in touch with the last Programming Subcommittee Chair. The Program committee can solicit tapes from the fellowship on the Pre-Logo Flyer.

Arrange for taping of workshops. Frequently, the taping companies will send the subcommittee tapes for speaker selection.

The following guidelines should be followed for all speakers:

Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend NA meetings on a regular basis to help themselves in their recovery. The best speakers seem to be those who address recovery as if their lives, as well as the audience's, depend on it.

Speakers should be provided with at least six months notice so as to allow their schedules to be made. Speakers may also be chosen based on previous speaking engagements at conventions.

There is a five year minimum clean time requirement for main speakers and a two year requirement for workshop speakers, and 6 months clean to chair meetings.

Pass sign-up sheets around at local Area meetings for volunteers or recommended workshop speakers. Send volunteer/nomination request forms with RCM to the Regional Subcommittee Meeting.

Flyers shall not include any member's phone number or home address.

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee and to the C&E Committee within thirty days of the closing of the convention. The report to include: a program or, a list of main speakers, workshop speakers, topics, and an overview of the convention process, lessons learned and suggestions for

successors.

Gather all supplies and merchandise before final Host Committee meeting and turnover to the C&E Committee (i.e. scissors, pens, tapes, pads, etc)

MEETING FORMAT & ANONYMITY STATEMENT

Good Evening/Morning/Afternoon and Welcome to the ____ Annual convention. My name is _____, and I am an addict. May we please pause now for a moment of silence to reflect on why we are here, followed by the Serenity Prayer for those who care to join.

Anonymity Statement:

The fellowship of Narcotics Anonymous is based on spiritual principles, one of which is the concept of personal anonymity at the level of press radio and films. This tradition ensures that one member's personal opinions, identity and circumstances are never held in higher esteem than the program as a whole.

We ask your help in maintaining our tradition of personal anonymity by not identifying our members by name or in full face photos as "Members of Narcotics Anonymous."

If you desire further information about our fellowship, please contact our Convention Information Chair, _____ at the Convention Information table.

I have asked _____ to please read:

- _____ Who Is An Addict?
- _____ What Is the NA Program?
- _____ Why Are We Here?
- _____ How It Works;
- _____ Just for Today;
- _____ The Twelve Traditions.

SPEAKER SELECTION APPROVAL FORM

MAIN SPEAKERS

It is the opinion of the committee that the speakers meet the guidelines for speaker selection attached.

- 1) For Friday Night --- Speaker Name _____
Home City & State _____,
Years/Recovery _____

The program Committee has heard this individual speak Yes No
The speaker was recommended by _____

- 2) For Saturday Night --- Speaker Name _____
Home City & State _____
Years/Recovery _____

The program Committee has heard this individual speak Yes No
The speaker was recommended by _____

- 3) For Sunday Night --- Speaker Name _____
Home City & State _____
Years/Recovery _____

The program Committee has heard this individual speak Yes No
The speaker was recommended by _____

The following guidelines should be followed for all speakers:

Potential speakers and program participants are people who base their recovery on powerlessness over addiction, identify themselves as addicts, and attend NA meetings on a regular basis to help themselves in their recovery. The best speakers seem to be those who address recovery as if their lives, as well as the audience's, depend on it. (*excerpt from World Convention Guidelines 1988*).

Speakers should be provided with at least six months notice so as to allow their schedules to be made. Speakers may also be chosen based on previous speaking engagements at conventions. There is a five year minimum clean time requirement for main speakers and a one year requirement for workshop speakers.

Approval:

_____, RSC Chair
_____, RSC Vice-Chair
_____, RD

**SPEAKER SELECTION APPROVAL FORM
WORKSHOP SPEAKERS**

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

Speaker Name _____ Area from _____ # Years Recovery _____

The program Committee has heard these individuals speak Yes No

It is the opinion of the committee that the speaker meets the guidelines for speaker selection.

DRAFT PROGRAM ATTACHED.

Approval:

_____, RSC Chair
_____, RSC Vice-Chair
_____, RD

REGISTRATION SUBCOMMITTEE

Suggested 5 years clean time

All subcommittees should remain ever mindful of the Timeline and check past subcommittee minutes for more specific guidance.

Each subcommittee is required to hold monthly meetings, keep minutes of meetings, and to submit a monthly report to the host committee.

All subcommittees are responsible for preparing annual budgets, look carefully at last year's minutes and reports for your respective subcommittees budgets.

The key to success is forming a strong dedicated committee. This is accomplished by actively recruiting committee members and by holding regularly scheduled meetings that are announced at local NA meetings.

All NA copyright logos shall appear only with the registered trademark symbol.

The Registration Subcommittee is one of the busiest parts of the convention. Work closely with Arts & Graphics Subcommittee to ensure the flyer is produced within timeline.

Keep accurate records of pre-registrants for next year's committee. Make sure the newcomer packages are separate from the registrations to be sold at the event.

To coordinate the purchase of any pre-registration merchandise with Event Treasurer and Merchandise Chair, be sure to include a picture of the item and logo on pre-reg flyer and online registration.

Creating pre-registration flyer – be sure to include please fill out form completely. Email, phone number and complete address.

Order form for registration (copy from merchandise)

Select the merchandise for the registration packet. The C&E Committee liaison is responsible for signing **all** contracts, including facility or hall rentals, bands, DJs, including merchandise purchase orders, etc. This is for liability purposes.

Keep track of ticket numbers. Write down beginning number of ticket rolls to verify sales at close. Establish safeguards for accurate counts of registration numbers.

Listing the meal menu at the registration table may assist in sales of meal tickets. Works with Liaison to get the meal pricing to include on registration flyer.

This subcommittee works closely with the event treasurer and the C&E Liaison and should be familiar with the money handling procedures adopted by the C&E Committee.

Post at all events: There are no Refunds We do not refund paid event tickets. We do not replace lost registration packages.

A Recovery Event Debit/Cash Policy shall be displayed at all locations where checks are taken – C&E Treasurer will post at all sales points.

Transfer policy: Any pre-registration packet sold or given away must have confirmation of that transfer, in writing, presented to retrieve the packet. The host committee should state the transfer policy (similar to the refund) on the registration confirmation letter / registration flyer (see page 71 Recovery Event Host Committee Guide).

Registration badges should not be used to identify event sales. Tickets are more easily given away or sold.

Create Budget and include projected income. (See Budget Template)

Ensure that the facility information and map are not on the tear-off portion to the registration form. Cut-off dates for pre-registration should be not less than two (2) weeks before the event.

Flyers shall not include any member's phone number or home address.

Pass sign-up sheets around at local Area meetings for volunteers.

Coordinate with Liaison to get registration information to the C&E Website coordinator to post for online registration.

Mail-in registrations flow through the Treasurer first, then receipts and registration forms are given to the registration chair for tracking, and create a registration spreadsheet for accountability. Event Treasurer and Registration chair should compare and reconcile their separate tracking sheets on a frequent basis, to ensure accuracy.

All mail-in registrations should have a confirmation letter sent to each registrant.

Verify volunteer commitment two weeks prior to event. Post the volunteer schedule at the Merchandise room; volunteers should be planning to be convention registrants.

Volunteers handling money should always do so with a committee member present. **Remember: THE RECOVERY EVENT MONEY HANDLING PROCEDURE.**

Keep a detailed ledger of all subcommittee expenses and any generated income. This must include all receipts for any expenses incurred; all receipts are turned over to the Treasurer. The ledger must be available at all times and is to be turned in with the subcommittee's final report.

Prepare and submit a final report to the Host Committee and to the C&E Committee within thirty days of the closing of the convention. The report to include: detailed information on the number of meals served,

the number of meals guaranteed, the number of hotel rooms booked for each night and an overview of the convention process, lessons learned and suggestions for successors.

The Committee is the key in distributing flyers to the Areas and surrounding Regions. Use Regional Delegate Team for distribution to WSC, Zonal Forum, and other regions. Use the liaison for distribution. Work closely with liaison, coordinate so as not to duplicate. The C&E Committee Liaison has a duty to ensure Flyer distribution, and will assist.

