

# **E.A.C.N.A. Convention Timeline**

## **Arts & Graphics Subcommittee**

### **Twelve months before the Convention**

Form a Subcommittee and plan monthly meeting times and dates and if possible fill positions within Subcommittee.

### **Eleven months before the Convention**

Work with the event coordinator on a theme for the 1<sup>st</sup> event support function and a t-shirt design; if possible provide three design options.

### **Ten months before the Convention**

If a Convention theme has been selected, start working on logo ideas and designs.

### **Nine months before the Convention**

Work on Convention Designs Ideas.

Work on Special edition Merchandise design.

### **Eight months before the Convention**

Work with event coordinator on theme for 2nd event support function and t-shirt design, if possible three design options.

### **Seven months before the Convention**

Work with Registration chair to get a Tri fold made.

Bring logo designs for review to main body.

### **Six months before the Convention**

Work with event coordinator on theme for 3<sup>rd</sup> event support function and a t-shirt design, if possible three design options.

## **Five months before the Convention**

Make sure the Artwork is near completion for merchandise and registration bags.

## **Four Months before the Convention**

Present to body Designs for Convention Items.

## **Three months before the Convention**

Work with event coordinator on theme for final event support function and a t-shirt design, if possible three options.

Get Three Bids for Banners and posters.

## **Two months before the Convention**

Order banners and posters for convention.

## **One month before the Convention**

Assist with programming to finalize Convention program.

## **Three Weeks before the Convention**

Bring Banners to Main Convention meeting and give to Chair.

## **Two weeks before the Convention**

Make sure posters and signs needed are made.

## **One Week before the Start of the Convention**

Make sure all items are given to the Executive body.

# **Convention Information Subcommittee**

## **Twelve months before the Convention**

Form a Subcommittee and plan monthly meeting time and dates and if possible fill positions within Subcommittee.

## **Eleven months before the Convention**

Get with Webservant and update website with subcommittee meeting dates and times.

### **Ten months before the Convention**

Make sure to post events on all website and face book sites.

### **Nine months before the Convention**

Make sure web site is running and registration and banquet options are available.

Add for Special merchandise on Cart.

### **Eight months before the Convention**

Continue to keep website updated.

### **Seven months before the Convention**

Send Convention date and location to World to place in NA Way Calendar.

### **Six months before the Convention**

Eblast reminders to reserve room.

Send Tri folds to other Areas and Regions.

### **Five months before the Convention**

Continue to Keep Website updated.

### **Four Months before the Convention**

Work with hotel to provide parking details.

### **Three months before the Convention**

Get list of area restaurants and busses.

### **Two months before the Convention**

Eblast reminders to reserve rooms.

### **One month before the Convention**

Remind Literature Bank Chair to set up a table at Convention.

### **Three Weeks before the Convention**

Remove Convention cart from website.

### **Two weeks before the Convention**

Eblast reminders to reserve room.

### **One Week before the Start of the Convention**

Update the Hotel with any new information.

## **Hospital & Institutions Subcommittee**

### **Twelve months before the Convention**

Form a Subcommittee and plan monthly meeting times and dates and if possible fill positions within Subcommittee.

### **Eleven months before the Convention**

Start creating list of treatment centers and half way houses within our area.

### **Ten months before the Convention**

Get point of contacts list and address made.

### **Nine months before the Convention**

Mail registration flyers out to the treatment centers and halfway houses.

### **Eight months before the Convention**

Send Event flyers to halfway houses.

### **Seven months before the Convention**

Continue to work on contact list & addresses.

### **Six months before the Convention**

Send out tri folds to treatment centers and halfway houses.

### **Five months before the Convention**

Send Event flyers to halfway houses.

### **Four Months before the Convention**

Send out tri folds to treatment centers and halfway houses.

### **Three months before the Convention**

Mail registration flyers out to the treatment centers and halfway houses.

### **Two months before the Convention**

Send Event flyers to halfway houses

### **One month before the Convention**

Send out tri folds to treatment centers and halfway houses.

### **Three Weeks before the Convention**

Notify Public information on how many vans or busses may be coming.

### **Two weeks before the Convention**

Contact Treatment centers and halfway houses if they are attending.

### **One Week before the Start of the Convention**

Give registration chair a number of how many treatment people are coming.

