

**Timeline for Bidding and Operating the WNIR
Mobile Convention/Regional Birthday Bash Guidelines
Approved October, 2010 C&E**

The Mobile Convention/Regional Birthday Bash is a free event. The purpose of this event is to bring support to struggling areas.

The budget for this event is \$1,500.

- A. Have bid ready to be voted on at the October RSC Meeting.
The bid should include the following:
- Proposed date (s)
 - Proposed location (s) – should provide a minimum of 3 locations
 - Letter of support from area activities subcommittee (**ASC**)
 - Proposed budget should include the following:
 - Rent for facility (including deposit)
 - Insurance for event (if required) – Provided by C&E
 - Copying expenses for minutes, fliers, programs etc.
 - Merchandising if included (only sold at the event)
 - Food cost(s) and meals planned (this should include coffee, tea, and soda)
 - Travel costs for speakers – mileage only (.14 cents a mile)
 - Recording costs for taping the meetings
 - Literature for the event
 - Any other expenses the committee deems appropriate for the event (please remember the total expense budget)

Please note there can be a time delay in receiving checks or other materials from the C&E. Please allow ample down time when requesting checks or material.

- B. June**
- Any members that want to participate in the planning should attend the current Mobile Convention, and if possible interested committee officers.
- July/August**
- Discuss the proposed bid with your area service committee and area activities subcommittee.
- October**
- Present bid for approval at RSC Meeting
 - Present proposed budget at October C&E Meeting.
 - Election of Host Committee Chair and Liaison (if necessary)
 - Immediately pay deposit for facility (upon approval)
- November**
- Set up all Mobile Convention Host Committee meetings for the duration of time until the event.

- Election of officers; vice chair, secretary, treasurer, merchandising chair, programming chair, entertainment chair, hospitality chair, and clean-up chair.

January

- Prepare as detailed a report as possible for the January C&E Meeting (including meals, entertainment, and topics for speakers)
- Present financial report to C&E Committee (including all receipts) for reimbursement or advance
- Plan merchandising

March

- Complete Fliers for April RSC and C&E Distribution (make ~~4000~~ 500 copies) – Make sure Flyer is sent to C&E admin for review before printing.

April

****Distribute fliers at the RSC****

- Present Financial report to C&E Committee (including all receipts) for reimbursement or advance.
- Approve speakers and merchandising items at C&E Meeting.
- Contact C&E Insurance Coordinator to provide insurance form with complete details for facility insurance binder.

May

- Make sure the following are confirmed:
 - Speakers
 - Meals
 - Dance or other entertainment
 - Programs completed
 - Thank you letters mailed
 - Confirmation letters mailed
 - Confirm details with facility
 - Have topics arranged and planned

June

- Have a Great Event!!

July

- Have wrap up meeting
- Bring final report of the event to C&E Meeting
- Bring financial report of the event to C&E (including budget and receipts)

Qualifications:

Chair:

- 1) Three (3) years clean
- 2) Previous two (2) years experience with activities service
- 3) Willingness and ability to travel

Vice-Chair:

- 1) Two (2) years clean
- 2) Previous year (1) experience with activities service
- 3) Willingness and ability to Travel

Merchandising:	2 years clean	Programming:	2 years clean
Secretary:	1 year clean	Entertainment:	1 year clean
Hospitality:	6 months clean	Clean up:	6 months clean

Duties:

Chair:

- 1) Attend October C&E meeting after approval of bidding area at RSC & bring proposed budget for approval.
- 2) Schedule and reserve space for host committee meetings and event
- 3) Attend and facilitate all host committee meetings
- 4) Maintain schedule as written in Mobile Convention timeline
- 5) Maintain communication with Regional Activities Chair and committee
- 6) Attend July C&E meeting with final event and financial report with receipts for auditing purposes.

Vice-Chair:

- 1) Attend all host committee meetings
- 2) Attend C&E Committee meetings in place of Chair if needed.
- 3) Assist Chair in his/her duties