Have a box of pre-registration flyers available at every host committee meeting for distribution. Solicit host committee members pre-registrations as soon as possible. All Host Committee members must be registered to support their event, (i.e. basic registration packets). Encouraged to register for as much as the convention as possible.

All excess registration packets or registration merchandise not sold at events is to be turned over to the C&E Committee at the end of the event for fundraising efforts at future events.

VENDOR BID LETTER
(Sample)

FSA

P.O. BOX 55064

Seattle Washington 98155-0064

(206) 382-0534 ext.2

Date

Name of Business (VENDOR)

Anystreet

Anytown, ST 99999

You have been selected by our committee to submit a bid for goods or services for the upcoming Washington Northern Idaho Regional Convention. As the directors of this organization we would like you to understand our process to eliminate any possible confusion and misunderstandings.

At this point, we are shopping for the best service and prices from a number of vendors, including yours. You and your company have been selected based on the preliminary examination of our needs. We would like to hear what your company has to offer us. The submission of the bid in no way guarantees that your company will be selected to provide these goods and services. This is a request for a bid offer only. To be considered, a bid must be submitted by _____. After all bids are received from the vendors, we will select the company that best suits our needs.

After the selection process is complete you will be notified in writing of our acceptance or rejection of your offer. Until you have received written notification, the bid process will remain open. You may elect not to participate in this process. If that is your decision we would appreciate knowing as soon as possible.

Attached is a list of the items we are interested in.
(include # of shirts etc. and # of colors to be printed)

Sincerely,

_____, FSA Director

VENDOR ACCEPTANCE LETTER
(Sample)

FSA

P.O. BOX 55064

Seattle Washington 98155-0064

(206) 382-0534 ext.2

Date

Name of Business (VENDOR)

Anystreet

Anytown, ST 99999

Congratulations! You have been selected by our committee to provide goods and services. After careful consideration of the bids submitted we chose your company to purchase our merchandise items.

_____, the Committee Merchandise Chair will be in contact with you to work out the details.

We are looking forward to doing business with your company.

Sincerely,

_____, FSA Director

_____, Merchandise committee chair

VENDOR BINDER
(Sample Vendor Binder Letter)

FSA

P.O. BOX 55064

Seattle Washington 98155-0064

(206) 382-0534 ext.2

Date

Name of Business

Anystreet

Anytown, ST 99999

RE: Binder to our agreement

Dear Mr./Ms. Doe:

The follow assurances are required for the C&E Committee to conduct business with your company:

- 1) A proof of the printed merchandise must be presented prior to payment of any deposits.
- 2) The C&E Committee's representative must sign approval of proof before production of printed merchandise is authorized.

Please indicate your acceptance of these terms by initialing each of the above numbered paragraphs and return this letter to the undersigned within 10 days of the date indicated on the letter. Please keep a copy of this letter for your records.

Thank you for your anticipated cooperation in this matter.

Sincerely,

Name/C&E Committee member

OUTSIDE VENDOR CONTRACT

This agreement is entered into on _____ day of _____, _____ between the FSA, whose address is PO Box 55064, Seattle WA., 98155-0064 and _____ (hereafter referred to as the Vendor), whose address is: _____ Whereas, the FSA is conducting an event known as _____ on _____ at _____ (hereafter referred to as the Event).

1. Time and place of delivery: Delivery of the personal services called for in this agreement will be at the event location specified above. The time and duration of the services shall be:
2. Services to be provided: Vendor shall sell only pre-approved merchandise consisting of as per the time and duration specified in paragraph (1).
3. Payment: Vendor shall receive compensation only by sales of specified merchandise at the event. Said Vendor shall pay to the HC a fee of \$ _____ prior to any sales at the event. The Vendor shall receive an approval permit prior to the event and shall display the permit at the sales location at all times.
4. Conditions on Privacy: The Event that the FSA is sponsoring is considered a "private party" and, as such, the FSA is not engaged in any publicity of the Event outside direct contact with the members of the NA fellowship. The FSA desires that no publicity of the Event be made privately or publicly by anyone associated with the Event. In recognition of the desires of the FSA, Vendor agrees not to advertise or to publicize this engagement in any manner.
5. Requirement for drug free employment: The membership of the association of individuals for which the FSA is conducting this Event has as its primary purpose the maintenance of a lifestyle that is abstinent from "all drugs that are considered mind or mood altering, including alcohol" (hereafter referred to as Drugs). Because participants of this Event are all members, and it is in furtherance of their goals, it is the expectation of the members and therefore the FSA that all persons associated with the Event also be abstinent from all Drugs while attending or vending at this Event. It is further understood and agreed that the Vendor and their agents and guests will not arrive at the Event while in a condition considered by the FSA to be "under the influence", further that the Vendor and their agents and guests will not bring onto the property where the Event is to be held, any Drugs during the engagement. This measure is included in this agreement to affirm the FSA's philosophy regarding the use of such substances and as protection of the FSA and its members and guests.
6. Unsold items, specially designed or created for sale at this event, that bear the event logo or name become the property of the FSA. No items bearing the logo of the event shall be sold by the Vendor after the close of the event except by specific written permission of the FSA.
7. Default: If either party is in default of any portion of this agreement, the non-defaulting party shall provide written notice of default to the defaulting party setting forth with particularity the nature and extent of the default. The defaulting party shall then have a period of fifteen (15) days to cure the default completely. If the default is not completely cured within said fifteen (15) day period, then at the option of the non-defaulting party, the Agreement shall be terminated, and all licenses, obligations and rights granted hereunder shall be terminated, except outstanding obligations of accounting and payment. The non-defaulting party shall maintain all other rights at law and in equity it may have.

8. The Vendor agrees that neither the company, its owners, nor its employees shall bring any claims of any kind against any persons or associations affiliated with the _____ event, including: The Committee, The Fellowship Services Association, The Regional Service Committee, Narcotics Anonymous (or any of their members), The Facility and its employees, as a result of any injuries, expenses, losses, or damages that the Vendor may suffer in any way related to this contract, whether such claims are known or unknown, or arise in the future.

9. Attorneys fees and Jurisdiction: In the event that any dispute arises between the FSA and Vendor, the prevailing party shall be entitled to recover reasonable attorney's fees as an additional element of cost. Any dispute shall be settled by the Thurston, Pierce, or King County Dispute Resolution Centers in Washington State.

10. Additional Requirement: The following space shall be used to incorporate additional requirements or agreements known at the time of the signing of the agreement:

Accepted and agreed to:

Vendor

Date:

FSA Director (Liaison)

Date:

FSA – CONVENTION & EVENTS COMMITTEE
FUNDING REQUEST OR BUDGET REQUEST

DATE: _____ SUBMITTED BY: _____

PAYABLE TO: _____ AS: _____

REQUEST IS FOR: FUNDING _____ ADVANCE _____ REIMBURSEMENT _____

DESCRIPTION OF REQUEST:

Travel / Gas \$ _____

Hotel Expense \$ _____

Copying \$ _____

Postage \$ _____

Phone Calls \$ _____

Other _____ \$ _____

ATTACH RECEIPTS FOR RFIMBURSEMENTS TOTAL \$ _____

APPROVED: YES _____ NO _____ MOTION # _____ TREASURER INITIALS _____ CHECK # _____

FSA – CONVENTION & EVENTS COMMITTEE
FUNDING REQUEST OR BUDGET REQUEST

DATE: _____ SUBMITTED BY: _____

PAYABLE TO: _____ AS: _____

REQUEST IS FOR: FUNDING _____ ADVANCE _____ REIMBURSEMENT _____

DESCRIPTION OF REQUEST:

