

## Carry the Message

Chair, Co-Chair person and committee required

Responsibilities: provide “publicity” for the Convention:

1. Coordinate distribution of flyers and convention literature to all Central Offices, general Services Offices, and H&I Committees, Al-Anon, AA Convention, Clubhouses, Recovery Homes, Box 459 -Grapevine and AA Meetings

- Coordinate Website master to disseminate information on web.
- Get walk in and mail in registration book from previous IEAAC and add attendees to mailing list by the time the registration flyers have been printed.
- Delete recipients from mailing list on all “return to sender” each year
- Flyer Distribution should be done early (approximately 6 months in advance) and in sufficient quantities
- Assign people to help with distribution in specific areas, covering each major area of southern California
- Keep records of where and when distribution was made
- Coordinate distribution in a pre-planned and timely manner (beginning 6 months prior to convention)
- Coordinate any other “publicity” type activities (newspaper notification, etc.)
- Contact all AA Central Office Newsletter Editors of southern California and have our flyers reproduced in their publications
- Provide flyers to all IEACC committee members for distribution

Budget \$500.00

To include:

- Telephone,
- Postage,
- \*Envelopes (etc.) ,
- \* Mileage (see convention chair person),

Revised June 2011