

HOSPITALITY

Chair, Co-Chair and Committee required

Responsibilities: Maintain two hospitality rooms throughout the Convention, provide speaker baskets

- General Hospitality Room for Convention Attendees – usually in a ground floor area designated by Hotel (check with Hotel Co-ordinator)
- Hospitality room for Convention Committee Chair, Speakers and their guests, - usually in an upstairs hotel room designated by Hotel (check with Hotel Co-ordinator for room number)

Duties:

- Recruit volunteers to staff the hospitality rooms, set-up, clean-up and stocking of rooms – set up a clipboard with names and ph numbers for one or two hour time commitments.
- Food is donated so pass a clip board at the monthly Convention Committee meetings for members to sign up to bring things. Also circulate clipboard to other AA friends.
- Make arrangements for sale of coffee and sodas in General Hospitality Room (see Hotel Coordinator)
- Create 4 welcome baskets for the speakers (3 main speakers and Young People speaker)
- Consult with Decorations Committee for ideas. The Program Chair will place the baskets in the rooms reserved for the speakers.
- Co-ordinate and maintain clean-up of Hospitality Rooms

Budget: \$600.00

Proposed Revision April 2010