Travel / Gas \$ _____

Hotel Expense \$ _____

Copying \$ _____

Postage \$ _____

Phone Calls \$ _____

Other _____ \$ _____

ATTACH RECEIPTS FOR RFIMBURSEMENTS TOTAL \$ _____

EVENT SUMMARY SHEET

NAME OF EVENT _____
 LOCATION OF EVENT _____
 DATE OF EVENT _____
 DATE OF SUMMARY _____
 TOTAL NEW COMER DONATIONS _____
 EVENT THEME _____

| PRICE | PRE-CO NV | AT |
|---------|--------------|-------|
| FRI DAN | _____ | _____ |
| SAT DAN | — | - |
| SAT DIN | — | - |
| SUN BRE | — | - |
| CUPS | — | - |
| | — | - |
| | — | - |

| | T-SHRTS | | TOTAL REGIST. AT EVENT | |
|--------------------------------|---------|-------|-----------------------------|-------|
| | SWT/SH | | | |
| TOTAL PRE-REGISTRATIONS | _____ | _____ | | - |
| NUMBER DINNERS GUARANTEED | _____ | _____ | NUMBER OF DINNERS SOLD | _____ |
| NUMBER OF BREAKFAST GUARANTEED | _____ | _____ | NUMBER OF BREAKFASTS SOLD | - |
| FRIDAY DANCE TICKETS SOLD | _____ | _____ | SATURDAY DANCE TICKETS SOLD | - |
| NUMBER OF T-SHIRTS ORDERED | _____ | _____ | NUMBER OF T-SHIRTS SOLD | - |
| NUMBER OF SWEATSHIRTS ORDERED | _____ | _____ | NUMBER OF SWEATSHIRTS SOLD | - |
| NUMBER OF CUPS ORDERED | _____ | _____ | NUMBER OF CUPS SOLD | - |
| NUMBER OF _____ ORDERED | _____ | _____ | NUMBER OF _____ SOLD | - |
| NUMBER OF _____ ORDERED | _____ | _____ | NUMBER OF _____ SOLD | - |
| NUMBER OF _____ ORDERED | _____ | _____ | NUMBER OF _____ SOLD | - |
| NUMBER OF _____ ORDERED | _____ | _____ | NUMBER OF _____ SOLD | - |

FINANCIAL ITEMS:

| COMMITTEE | BUDGET EXPEN | ACTUA L EXPEN | PROJ INCOME | ACTUAL INCOME | \$ | NET |
|-----------------|-----------------|---------------------|----------------|------------------|-------|-------|
| ADMIN | _____ | _____ | _____ | _____ | _____ | _____ |
| ARTS & GRAPHICS | - | _____ | _____ | _____ | - | _____ |
| | _____ | _____ | _____ | _____ | _____ | _____ |

| | | | | | |
|---------------|---|---|---|---|---|
| CONV INFO | - | - | - | - | - |
| ENTERTAINMENT | - | - | - | - | - |
| FUNDRAISING | - | - | - | - | - |
| HOTEL CHARGES | - | - | - | - | - |
| HOSPITALITY | - | - | - | - | - |
| MERCHANDISING | - | - | - | - | - |
| PROGRAMMING | - | - | - | - | - |
| REGISTRATION | - | - | - | - | - |

CONVENTION TOTALS:

| | |
|----------------------|-------|
| TOTAL COSTS | _____ |
| TOTAL INCOME | _____ |
| NET EXCESS / LOSS | _____ |

CHECKLIST: AFTER THE EVENT THE FOLLOWING SHALL BE GIVEN TO THE C&E COMMITTEE

- Checkbook and Check Register Upon Completion of Audit
- Computer Disk of Financial Details
- CD of Quicken
- Complete Set of Minutes
- Final Written Report

Treasury Pick-Up Log

Sales Point: _____

| Pick Up # | Date | Time | Cash | Checks | Visa | Total | Z Tape |
|-----------|------|------|------|--------|------|-------|--------|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

Personal Service Agreement

This agreement is entered into on _____ day of _____, 19 _____ between the Fellowship Services Association, (hereafter referred to as the FSA) whose address is PO Box 55064, Seattle WA., 98155-0064 and

_____ (hereafter referred to as Performer), whose address is:

_____ Whereas, the FSA is

conducting an event known as _____ on _____ at (hereafter referred to as the Event).

1. Time and place of delivery: Delivery of the personal services called for in this agreement will be at the event location specified above. The time and duration of the services shall be:
2. Services to be provided: Performer shall provide entertainment consisting of _____ as per the time and duration specified in paragraph (1). Performer shall provide and pay for professional sound and lighting systems and operators for systems as appropriate.
3. Payment: Performer shall be paid the full fee of _____ following the first set, during the first break. This amount will constitute full payment of services to be provided.
4. Union considerations: If Performer is a member of any guild and is required by virtue of that membership to participate in a work action that affects or prohibits their ability to perform their services at the time and place of the Event; Performer shall immediately notify the FSA. If the facility for the event requires payment of fees or dues or membership fees or dues in order for Performer to provide services at this Event, the payment of such fees or dues shall be the responsibility of Performer. If there is a stop work action (a strike or lock out) that prohibits Performer from entering the facility and providing services, or if Performer voluntarily elects to honor such stop work action of others associated with the facility or work community and therefore fails to deliver services for which this agreement is written, Performer shall immediately notify the FSA.
5. Conditions on Privacy: The Event that the FSA is sponsoring is considered a "private party" and, as such, the FSA is not engaged in any publicity of the Event outside direct contact with the members of the NA fellowship. The FSA desires that no publicity of the Event be made privately or publicly by anyone associated with the Event. In recognition of the desires of the FSA, Performer agrees not to publicize this engagement in any manner, specifically to avoid listing this engagement in news releases or posted notices of "dates" where Performer will appear and avoid reference to this engagement at other events Performer appears at that are prior to this Event.
6. Requirement for drug free employment: The membership of the association of individuals for which the FSA conducting this Event has as its primary purpose the maintenance of a lifestyle that is abstinent from "all drugs that are considered mind or mood altering, including alcohol" (hereafter referred to as Drugs). Because participants of this Event are all members, and it is in furtherance of their goals, it is the expectation of the members and therefore the FSA that all persons associated with the Event also be abstinent from all Drugs while attending or performing at this Event. It is further understood and agreed that Performer and their agents and guests will not arrive at the Event while in a condition considered by the FSA to be "under the influence", further that Performer and their agents and guests will not bring onto

the property where the Event is to be held, any Drugs during the engagement. This measure is included in this agreement to affirm the FSA's philosophy regarding the use of such substances and as protection of the FSA and its members and guests.

7. Prohibition against photography and video recording: Personal anonymity is an element of the basic participation philosophy for the association of individuals for whom this Event is intended. Accordingly, the FSA desires that no video photography or film photography be permitted, except by specified written permission of the FSA. As a protection for the members of the association, Performer and their agents and guests are not authorized to photograph by film or video the Event or members attending the Event.
8. Default: If either party is in default of any portion of this agreement, the non-defaulting party shall provide written notice of default to the defaulting party setting forth with particularity the nature and extent of the default. The defaulting party shall then have a period of fifteen (15) days to cure the default completely. If the default is not completely cured within said fifteen (15) day period, then at the option of the non-defaulting party, the Agreement shall be terminated, and all licenses, obligations and rights granted hereunder shall be terminated, except outstanding obligations of accounting and payment. The non-defaulting party shall maintain all other rights at law and in equity it may have.
9. Attorneys fees and Jurisdiction: In the event that any dispute arises between the FSA and Performer, the prevailing party shall be entitled to recover reasonable attorneys fees as an additional element of cost. Any dispute shall be settled by the Thurston, Pierce, or King County Dispute Resolution Center in Washington State.
10. Additional Requirement: The following space shall be used to incorporate additional requirements or agreements known at the time of the signing of the agreement: _____

Accepted and agreed to:

FSA Director: _____

Performer: _____

Date: _____

Date: _____

TAPING COMPANY AGREEMENT

This agreement is entered into on _____ day of _____, _____ between the Regional Conventions Association, (hereafter referred to as the FSA) whose address is PO Box 55064, Seattle WA., 98155-0064 and _____ (hereafter referred to as the Recordingtaping company), whose address is: _____Whereas, the FSA is conducting an event known as _____ on _____ at _____ (hereafter referred to as the Event).

