

PROGRAM CHAIR

Chair and Co-Chair

Responsibility: Arrange and oversee all meetings and coordinate Program Booklet, working with Graphics Chair

- Set up format for all major AA meetings
- Provide format and Readings to Marathon Chairs and Board chair for big Speaker Meetings
- Ensure Anonymity Statement is read at the opening meeting. Establish time for meeting starts, working with Hotel Chair
- Find and schedule main speakers for Fri night opening meeting, Sat Banquet meeting and Sunday morning closing meeting, working with Convention Chair, as well as Intergroup, GSR, H&I and Young Peoples Chairs for their respective speaker meetings with Board/ chair approval
- Coordinate special non-English speaking meetings (Spanish or American Sign Language). Find and schedule ASL Interpreter as appropriate for meetings
- Advise convention Chair on who to use for taping the speaker meetings
- Coordinate with Graphics chair on information need for Program Booklet, get speaker meeting program and times from Intergroup, Young Peoples, H&I and GSR chairs
- Coordinate speaker housing with Hotels coordinator. Provide completed registration form for each main speaker marked speaker IN UPPER RIGHT corner so they are comped. Make a copy of each Registration and give one to treasurer and one to Hotel chair
- Coordinate speaker hospitality requirements, delivery a Hospitality basket provided by Hospitality Chair to each main speakers hotel room
- Coordinate any special opening ceremonies
- Recruit drivers as necessary to meet/return out of town speakers to Ontario Airport

Budget: \$2000.00

Proposed revision Feb 2013

IEAAC – programs chair

Speaker information for **Sunday main speaker**

Speaker name_____

Main speaker provided 2 nights at hotel.

Speaker will be staying (circle) Friday night
Saturday night

Main speaker and 1 guest (guest name _____)
provided with 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 _____

IEAAC – programs chair

Speaker information for **Saturday main speaker**

Speaker name_____

Main speaker provided 2 nights at hotel.

Speaker will be staying (circle) Friday night
Saturday night

Main speaker and 1 guest (guest name _____)
provided with 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 _____

IEAAC – programs chair

Speaker information for **Friday night main speaker**

Speaker name_____

Main speaker provided 2 nights at hotel.

Speaker will be staying (circle) Friday night
Saturday night

Main speaker and 1 guest (guest name _____)
provided with 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 _____