

<p><b>11 Months Prior to Convention (cont.)</b></p>	<ol style="list-style-type: none"> <li>2. Flyers soliciting speaker CD's for next convention (A&amp;G for Programming)</li> <li>3. New Administrative Secretary is to pass on a copy of last year's Convention budget and Individual Subcommittee budgets to Chairperson and all Voting Members</li> <li>4. Walk through of venue scheduled for one of next two committee meetings (Hotel Chair)</li> </ol>
<p><b>10 Months Prior to Convention (SEPTEMBER) NAASC'S</b></p>	<p><u><b>Outgoing Committee</b></u></p> <ol style="list-style-type: none"> <li>1. Chair will deliver final Chair report, committee financial report &amp; proceed check to NAASC'S no later than 45 days after convention (Financial report for closing out the books)</li> <li>2. Turns over all financial records and reports (paper and electronic) for audit by Treasurer &amp; Vice-Treasurer, NACONA Treasurer &amp; Vice-Treasurer immediately after the final check is written</li> </ol> <p><u><b>At meeting</b></u></p> <ol style="list-style-type: none"> <li>1. Treasurer submits master budget proposal outline for approval</li> <li>2. Update NACONA Webpage with Dates and Location of next NACONA Convention (Arts &amp; Graphics)</li> <li>3. Discussion regarding the budget process, development and submission for Subcommittees (Treasurer)</li> <li>4. Subcommittee Chairs, please schedule to meet with your Administrative Treasurer individually for assistance – budgets are to be final by next meeting</li> <li>5. Discuss ideas about Fundraising events based on initial report from Ent &amp; Fund committee (Ent &amp; Fund Chair)</li> <li>6. Logo Flyers – asking for submissions with theme (A&amp;G) (due 9 months prior)</li> <li>7. Walk through of venue scheduled for this or next meeting (Hotel Chair)</li> </ol> <p><u><b>Prior to Next Meeting</b></u></p> <ol style="list-style-type: none"> <li>1. Subcommittee Chairpersons to submit budget proposals by next meeting</li> <li>2. Alternative Merchandise suggestions (Merchandise)</li> <li>3. Registration packet ideas (Registration)</li> <li>4. Fundraising event detail (Ent &amp; Fund)</li> </ol>
<p><b>9 Months Prior to Convention</b></p>	<ol style="list-style-type: none"> <li>1. Subcommittee budgets reviewed, discussed and approvals are to be completed at this meeting</li> <li>2. Walk through of venue (if not completed last month) – (Hotel &amp; Hospitality)</li> <li>3. Choose convention Logo</li> <li>4. Alternative Vendor Suggestions (Merchandise)</li> <li>5. Discuss meal options &amp; any other extra events to be held at convention (Hotel)</li> <li>6. Discuss Registration packet ideas (Registration)</li> </ol>