1. Time and place of delivery: Delivery of the personal services called for in this agreement will be at the event location specified above. The time and duration of the services shall be:
2. Services to be provided: Taping company shall provide services consisting of _____ as per the time and duration specified in paragraph (1). Taping company shall provide and pay for professional sound & recording systems and operators for systems as appropriate.
3. Payment: Taping company shall receive compensation only by sales at the event or by catalog. This amount will constitute full payment of services to be provided.
4. Requirement for drug free employment: The membership of the association of individuals for which the FSA is conducting this Event has as its primary purpose the maintenance of a lifestyle that is abstinent from "all drugs that are considered mind or mood altering, including alcohol" (hereafter referred to as Drugs). Because participants of this Event are all members, and it is in furtherance of their goals, it is the expectation of the members and therefore the FSA, that all persons associated with the Event also be abstinent from all Drugs while attending or performing at this Event. It is further understood and agreed that the taping company and their agents and guests will not arrive at the Event while in a condition considered by the FSA to be "under the influence", further that taping company and their agents and guests will not bring onto the property where the Event is to be held, any Drugs during the engagement. This measure is included in this agreement to affirm the FSA's philosophy regarding the use of such substances and as protection of the FSA and its members and guests.
5. Default: If either party is in default of any portion of this agreement, the non-defaulting party shall provide written notice of default to the defaulting party setting forth with particularity the nature and extent of the default. The defaulting party shall then have a period of fifteen (15) days to cure the default completely. If the default is not completely cured within said fifteen (15) day period, then at the option of the non-defaulting party, the Agreement shall be terminated, and all licenses, obligations and rights granted hereunder shall be terminated, except outstanding obligations of accounting and payment. The non-defaulting party shall maintain all other rights at law and in equity it may have.
6. Attorneys fees and Jurisdiction: In the event that any dispute arises between the FSA and Performer, the prevailing party shall be entitled to recover reasonable attorneys fees as an additional element of cost. Any dispute shall be settled by the Thurston, Pierce, or King County Dispute Resolution Center in Washington State.
7. The taping company agrees that the tapes shall be available for sale at Narcotics Anonymous events only, through a catalog listing Narcotics Anonymous Speakers only, or by mail order request.
8. Additional Requirement: The following space shall be used to incorporate additional requirements or agreements known at the time of the signing of the agreement:

Accepted and agreed to:

FSA Director
Date: _____

Performer:
Date: _____

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |

| | | | |
|--------------|--|--|--|
| Column Total | | | |
|--------------|--|--|--|

| | | | |
|--------------|--|--|--|
| Column Total | | | |
|--------------|--|--|--|

| | | | |
|----------------------------|-------|--------|------|
| Page Total Both Columns | Years | Months | Days |
|----------------------------|-------|--------|------|

**W.N.I.R. AREA HELPLINE NUMBERS
AREA MAILING ADDRESSES**

| | |
|---|----------------------------------|
| Blue Mountain P.O. Box 1011, Walla Walla, WA 99362 | (800) 766-3742 |
| Central Washington P.O. Box 34, Ellensburg, WA 98926 | (877) 664-0398 |
| Everett P.O. Box 5393, Everett, WA 98206 | (425) 609-6170 |
| Grays Harbor Area P.O. Box 374, Hoquiam, WA 98550-0374 | (360) 249-1008 |
| Greater Cascade Loop P.O. Box 3580, Omak, WA 98841 | (509) 826-6371 |
| Lower Columbia P.O. Box 2095, Longview, WA 98632 | (360) 703-0120 |
| N.E. Washington P.O. Box 945 Spokane, WA 99210 | (509) 325-5045 |
| North Idaho P.O. Box 414, Hayden, ID 83835 | (888) 624-3577 |
| North Olympic Peninsula P.O. Box 512, Port Angeles, WA 98362 | (360) 477-9367 |
| North Puget Sound P.O. Box 2327, Mt. Vernon, WA 98273 | (877) 789-0819 |
| Northwest Washington P.O. Box 28341, Bellingham, WA 98229 | (360) 647-3234 (800) 805-3079 |
| Pierce County P.O. Box 706, Tacoma, WA 98401 | (253) 531-8792 |
| Seattle P.O. Box 70404, Seattle, WA 98127 | (206) 790-8888 |
| South King County P.O. Box 1034, Kent, WA 98035 | (253) 872-3494 |
| South Puget Sound Area P.O. Box 2133, Olympia, WA 98507 | (360) 754-4433 |

W.N.I.R. AREA HELPLINE NUMBERS
AREA MAILING ADDRESSES (continued)

Southwest Washington (360) 703-0990
P.O. Box 2782, Vancouver, WA 98668-2782

The Lewis County Area (866) 922-8800
P.O. Box 852 Centralia, WA 98531

Tri-Cities (800) 726-8314
PO Box 3925, Pasco, WA 99302
Hermiston, OR (541) 546-2193

West Puget Sound (877) 861-6156
P.O. Box 1401, Port Orchard, WA 98366

Regional Event Information (206) 382-0534

WASHINGTON NORTHERN IDAHO REGION
PO BOX 31227
SEATTLE, WA 98103-1227

BRITISH COLUMBIA REGION
P.O. BOX 1695 STATION A
VANCOUVER, BC CANADA V6C 2P7

PACIFIC CASCADE REGION
P.O. BOX 7502
EUGENE, OR 97401

SOUTHERN IDAHO REGION
P.O. BOX 434
TWIN FALLS, ID 83303-0434

NAWS
PO BOX 9999
VAN NUYS, CA 91409(818) 773-9999

**PACIFIC NORTHWEST CONVENTION OF
NARCOTICS ANONYMOUS
GUIDELINES**

Article I PURPOSE

- A. The purpose of the guidelines for the Pacific Northwest convention is to define the Pacific Northwest Convention, the Board of Representatives, the convention proposal procedures, financial accountability and reporting formats.
- B. The Pacific Northwest Convention of Narcotics Anonymous (PNWCNA) shall be held once a year, in October, as a celebration of recovery in the Pacific Northwest.
- C. The PNWCNA shall be held within the geographic boundaries of Oregon, Washington, Idaho, USA and British Columbia, Canada.
- D. The PNWCNA shall rotate between the regions, which are located within the geographical boundaries of Oregon, Washington, and Idaho USA, and British Columbia Canada.

Current Rotation:

| | |
|----------------------------------|------|
| Pacific Cascade Region | 2018 |
| Southern Idaho Region | 2019 |
| British Columbia Region | 2020 |
| Washington Northern Idaho Region | 2021 |
| | |
| Pacific Cascade Region | 2022 |
| Southern Idaho Region | 2023 |
| British Columbia Region | 2024 |
| Washington Northern Idaho Region | 2025 |
| | |
| Pacific Cascade Region | 2026 |
| Southern Idaho Region | 2027 |
| British Columbia Region | 2028 |
| Washington Northern Idaho Region | 2029 |
| | |
| Pacific Cascade Region | 2030 |
| Southern Idaho Region | 2031 |
| British Columbia Region | 2032 |
| Washington Northern Idaho Region | 2033 |

Any newly formed region, within the above boundaries, wishing to join the rotation shall send representation to the Board of Representatives Meeting. The new region will join the rotation after one complete rotation cycle.

- A. In the event that the rotation above in article I (d) cannot be maintained the opportunity to host the convention shall fall to the next region in the rotation.

Article II BOARD OF REPRESENTATIVES

A. PNWCNA BOARD RESPONSIBILITIES

1. The purpose of the Board of Representatives for the PNWCNA is to provide continuity for PNWCNA. It is not a deliberative body.
2. The Board of Representatives for the PNWCNA shall be composed of two members from each of the regions, present or future, formed within the borders of the states of Washington, Oregon, and Idaho, USA and the province of British Columbia, Canada duly elected by their respective RSC's.
3. The Board of PNWCNA shall meet once a year during the annual PNWCNA. The current convention committee will provide for the meeting space for the Board meeting to be held at noon on Saturday. The time and place of the meeting location shall be included on the convention program.
4. The Board of PNWCNA will appoint, every two years, a Board Document Secretary whose responsibilities will be maintaining and distributing Board documents, i.e., Guidelines, Checklists, summary sheet. This position will not be held for more than two consecutive terms.
5. Each regionally authorized board member in attendance shall have a vote in all matters of the Board.

