

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 1st 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

March 2018