<p><b>9 Months Prior to Convention (cont.)</b></p>	<p>7. Fundraising events presented – sites available and cost (Spaghetti dinners, etc) (Ent &amp; Fund Chair)</p> <p><b>Prior to Next Meeting</b></p> <ol style="list-style-type: none"> <li>1. Notify WSO about convention – date and location (Registration)</li> <li>2. Subcommittee Vice Chairs should be established</li> </ol>
<p><b>8 Months Prior to Convention</b></p>	<ol style="list-style-type: none"> <li>1. Pre-registration merchandise items selected – three (3) bids provided with presentation (Merchandise)</li> <li>2. Pricing for all convention related costs (registration, pre-registration, meals, comedy show, dance, etc) discussed by committee based on budgets – to be decided at next meeting (All Subcommittees)</li> <li>3. Fundraising events selected/confirmed - minimum three (3), maximum four (4).</li> <li>4. Fundraising items for auction/raffle, etc should be proposed now (Ent &amp; Fund &amp; Merchandise)</li> </ol> <p><b>Prior to Next Meeting</b></p> <ol style="list-style-type: none"> <li>1. Submit all events to Regional Webservant for Regional Calendar (Ent &amp; Fund)</li> <li>2. All information needed for Pre-Reg flyers provided to Arts &amp; Graphics so flyer can be constructed and ready for approval at next NACONA meeting (A&amp;G / Registration / Hotel &amp; Hospitality)</li> <li>3. All pricing suggestions brought to meeting by Registration, Hotel &amp; Merchandise</li> <li>4. CC Swipers obtained (Treasurer)</li> </ol>
<p><b>7 Months Prior to Convention</b></p>	<ol style="list-style-type: none"> <li>1. Discuss any budget revisions or reviews that are needed</li> <li>2. Final convention prices set – suggestions from Registration, Hotel &amp; Merchandise Committees to be considered, reviewed and decided</li> <li>3. Meals selected (Hotel &amp; Hospitality)</li> <li>4. Final selection of Registration Packet items – three (3) bids provided for all items at time of presentation (Registration)</li> <li>5. Pre-Reg Only Merchandise item selected (Registration)</li> <li>6. Convention entertainment &amp; DJ options discussed (Ent &amp; Fund). Special consideration to be made securing locally to minimize costs when possible</li> <li>7. Pre-Registration flyer reviewed and approved for print – three (3) bids for printing provided with presentation (A&amp;G)</li> <li>8. Merchandise presents ideas for their selections of clothing, promos, etc. (final selections and bid approvals next month)</li> <li>9. Pass out and program/train for CC swipers after meeting</li> </ol> <p><b>Prior to Next Meeting</b></p> <ol style="list-style-type: none"> <li>1. Printing of Pre-Registration flyer to be completed and copies available for distribution at any Events and the next NAASC'S Meeting (A&amp;G)</li> <li>2. PDF of Pre-Reg flyer posted to NACONA webpage (A&amp;G)</li> </ol>

<p><b>6 Months Prior to Convention</b></p>	<ol style="list-style-type: none"> <li>1. Pre-Registration begins!</li> <li>2. Convention entertainment approved and contract reviewed – three (3) bids provided at time of presentation for Comedian(s) / DJ / Other</li> <li>3. Merchandise seeks Committee approval of selections for clothing, promo items, etc with review – three (3) bids provided with presentation (Merchandise)</li> <li>4. Discussion regarding speaker selections/possibilities so far and support for sub-committee if needed (Main speakers to be selected next month)</li> <li>5. Pass out and program/train for cc swipers</li> </ol> <p><b><u>Prior to Next Meeting</u></b></p> <ol style="list-style-type: none"> <li>1. Sign Contract and confirm Entertainment (Ent &amp; Fund)</li> <li>2. Prepare pre-registration flyer mailings in advance for next mailing and ensure availability during NAASC'S and Regional events as reasonable by group conscience (Registration)</li> <li>3. Email distribution of Pre-Registration flyer (Registration)</li> <li>4. Select Main Speakers for approval next month (Programming)</li> </ol>
<p><b>5 Months Prior to Convention</b></p>	<ol style="list-style-type: none"> <li>1. Information &amp; Welcoming presents ideas for their selections of clothing, etc. with three (3) bids (final selections and bid approvals next month)</li> <li>2. Merchandise presents samples of items to be sold at convention</li> <li>3. Main speaker selection presented and approved by Committee</li> </ol> <p><b><u>Prior to Next Meeting</u></b></p> <ol style="list-style-type: none"> <li>1. Mailings completed – mail to previous NACONA attendees; mail flyers to NAASC'S areas and surrounding regions (Registration)</li> <li>2. Registration coordinates with Information &amp; Welcoming to send announcement letters with a pre-registration flyer to treatment centers and other newcomer sources such as halfway houses, institutions, day programs, etc (Info &amp; Welcoming)</li> <li>3. Distribute sign-up sheets to Area – begin reaching out for individuals to lead Narathon meetings (Programming)</li> <li>4. Distribute sign-up sheets to Area – begin reaching out for groups to sponsor Hospitality room time slots (Hotel &amp; Hospitality)</li> </ol>
<p><b>4 Months Prior to Convention</b></p>	<ol style="list-style-type: none"> <li>1. Finalize Convention Merchandise selections if not already done</li> <li>2. Finalize Information &amp; Welcoming T-Shirts and hand outs</li> <li>3. Discuss convention program and its developments</li> </ol> <p><b><u>Prior to Next Meeting</u></b></p> <ol style="list-style-type: none"> <li>1. All information for printed program due to A&amp;G at next meeting (All Subcommittees)</li> <li>2. Registration forms for 2<sup>nd</sup> mailings prepared for mailing next month (Registration /</li> </ol>