B. INDIVIDUAL PNWCNA BOARD REPRESENTATIVE RESPONSIBILITIES

1. A member of the Board of Representatives from each region shall be custodian of the PNWCNA archives for that region. The archives could include, but are not limited to: minutes, program, registration package, sample merchandise, etc.

2. The Board Representative of the hosting region shall provide a facilitator (including an agenda) and a recording secretary for the annual meeting of the Board of Representatives of the PNWCNA.
3. The Board Representative of the hosting region shall be responsible for distribution of the PNWCNA Board Meeting record, including a current PNWCNA Board Representative mailing list.
4. The Board Representatives will maintain the PNWCNA Board documents and records for their region. This will include bringing all current documents of the Board to the Board meetings, i.e., PNWCNA Guidelines, past meeting records, current motions.
5. The Board Representative of the future hosting region will provide the Treasurer of the current convention an address for distribution of the seed money.
6. The Board Representatives of each participating region will provide the Treasurer of the current convention an address for distribution of the proceeds from the current convention.

Article III CONVENTION PROPOSALS

- A. A written proposal to host the PNWCNA, supported in writing by the hosting committee's Regional Service Committee, shall be submitted to the Board of Representatives by noon Saturday on the PNWCNA weekend, two years in advance of the proposed convention.
- B. Each RSC presenting a proposal agrees to abide by the PNWCNA Guidelines.
- C. It is suggested that the proposal presented by those seeking to host the PNWCNA consist of a flyer which will include:
 1. Supporting Region;
 2. Date of the PNWCNA;
 3. Name and address of hotel and/or related facility;
 4. Room prices;
 5. Approximate full package price;
 6. General description of what the full package includes;
 7. Contact address; and,
 8. Optional – Local Amenities

Article IV FUNDS

- A. The current convention committee shall provide \$500.00 US to the host region 3 years out, and an additional \$500.00 to the host region the year they provide the proposal. These funds will be given to the proposing region's PNW Board Representative at the PNW Board Meeting on the Saturday of the convention.
- B. The current convention committee shall provide \$4500.00 (US) seed money to the committee of the following year within sixty (60) days of the convention. These funds will be mailed directly to the following year hosting region's PNW Board Rep by certified delivery.
- C. The hosting region shall be responsible for any losses incurred by the PNWCNA.
- D. Any excess proceeds from the convention, after the seed money is allocated, shall be divided as follows. 25% sent to NAWS with the remaining 75% will be divided equally among those Regions included in the rotation cycle.
- E. A summary report shall accompany each check and shall be available to the Fellowship. These reports shall include the attached summary sheet, registration flyer, and the program.

Article V MERCHANDISE

At the close of merchandise sales for the convention, the excess merchandise will be counted, and priced at cost. 50% of the cost will be transferred to the next convention in US dollars. The merchandise itself, will stay with the hosting region.

Article VI HOST COMMITTEE

- A. Each host committee shall provide a complete registration flyer for the PNWCNA, one year in advance, to be available at the current convention.
- B. The PNW Convention banners will be no larger than 8 ft (2.44m) by 11 ft (3.35m). A digital image of the current convention's banner will be provided to each region at the board meeting during the convention.
- C. The current hosting regional committee will be responsible for the storage and handling of their regional banners. Any host committee can request the banners from each region, within 6 months of their convention, for display at their convention, but must be done so at their expense. Part of that expense is the return of the banners to each region, within 6 months of the close of their convention.

- D. A full set of minutes and reports from the current convention will be sent to a PNWCNA Representative in the region hosting the convention immediately following the convention.
- F. Minutes from each of the regularly scheduled PNWCNA Host committee meetings shall be sent to one PNWCNA representative of each region. A list of the names and addresses of the representatives to receive the minutes will be provided to the host committee by the PNWCNA Board of Representatives.
- G. The host committee will provide table space and allow sales of merchandise and registrations for the next two PNWCNA conventions during Saturday and Sunday of the convention weekend.

Article VII AUDIO TAPES

PNWCNA audio tapes shall only be available for sale at Narcotics Anonymous events, through a catalog listing Narcotics Anonymous Speakers, or by mail order request. The Host committee shall select a taping vendor who will honor the principles of the Twelve Traditions of Narcotics Anonymous in regards to distribution of the PNWCNA audio tapes.

Article VIII REVISION OF PNW CONVENTION GUIDELINES

- A. Revisions to the guidelines shall only occur when proposed changes made by the PNW Board of Representatives and/or the participating Regional Service Committees are approved by all RSC's participating in the convention rotation.
- B. PNWCNA Board Representatives will provide their Region's RSC approval date for PNWCNA Guideline changes to the PNW Board Document Secretary.

Guidelines Originally Adopted 4/93

Approved as Amended

Date Approved: 10/25/20 Pacific Cascade Region

Date Approved: 10/25/20 British Columbia Region

Date Approved: 10/25/20 Southern Idaho Region

Date Approved: 10/25/20 Washington Northern Idaho Region

PNWCNA Host Committee Checklist

1. Obtain copy of PNWCNA Guidelines and Summary Sheet.
2. Send minutes from each regularly scheduled host committee meeting to one PNWCNA representative from each Region. Obtain addresses from your Region's PNWCNA rep. See PNWCNA Guidelines, Article VI, Sec E.
3. Begin collecting information for Summary Sheet from onset of your committee.
4. Provide proposal flyer to PNWCNA Board meeting two years prior to event. See Article III.
5. Receive \$500.00 US from your Region's PNWCNA Board Rep after your Region's PNW Board rep provides a proposal two years prior to event at the PNW Board meeting. See Article IV, Sec A.
6. Provide complete registration flyer to PNWCNA Board meeting one year prior to event. See Article VI, Sec A.
7. Receive the seed money from your Region's PNWCNA Board Rep. See Article IV, Sec B.
8. Receive the banners electronically from previous PNW conventions or the PNW board rep after completion of the convention one year prior to your event. If the Physical banners are wanted to be displayed they must be requested 6 months prior to event and the requesting committee is responsible for all shipping costs to receive them and to return them. See Article VI, Sec C.
9. Select a taping vendor who will honor the principles of the Twelve Traditions of Narcotics Anonymous in regards to distribution of the PNWCNA audio tapes. See Article VII.
10. Observe guideline for banner size. See Article VI, Sec B.
11. Provide meeting space for PNWCNA Board meeting on Saturday of the event at noon and place information on the convention program.

12. At the convention, provide \$500.00 US to PNWCNA rep for the convention three years in advance. See Article IV, Sec B
13. On Sunday of the convention, any excess PNWCNA merchandise shall have the at cost total of the remaining merchandise calculated and 50% of the funds sent to the next year's hosting region. The actual merchandise is to be kept by the hosting region. See Article V.
14. Within sixty (60) days after end of your event, seed money will be forwarded to the PNW Board Rep for the following year's event via certified delivery. See Article IV, Sec B.
15. After seed money is allocated & expenses are paid, excess funds shall be distributed per guidelines. See Article IV, Sec D.
16. A summary report shall accompany each proceed check and shall be available to the Fellowship per guidelines. See Article IV, Sec E.
17. Upon completion of your event, send a full set of minutes and reports to a PNWCNA representative in the region hosting the next convention.
18. A digital copy of the current host committee's banner will be distributed to each region at the board meeting.