## **Event Coordinator Subcommittee**

### **Twelve months before the Convention**

Form a Subcommittee and plan monthly meeting time and dates and if possible fill positions within Subcommittee.

### **Eleven months before the Convention**

Start planning first of four event support functions and theme. Find location and plan speakers and food. Pass around donation list of items needed.

### **Ten months before the Convention**

Have event support function first of 4.

### **Nine months before the Convention**

Make Raffle tickets to sell.

### **Eight months before the Convention**

Start planning 2nd of four event support functions and theme. Find location and plan speakers and food. Pass around donation list of items needed.

### **Seven months before the Convention**

Have 2<sup>nd</sup> of 4 event support functions

### **Six months before the Convention**

Get bids for entertainment (DJ, comedy, etc)

### **Five months before Convention**

Start planning 3rd of four event support functions and theme. Find location and plan speakers and food. Pass around donation list of items needed

### **Four Months before the Convention**

Have 3rd of 4 event support functions.

Secure Bids and send out any deposits needed.

### **Three months before the Convention**

Start Collecting Auction Items For Convention.

### **Two months before the Convention**

Start planning final of four event support functions and theme. Find location and plan speakers and food. Pass around donation list of items needed.

### **One month before the Convention**

Get Case of JFT's to hand out to the newcomers at Convention.

Have final of 4 event support functions. (Announce Raffle ticket winners)

### **Three Weeks before the Convention**

Confirm all entertainment is set.

### **Two weeks before the Convention**

Continue to round up Auction Items.

### **One Week before the Start of the Convention**

Notify the treasurer of any cash that will be needed.

## **Hospitality Subcommittee**

### **Twelve months before the Convention**

Form a Subcommittee and plan monthly meeting times and dates and if possible fill positions within Subcommittee.

### **Eleven months before the Convention**

Start working on a group and area signup sheet for time slots.

### **Ten months before the Convention**

Start preparing an itemized budget for main Committee approval.

Attend event support function and assist with food sales.

### **Nine months before the Convention**

Present Budget for Approval.

### **Eight months before the Convention**

Make sure Hospitality slots signup sheet is passed at Area.

### **Seven months before the Convention**

Attend event support function and assist with food sales.

### **Six months before the Convention**

Continue to get time slots filled.

### **Five months before the Convention**

Make sure that the signup sheet gets passed at Area again.

### **Four months before the Convention**

Attend event support function and assist with food sales.

### **Three months before the Convention**

Request a hotel walkthrough to get understanding of Hotel layout.

### **Two months before the Convention**

Continue to fill all time slots.

### **One month before the Convention**

Attend event support function and assist with food sales.

### **Three Weeks before the Convention**

Start purchasing dry goods.

### **Two weeks before the Convention**

Contact all groups to confirm their time slot.

### **One Week before the Start of the Convention**

Start purchasing all food items needed.

## **Merchandising Subcommittee**

### **Twelve months before the Convention**

Form a Subcommittee and plan monthly meeting times and dates and if possible fill positions within Subcommittee.

### **Eleven months before the Convention**

Work closely with art & graphics on 1<sup>st</sup> T-shirt design. Get three bids for t-shirts to sell at 1<sup>st</sup> function.



## **Ten months before the Convention**

Have merchandise ready to sell at 1<sup>st</sup> event support function.

## **Nine months before the Convention**

Travel around and sell leftover merchandise.

## **Eight months before the Convention**

Have special edition merchandise design order available.

Work closely with art & graphics on T-shirt design. Get three bids for t-shirts to sell at 2nd function.

## **Seven months before the Convention**

Have merchandise ready to sell at 2nd event support function.

## **Six months before the Convention**

Prepare budget for Convention Merchandise to be sold at Convention.

Make sure any outside vendors contracts have been brought to the body for approval.

## **Five months before the Convention**

Work closely with art & graphics on T-shirt design. Get three bids for t-shirts to sell at 3rd function.

## **Four Months before the Convention**

Have merchandise ready to sell at 3rd event support function.

## **Three months before the Convention**

Provide budget for Convention Merchandise.

## **Two months before the Convention**

If funds are available start ordering Convention Merchandise.

## **One month before the Convention**

Make sure all items are being printed.

### **Three Weeks before the Convention**

Continue to receive all Merchandise inventory and program prices into register.

