

General Service Committee

Chair and Co-Chairperson, needs committee

Responsibilities: coordinate Saturday GSR Meeting

- Select Main Speaker (coordinate with Program and Convention Chairperson)
- Select readers and speakers
- Provide information to Program Chairperson By June meeting
- Provide information to Graphics Chairperson by the July meeting
- Provide Registration form to Treasure by August (2 copies, 1 Treasure, 1 Program Chair Clearly marked ‘SPEAKER’) and the attached form.
- Establish booth at convention site for books and /or literature
- Set-up and maintain exhibit booth
- Select appropriate volunteers to man the booth
- Procure free literature for distribution from convention liaison at the Area Service Committee by September

Revised June 2012

IEAAC – General Service chair

Speaker information for General Service

Speaker name _____

Main speaker provided 1 night at hotel.

Speaker wants to stay (circle one) Friday night
Saturday night

Main speaker and 1 guest (guest name _____) provided with registration and the following **if they are going to attend the event.**

Please circle the event and how many tickets (1 speaker, 1 guest) will be needing.

Friday night entertainment _____
Saturday Banquet . How many: Beef _____
Chicken _____
Veggie _____

If speaker is coming from a distance, a \$30.00 gas card will be provided.

Proposed Revision: June 2012