PNWCNA Board of Representatives Checklist

1. Maintain PNWCNA Board records for your Region. See Article II, Sec B-4
2. Maintain archives of the PNWCNA for your Region. See Article II, Sec B-1
3. Indicate on PNWCNA Board Rep Mailing List which Board rep will receive host committee meeting minutes. See Article VI, Sec E.
4. Indicate on PNWCNA Board Rep Mailing List which Board rep will receive seed money and split checks. See Article IV, Sec B
5. If your Region is hosting the current PNWCNA, and you have requested the banners from the other regions, be prepared to arrange for the transportation/shipping (at your cost) of the banners back to the other regions within 6 months of the end of the convention. Provide the electronic copy of the banners from the prior conventions to the current years host committee when it is in your region. See Article VI, Sec C.
6. A digital copy of the current host committee's banner will be distributed to each region at the PNW board meeting.
7. If your Region is hosting the PNWCNA in two years, be prepared to bring a proposal flyer to the PNWCNA Board meeting. See Article III.
8. If your Region is hosting the PNWCNA next year, be prepared to bring a registration flyer to the PNWCNA Board meeting. See Article VI, Sec A.
9. If your Region is hosting the PNWCNA, confirm the current host committee has arranged for Board meeting space at noon on the Saturday of the event and has placed the time and location in the program. See Article II, Sec A-3.
10. If your Region is hosting the PNWCNA, provide the host committee with the Summary sheet. Note: This requires the Summary sheet be provided to the host committee at the formation of that committee. In the past, the committees responsible have not always known that they needed to collect and record the information for the Summary sheet. See Article IV, Sec E
11. Attend all PNWCNA Board meetings.
12. If your Region is hosting the PNWCNA next year, be prepared to provide an address for the excess merchandise funds to be sent from the current year. See Article V.

13. Be prepared to bring your Region's RSC Approval date for any proposed PNWCNA Guideline changes. See Article VIII, Sec B.

PAST EVENT SUMMARY SHEETS

EVENT SUMMARY SHEET

Name of Event: **PNW #19**
 Location of Event: Olympia, WA
 Date of Event: October 18 - 20, 1996
 Newcomer Donations:
 Event Theme: Only One Promise

| | NUMBER ORDERED | NUMBER SOLD | PRE-CONV PRICE | EVENT PRICE |
|-------------------------|-------------------|----------------|-------------------|----------------|
| TOTAL PRE-REGISTRATIONS | | 206 | | |
| REGISTRATIONS AT EVENT | | 500 | | |
| DINNERS | 100 | 166 | | |
| BREAKFASTS | 200 | 300 | | |
| FRIDAY DANCE TICKETS | | 234 | | |
| SATURDAY DANCE TICKETS | | 246 | | |
| PROCEEDS FROM AUCTION | | \$595 | 15 items sold | |
| BOOKMARKS | 500 | 250 | | |
| T-SHIRTS | 360 | 328 | | |
| COFFEE MUGS | 288 | 288 | | |
| SWEATSHIRTS | 60 | 60 | | |
| PLAY CARDS | 114 | 75 | | |
| AMOUNTS OF FUNDS RAISED | | \$3,200.00 | | |

| FINANCIAL SUMMARY by committee: | Budgeted Expenses | Actual Expenses | Projected Income | Actual Income | NET \$ |
|---|----------------------|--------------------|---------------------|--------------------|-------------|
| ADMIN | 250.00 | 250.00 | - | - | (250.00) |
| ARTS & GRAPHICS | ? | 1,030.20 | - | - | (1,030.20) |
| CHILD CARE | 725.00 | 615.85 | ? | 167.37 | (448.48) |
| CONVENTION INFO | ? | 117.12 | - | - | (117.12) |
| ENTERTAINMENT | 2,800.00 | 2,250.00 | ? | 2,997.46 | 747.46 |
| FUNDRAISING | 800.00 | 1,182.91 | 2,500.00 | 4,826.66 | 3,643.75 |
| HOTELS & HOSPITALITY | 14,463.32 | 11,766.15 | ? | 145.73 | (11,620.42) |
| MERCHANDISING | 3,877.26 | 4,661.24 | 0.00 | 7,026.21 | 2,364.97 |
| PROGRAMMING | ? | 633.13 | - | - | (633.13) |
| REGISTRATION | ? | 3,166.88 | - | 16,705.46 | 13,538.58 |
| DECORATIONS | 800.00 | 647.00 | | | (647.00) |
| | | TOTAL INCOME | | \$31,868.89 | |
| | | TOTAL EXPENSES | | -\$26,320.48 | |
| | | NET EXCESS | | \$ 5,548.41 | |

EVENT SUMMARY SHEET

Name of Event: **PNW #22**
 Location of Event: Tacoma, WA
 Date of Event: October 15 - 17, 1999
 Newcomer Donations:
 Event Theme: We Finally Belong

| | NUMBER ORDERED | NUMBER SOLD | PRE-CONV PRICE | EVENT PRICE |
|-------------------------|-------------------|----------------|-------------------|----------------|
| TOTAL PRE-REGISTRATIONS | | 300 | | |
| REGISTRATIONS AT EVENT | | 750 | | |
| DINNERS | 190 | 190 | | |
| BREAKFASTS | 325 | 325 | | |
| FRIDAY DANCE TICKETS | | 342 | | |
| SATURDAY DANCE TICKETS | | 567 | | |
| PROCEEDS FROM AUCTION | | \$1,465.20 | 37 items sold | |
| JERSEYS | 82 | 82 | | |
| T-SHIRTS | 336 | 273 | | |
| COFFEE MUGS | 576 | 501 | | |
| SWEATSHIRTS | 96 | 81 | | |
| SWEATPANTS | 24 | 19 | | |
| LONG SLEEVE SHIRTS | 71 | 61 | | |
| UMBRELLAS | 50 | 15 | | |
| TOTE BAGS | 99 | 28 | | |
| AMOUNTS OF FUNDS RAISED | | \$3,348.60 | | |

| FINANCIAL SUMMARY by committee: | Budgeted Expenses | Actual Expenses | Projected Income | Actual Income | NET \$ |
|---|----------------------|--------------------|---------------------|--------------------|------------|
| ADMIN | 1,089.00 | 1,086.69 | - | - | (1,086.69) |
| ARTS & GRAPHICS | 1,780.36 | 1,617.26 | - | - | (1,617.26) |
| CONVENTION INFO | 665.00 | 206.48 | - | - | (206.48) |
| ENTERTAINMENT | 3,212.40 | 2,425.60 | 3,387.60 | 8,875.62 | 6,450.02 |
| FUNDRAISING | 3,920.00 | 3,617.00 | 10,180.00 | 9,161.64 | 5,544.64 |
| HOTELS & HOSPITALITY | 9,410.00 | 8,851.51 | 140.00 | 9,674.42 | 822.91 |
| MERCHANDISING | 9,342.22 | 9,311.46 | 2,637.78 | 11,405.50 | 2,094.04 |
| PROGRAMMING | 2,600.00 | 2,675.00 | - | 682.00 | 682.00 |
| REGISTRATION | 5,218.00 | 4,444.06 | 1,782.00 | 13,340.03 | 8,895.97 |
| DECORATIONS | 735.00 | 697.16 | - | - | (697.16) |
| | | TOTAL INCOME | | \$47,332.22 | |
| | | TOTAL EXPENSES | | -\$34,932.22 | |
| | | NET EXCESS | | \$12,400.00 | |

EVENT SUMMARY SHEET

Name of Event: **PNW #25**
 Location of Event: Tacoma, WA
 Date of Event: October 18 - 20, 2002
 Newcomer Donations: \$380.00
 Event Theme: Unlimited Possibilities

| | NUMBER ORDERED | NUMBER SOLD | PRE-CONV PRICE | EVENT PRICE |
|-------------------------|-------------------|----------------|-------------------|----------------|
| TOTAL PRE-REGISTRATIONS | | 190 | | |
| REGISTRATIONS AT EVENT | | 388 | | |
| DINNERS | 125 | 125 | | |
| BREAKFASTS | 325 | 290 | | |
| FRIDAY DANCE TICKETS | | 349 | | |
| SATURDAY DANCE TICKETS | | 676 | | |
| T-SHIRTS | 246 | 246 | | |
| SWEATSHIRTS | 66 | 66 | | |
| COFFEE MUGS | 432 | 367 | | |
| SWEAT PANTS | 30 | 30 | | |
| PADFOLIO'S | 72 | 46 | | |
| AMOUNTS OF FUNDS RAISED | | | \$5,228.50 | |

