

## **HOSTESSES**

Chair, Co-Chair and Committee required

Responsibilities: Coordinate all Hostess activities

- Recruit 40 to 60 hostess volunteers from Riverside and San Bernardino AA
- Co-ordinate with Young People's Chair to be sure they are well represented
- Establish duty schedule and assignments. Use clipboard with sign-up sheets for hour and a half time slots. Get volunteer phone numbers so you can call to remind them a week or two before the convention. Both Chair and Co-Chair should carry clipboards to meetings they attend and ask for volunteers when they attend meetings, beginning in mid-August or Sept.
- Make sure the table is well attended during Registration rush periods Fri late afternoon and Sat before the banquet. Recruit hostess to help with Registration as needed
- Chair or Co-Chair should be at the Hostess station for closing and opening Fri, Sat and Sun. Put badges and materials under the table for the night
- About September 1<sup>st</sup> call a chosen florist and tell her you need a given number of mini corsages as she can make for \$100.00. Arrange getting the flowers to the Hilton sometime Friday.
- Provide maps of the hotel floor plan and information on emergency first aid and nearby hospitals. Make these available to all hostesses
- Train Hostesses to greet convention attendees and to ask if they pre-Registered by mail. Then direct them to the right line or table of the Registration station depending on Pre-Registered or not. If not, ask them to complete a Registration form and pay at the Registration station. Pre-registered people can go straight to the far end of Registration to pick up their ticket envelopes

Budget: \$100.00

Proposed Revision March 2010

**AA Convention Hostess Sign-Up Sheet**  
**Day 1**  
**Friday**

<b>Time</b>	<b>Name</b>	<b>Phone</b>	<b>Help Registration?</b>
<b>Noon-1:30 PM</b>			
<b>1:30-3:00 PM</b>			
<b>3:00-4:30 PM</b>			
<b>4:30-6:00 PM</b>			
<b>6:00-7:30 PM</b>			
<b>7:30-9:00 PM</b>			

Hostess table closes at 9:00 PM. Clear table of all literature and store under table.

**AA Convention Hostess Sign-Up Sheet**  
**Day 2**  
**Saturday**

<b>Time</b>	<b>Name</b>	<b>Phone</b>	<b>Help Registration?</b>
<b>9:00- 10:30 AM</b>			
<b>10:30-12:00 (noon) PM</b>			
<b>12:00-1:30 PM</b>			
<b>1:30-3:00 PM</b>			
<b>3:00-4:30 PM</b>			
<b>4:30-6:00 PM</b>			

**Saturday continues on next page**

**AA Convention Hostess Sign-Up Sheet**  
**Day 2**  
**Saturday - Continued**

<b>Time</b>	<b>Nam</b>	<b>Phone</b>	<b>Help Registration?</b>
<b>6:00 -7:30 PM</b>			
<b>7:30-9:00 PM</b>			

Hostess table closes at 9:00 PM. Clear table of all literature and store under table.

**AA Convention Hostess Sign-Up Sheet**  
**Day 3**  
**Sunday**

<b>Time</b>	<b>Name</b>	<b>Phone</b>	<b>Help Registration?</b>
<b>9:00-10:30 AM</b>			

Clear table of all literature and return to Chair  
**Hostess table closes at 10:30 AM. Convention ends.**