### **Two weeks before the Convention**

Have a rolling party.

### **One Week before the Start of the Convention**

Create a spreadsheet and inventory all merchandise.

## **Program Subcommittee**

### **Twelve months before the Convention**

Form a Subcommittee and plan monthly meeting time and dates and if possible fill positions within Subcommittee.

### **Eleven months before the Convention**

Start working on main speaker suggestions.

### **Ten months before the Convention**

Start listening to speakers for main speakers.

### **Nine months before the Convention**

Make final decision on main speakers. Start preparing budget needed for travel expenses.

### **Eight months before the Convention**

Get three bids for speaker recordings vendor

Start selecting names for workshop speakers.

### **Seven months before the Convention**

Provide travel budget to main committee for approval.

### **Six months before the Convention**

Start purchasing Airline tickets.

Make sure contract for speaker vendor is presented to main body.

### **Five months before the Convention**

Continue to request speaker submissions and narrow down nominations.

### **Four Months before the Convention**

Continue to finalize workshop speakers and topics.

### **Three months before the Convention**

Request a hotel walkthrough to get understanding of layout.

### **Two months before the Convention**

Confirm all travel arrangements have been done for Main speakers. Along with hotel room reserved.

### **One month before the Convention**

Work with Arts & graphic and event Coordinator to design Program.

### **Three Weeks before the Convention**

Make sure all speaker books and readings are in order.

### **Two weeks before the Convention**

Confirm all main and workshop speakers are coming.

### **One Week before the Start of the Convention**

Coordinate with serenity chair for transportation of speakers arriving from Airport.

## **Registration Subcommittee**

### **Twelve months before the Convention**

Form a Subcommittee and plan monthly meeting times and dates and if possible fill positions within Subcommittee.

### **Eleven months before the Convention**

Work on having Registrations flyers made and have it on website.

### **Ten months before the Convention**

Start working on registration items for convention.

### **Nine months before the Convention**

Start bringing bids for Registration Items.

### **Eight months before the Convention**

Make sure Banquet tickets are put on website.

### **Seven months before the Convention**

Work with Arts & graphics to get Tri fold made.

Provide examples of bag items for body to view.

### **Six months before the Convention**

If Budget is approved start purchasing items that may not need Final artwork.

### **Five months before the Convention**

Make sure Registrations Flyers or Tri folds are dispersed throughout the state.

### **Four Months before the Convention**

If final Artwork is completed start ordering final registration items.

### **Three months before the Convention**

Continue to order final items needed.

### **Two months before the Convention**

Have Banquet Tickets printed.

### **One month before the Convention**

Program Cash register.

If all Items are in, have a bag stuffing party.

### **Three Weeks before the Convention**

Make sure to get programs printed.

### **Two weeks before the Convention**

Assist the next Registration chair by creating Early bird Registrations

### **One Week before the Start of the Convention**

Coordinate with Merchandise chair that all Special edition items are accounted for.

## **Serenity Subcommittee**

### **Twelve months before the Convention**

Form a Subcommittee and plan monthly meeting times and dates and if possible fill positions within Subcommittee.

### **Eleven months before the Convention**

Start getting members to join and have members ready to assist at 1<sup>st</sup> event function.

### **Ten months before the Convention**

Attend 1<sup>st</sup> event function and provide assistance.

### **Nine months before the Convention**

Start getting bids for radios. Three are required.

### **Eight months before the Convention**

Continue to sign up Volunteers.

### **Seven months before the Convention**

Attend 2nd event function and provide assistance.

### **Six months before the Convention**

Order Radios and send Deposit.

### **Five months before the Convention**

Continue to sign up Volunteers.

### **Four Months before the Convention**

Attend 3rd event function and provide assistance.

### **Three months before the Convention**

Request a hotel walkthrough to get understanding of Hotel layout.

### **Two months before the Convention**

Make sure that you have safety vest for Serenity keepers.

### **One month before the Convention**

Attend final event function and provide assistance.

### **Three Weeks before the Convention**

Make sure vests are available.

### **Two weeks before the Convention**

Create a schedule for Serenity keeper's shifts.

### **One Week before the Start of the Convention**

Confirm Radios to be delivered the Day before start of Convention.

Contact all Serenity keepers and give time slots.

Assist with having Main speakers picked up from Airport.