| FINANCIAL SUMMARY by committee: | Budgeted Expenses | Actual Expenses | Projected Income | Actual Income | NET \$ |
|---|----------------------|--------------------|---------------------|---------------------|--------------|
| ADMIN | \$1,501.50 | \$1,260.18 | - | - | (\$1,260.18) |
| ARTS & GRAPHICS | \$3,413.55 | \$1,534.14 | - | - | (\$1,534.14) |
| CONVENTION INFO | \$588.00 | \$157.40 | - | - | (\$157.40) |
| ENTERTAINMENT | \$5,911.80 | \$1,670.00 | \$7,500.00 | \$8,861.00 | \$7,191.00 |
| FUNDRAISING | \$2,176.65 | \$827.52 | \$8,467.00 | \$5,228.50 | \$4,400.98 |
| HOTEL CHARGES | | \$10,744.84 | | | |
| HOSPITALITY | \$1,020.60 | \$724.52 | - | - | (\$724.52) |
| MERCHANDISING | \$10,117.24 | \$5,267.90 | \$1,437.00 | \$7,875.00 | \$2,607.10 |
| PROGRAMMING | \$3,493.35 | \$2,029.54 | - | \$850.00 | (\$1,179.54) |
| REGISTRATION | \$16,648.75 | \$13,786.78 | \$19,400.00 | \$15,780.00 | \$1,993.22 |
| DECORATIONS | \$1,260.00 | \$479.09 | - | - | (\$479.09) |
| | | TOTAL INCOME | | \$38,594.50 | |
| | | TOTAL EXPENSES | | <u>-\$27,737.07</u> | |
| | | NET EXCESS | | \$10,857.43 | |

EVENT SUMMARY SHEET

Name of Event: **PNWCNA #28**
 Location of Event: Tacoma, WA
 Date of Event: October 14 - 16, 2005
 Newcomer Donations: \$369 (5 pkgs given)
 Event Theme: NA: The key to Freedom

| | NUMBER ORDERED | NUMBER SOLD | PRE-CONV PRICE | EVENT PRICE |
|-------------------------|-------------------|----------------|-------------------|----------------|
| TOTAL PRE-REGISTRATIONS | X | 206 | \$15/\$12 | X |
| REGISTRATIONS AT EVENT | X | 275 | X | \$20/\$16 |
| DINNERS | 150 | 149 | \$30 | \$32 |
| BREAKFASTS | 250 | 229 | \$20 | \$23 |
| FRIDAY DANCE TICKETS | X | 264 | \$5 | \$7 |
| SATURDAY DANCE TICKETS | X | 375 | \$8 | \$10 |
| COMEDIAN | X | 420 | \$10 | \$12 |
| PRE-REG JACKETS | 13 | 13 | \$55/\$160 | X |
| T-SHIRTS | 144 | 126 | X | \$13 |
| RINGER T-SHIRTS | 52 | 44 | X | \$13 |
| SWEATSHIRTS HOODIES | 68 | 65 | X | \$25 |
| SWEAT PANTS | 50 | 26 | X | \$20 |
| SWEATSHIRTS - LADIES V | 72 | 66 | X | \$18 |
| FLEECE HEADBANDS | 48 | 7 | X | \$10 |
| COMPETITOR JACKETS | 50 | 33 | X | \$65 |
| GYM (ROLL) BAGS | 48 | 6 | X | \$22 |
| FLEECE BLANKETS | 36 | 19 | X | \$22 |
| COFFEE MUGS | 282 | 272 | X | \$5 |
| BASEBALL CAPS | 36 | 15 | X | \$15 |
| KEYCHAIN MEDALLIONS | 252 | 40 | X | \$5 |

| FINANCIAL SUMMARY by committee: | Projected Income | Actual Income | Budgeted Expense | Actual Expense | NET \$ |
|---|---------------------|------------------|---------------------|---------------------|------------|
| ADMIN | 5,758.60 | 7,529.39 | 6,625.00 | 7,624.04 | (94.65) |
| ARTS & GRAPHICS | - | - | 4,782.64 | 1,896.68 | (1,896.68) |
| BILLETING & OPERATIONS | - | - | 100.00 | - | - |
| CONVENTION INFO | - | - | 350.00 | 232.81 | (232.81) |
| DECORATIONS | - | 110.00 | 2,500.00 | 1,291.79 | (1,181.79) |
| ENTERTAINMENT | 7,900.00 | 9,944.00 | 6,480.82 | 3,329.50 | 6,614.50 |
| FUNDRAISING | 18,145.00 | 17,838.77 | 7,145.00 | 6,391.35 | 11,447.42 |
| HOSPITALITY | 50.00 | - | 1,340.00 | 922.30 | (922.30) |
| MARATHON MEETINGS | - | - | 50.00 | 25.00 | (25.00) |
| MEALS | 7,500.00 | 6,916.00 | 7,500.00 | 4,870.74 | 2,045.26 |
| MERCHANDISING | 15,452.00 | 10,103.00 | 10,589.00 | 10,487.67 | (384.67) |
| PROGRAMMING | - | - | 3,730.00 | 2,576.95 | (2,576.95) |
| REGISTRATION | 7,450.00 | 9,563.00 | 6,500.00 | 6,397.10 | 3,165.90 |
| | | | TOTAL INCOME | \$ 62,004.16 | |
| | | | TOTAL EXPENSES | \$ 46,045.93 | |
| | | | NET EXCESS | \$ 15,958.23 | |

Name of Event: **PNWCNA #31**
 Location of Event: Seatac, WA
 Date of Event: October 17 - 19, 2008
 Newcomer Donations: \$577
 Event Theme: An Atmosphere of Recovery

| | NUMBER ORDERED | NUMBER SOLD | PRE-CONV PRICE | EVENT PRICE |
|---------------------------|-------------------|----------------|-------------------|----------------|
| TOTAL PRE-REGISTRATIONS | X | 257 | \$15 / \$20 | X |
| REGISTRATIONS AT EVENT | X | 305 | X | \$20 |
| FRIDAY DJ DANCE TICKETS | X | 187 | \$5 | \$7 |
| SATURDAY DJ DANCE TICKETS | X | 291 | \$8 | \$10 |
| SATURDAY LIVE BAND | X | 128 | \$15 | \$17 |
| COMEDIAN | X | 294 | \$15 | \$17 |
| DINNERS | 175 | 166 | \$34/37/40 | \$40 |
| BREAKFASTS | 220 | 221 | \$23 | \$25 |
| PRE-REG DENIM shirts | 23 | 23 | \$25 | X |
| PRE-REG DENIM jackets | 12 | 12 | \$80 | X |
| SWEATSHIRTS HOODIES | 108 | 91 | X | \$30 |
| SWEAT & YOGA PANTS | 72 | 44 | X | \$25 |
| THERMAL LONG SL SHIRTS | 72 | 58 | X | \$25 |
| LADIES V NECK SHIRTS | 72 | 46 | X | \$20 |
| T-SHIRTS | 144 | 134 | X | \$18 |
| COFFEE MUGS | 302 | 216 | X | \$10 |
| 6TH EDITION BASIC TEXT | 73 | 73 | X | \$11 |

| FINANCIAL SUMMARY by committee: | Projected Income | Actual Income | Budgeted Expense | Actual Expense | NET \$ |
|---|---------------------|-------------------|---------------------|--------------------|------------|
| ADMIN | 34,775.70 | 5,806.61 | 36,467.70 | 6,386.22 | (579.61) |
| ARTS & GRAPHICS | - | - | 3,900.00 | 1,899.46 | (1,899.46) |
| BILLETING & OPS - SERENITY KEEPERS | - | - | 420.00 | 263.93 | (263.93) |
| CONVENTION INFO | - | - | 270.00 | 93.38 | (93.38) |
| DECORATIONS | - | 300.00 | 1,800.00 | 1,156.22 | (856.22) |
| ENTERTAINMENT | 7,850.00 | 10,440.00 | 7,025.00 | 6,565.50 | 3,874.50 |
| FUNDRAISING | 30,617.00 | 11,147.56 | 13,623.00 | 3,570.50 | 7,577.06 |
| HOSPITALITY | - | 148.76 | 1,620.00 | 1,161.59 | (1,012.83) |
| MARATHON MEETINGS | - | - | 31.00 | - | - |
| MEALS | 11,535.00 | 11,761.00 | 11,400.00 | 12,944.87 | (1,183.87) |
| MERCHANDISING | 22,204.00 | 10,213.00 | 18,053.55 | 10,499.27 | (286.27) |
| PROGRAMMING | 400.00 | 1,510.00 | 6,850.00 | 4,616.82 | (3,106.82) |
| REGISTRATION | 9,300.00 | 12,212.00 | 7,670.00 | 6,143.77 | 6,068.23 |
| | | TOTAL INCOME | | \$63,538.93 | |
| | | TOTAL EXPENSES | | \$55,301.53 | |
| | | NET EXCESS | | \$ 8,237.40 | |

PNWCNA 44 Bellevue Hilton Oct 22-24, 2021 "Finding the Spark"

| TICKET SALES | | Pre-registrat ion | On Site Registration | | | Total |
|-----------------------------|--------------------|---------------------------|---------------------------|-------------------------|---------------------------|--------------------|
| Registration | | 337 | 163 | | | 500 |
| FINANCIALS | | BUDGET Expense | ACTUAL Expense | PROJ Revenue | ACTUAL Revenue | NET \$ |
| ADMIN | \$10,578.00 | \$1552.00 | | | | (\$1,552.00) |
| Return Funds to C&E | | | | | | (\$500.00) |
| SEED MONEY | | \$5,500.00 | | \$5,500.00 | | |
| HOTEL Rooms,taxes, and Fees | see admin | | | | | |
| ARTS & GRAPHICS | \$2,600.00 | \$217.50 | 0 | | | (\$217.50) |
| CONV. INFO | \$250.00 | | | | | \$0.00 |
| DECORATIONS | \$875.00 | \$237.00 | | | | (\$237.00) |
| ENTERTAINMENT | \$3350.00 | \$2100.00 | 9875 | 3105 | | \$1,005.00 |
| FUNDRAISING | \$12,000.00 | \$3,291.00 | \$25,000.00 | \$14,143.00 | | \$10,852.00 |
| HOSPITALITY | \$1,352.00 | \$629.00 | 500 | 1166 | | \$537.00 |
| MARATHON | \$50.00 | | \$0.00 | | | \$0.00 |
| Pre-Reg Merchandise | \$2000.00 | \$2440.00 | \$2300.00 | \$2700.00 | | \$260.00 |
| MERCH | \$10,000.00 | \$6,401.94 | \$15,500.00 | \$8,715.00 | | \$2,313.06 |
| PROG | \$8,579.00 | \$4,211.00 | 0 | 0 | | (\$4,211.00) |
| REGISTRATION | \$6,290.00 | \$24,792.00 | \$21,800.00 | \$38,994.00 | | \$14,202.00 |
| BANK CHARGES | | \$812.00 | | | | (\$812.00) |
| DONATIONS | | | | | | \$4,247.00 |
| NEWCOMER DONATIONS | | | | \$250.00 | | \$250.00 |
| SERENITY KPR | \$500.00 | \$256.00 | | | | (\$256.00) |
| TOTALS | \$58,424.00 | \$52,439.44 | \$74,975.00 | \$74,573.00 | | \$25,880.56 |
| | | | | | Return Seed Money | (\$5,500.00) |
| | | | | | left over merch | (\$884.63) |
| | | | | | Net Excess Funds | \$19,495.93 |
| Items: | | | ORDER | SOLD | INV | |
| Pre-Reg Folder | | 1387.72 | 25 | 23 | 2.00 | |
| Pre-reg Clock | | 1052.62 | 33 | 33 | 0.00 | |
| Hoodies zip front | | 1608 | 100 | | 18.00 | |
| Men's T-Shirts | | 888 | 55 | | 10.00 | |

| | | | | | |
|---------------------|---------|--------------|------------|------|--------|
| Women's T-Shirts | | 951 | 100 | | 63.00 |
| Mugs | | 395 | 100 | | 0.00 |
| Long sleeve shirts | | 544 | 48 | | 8.00 |
| Pet bag | | 451 | 24 | | 2.00 |
| Postit book marks | | 632 | 250 | | 163.00 |
| Messenger bags | | 585 | 48 | | 28.00 |
| Pens | | 285 | 500 | | 0.00 |
| Hand sanitizer | | 575 | 500 | | 0.00 |
| Lip Balm | | 740 | 500 | | 0.00 |
| Lanyards | | 850 | 500 | | 0.00 |
| Notebooks | | 275 | 500 | | 0.00 |
| Room nights | 240 | | | | |
| | | | | | |
| | | | | | |
| Final distribution: | | Excess Merch | Room Price | | |
| PNW 45 | 4500 | 884.63 | 129 | sold | |
| PNW 46 | 500 | | dinner | 150 | |
| PNW 47 | 500 | | lunch | 150 | |
| WNIRSC | 3899.18 | | breakfast | 205 | |
| NAWS | 3899.18 | | | | |
| BCR | 3899.18 | | | | |
| OSIR | 3899.18 | | | | |
| PCR | 3899.18 | | | | |

PNW 39

| | | | | |
|-------------------------|--------------------|-------------------------|----------|---------|
| PNW Report | PNW 39 | | | |
| Location | Bellevue | Event pricing | Pre-Conv | At Conv |
| Date | Oct 21-23, 2016 | Fri Dance | | 7 10 |
| Event Theme | Healing Our Spirit | Sat Dance | | 8 12 |
| | | Sat Lunch | | 20 20 |
| | | Sat Dinner | | 40 40 |
| | | Sun Breakfast | | 25 25 |
| | | Comedy | | 25 25 |
| | | Reg | | 20 25 |
| Total pre registrations | 382 | Total Reg sold at event | 238 | 620 |
| Total new comer packets | 30 | | | |
| Dinner Guarantee | 238 | Dinners sold | 238 | |
| Breakfast Guarantee | 255 | Breakfast sold | 255 | |
| Lunch Guarantee | 208 | Lunch sold | 208 | |
| Friday Dance | 250 | Saturday Dance | 338 | |
| Comedy Pre | 370 | Comedy sold at event | 127 | 497 |
| T-shirts ordered | 229 | T-shirts sold | 134 | |
| Cups ordered | 300 | Cups sold | 137 | |
| Sweatshirst ordered | 72 | sweatshirts sold | 66 | |
| Yoga pant ordered | 42 | Yoga sold | 42 | |
| Hats | 50 | Hats sold | 25 | |
| Jackets | 54 | Jackets | 31 | |

Auction at event 1884

| Committee | Budget Expense | Actual Expense | Projected Income | Actual Income | Total Net |
|----------------------|----------------|----------------|------------------|---------------|-----------|
| Admin/ Hotel charges | 30640 | 24010.93 | 20,500 | 18103 | -5907.93 |
| Arts & Graphics | 2600 | 1384.25 | | | -2402.6 |
| Hospitality | 2000 | 1621 | | 746 | -875 |
| Conv Info | 200 | 64.3 | 0 | 0 | -64.3 |
| Decorations | 650 | 329.84 | 0 | 0 | -329.84 |
| Marathon | 50 | 0 | 0 | 0 | 0 |

December 2016

PNW 39

| Committee | Budget Expense | Actual Expense | Projected Income | Actual Income | Total Net |
|------------------|--------------------|----------------|------------------|-----------------|-----------------|
| Billeting | 10 | 0 | 0 | 0 | 0 |
| Programming | 5829 | 1980.14 | | 116 | -1864.14 |
| Fundraising | 12,575 | 16,829.11 | 26,549 | 42,575.84 | 25,746.73 |
| Entertainment | 6250 | 5700 | 15200 | 12594 | 6894 |
| Registration | 6887 | 6442.18 | 18,010.00 | 15900 | 9457.82 |
| Serenity Keepers | 500 | 439.07 | | | -439.07 |
| Merchandise | 11,777.20 | 9699.83 | 15,600.00 | 12,072.20 | 2,372.37 |
| Seed money | | sent 5500. | | Rec 6000.0 | 500 |
| | | | | Tota net | 33088.04 |
| Dispersment | NAWS \$8272.00 | | | | |
| | Region 1 \$6204.01 | | | | |
| | Region 2 \$6204.01 | | | | |
| | Region 3 \$6204.01 | | | | |
| | Region 4 \$6204.01 | | | | |

December 2016