<p><b>4 Months Prior to Convention (cont.)</b></p>	<p>Information &amp; Welcoming)  3. Main speakers confirmed (Programming)  4. Subcommittee guideline updates and changes. Please review the guidelines and prepare to make suggestions (All Voting Members)</p>
<p><b>3 Months Prior to Convention</b></p>	<p>1. All information for printing programs submitted this month (workshops &amp; speakers, marathon meetings, details of entertainment and other convention events, etc – anything that needs to be in the program). This draft information will be given to A&amp;G to build the program for review &amp; approval at next meeting.  2. Based on pre-registration and fundraising revenue – Merchandise and Registration packet ordering commences. Registration and Merchandise to work with A&amp;G to adapt logo artwork to all items.  3. Guideline updates reviewed and approved for Chairperson to turn in to NAASC'S (All Subcommittees)  4. 2<sup>nd</sup> Mailing (Registration)</p>
<p><b>2 Months Prior to Convention</b></p>	<p>1. Pre-Registration deadline is 30 days prior to convention  2. Venue tour – all subcommittees and their members invited.  3. All subcommittees discuss what is needed and submit their needs to:  Host Chair for Banquet Event Orders (this includes room configurations for workshops, preliminary counts for meals &amp; number of table rounds; easels; merchandise room tables and chairs, registration &amp; convention information tables, chairs; needs for subcontractors/vendors (jewelry, comedian, taper)  4. All Subcommittees discuss what is needed and submit their needs to: Arts &amp; Graphics for posters, signage, flyers, ball room signs, handouts etc</p> <p><b>Prior to Next Meeting</b></p> <p>1. Reach out and follow up regarding announcement letters to treatment centers and other newcomer sources such as halfway houses, institutions, day programs, etc to inform them of program events (Information &amp; Welcoming)  2. Check Walkie Talkies to ensure they are operational for event  3. Check to see if each subcommittee has appropriate support and coverage (Staffing for Registration, Merchandise, Convention Information, Host/Hospitality and Marathon)  4. Program to be available for review and correction (A&amp;G)  5. Take guideline suggestions to NAASC'S for approval (Chairperson)  6. Flyers are to be provided to announce upcoming elections in two months at NAASC'S for Chairperson and Treasurer and will be placed at: 1) NAASC'S 2) Information table during the convention 3) Posted on the NACONA website (Arts &amp; Graphics)</p>

<p><b>2 Months Prior to Convention (cont.)</b></p>	<ol style="list-style-type: none"> <li>Flyers are to be provided to announce upcoming elections for Vice-Chair, Vice-Treasurer &amp; Subcommittee Chairpersons – election date one week approximately following Administrative Elections at NAASC’S by new Chairperson and Treasurer. <i>All interested parties should be encouraged to attend NAASC’S in two months for more information.</i> They will be placed at: 1) NAASC’S 2) Information table during the convention 3) Posted on the NACONA website (Arts &amp; Graphics)</li> <li>Ensure room block has been met (Hotel Chair)</li> <li>Research option for pre-convention dinner venue and pricing for Thursday night (Vice-Chair and Hotel Chair)</li> </ol>
<p><b>1 Month Prior to Convention (Pre- Convention Month!)</b></p>	<ol style="list-style-type: none"> <li>Registration packets stuffed and ready</li> <li>Final Banquet Orders submitted to hotel (Hotel chair)</li> <li>Written reports to Secretary (30 days prior to convention) – any procedures, contacts, contracts, agreements, referral sources and inventory of all properties. (All Subcommittees and Administrative Officers)</li> <li>Discuss and agree upon venue and pricing for pre-convention dinner Thursday night</li> </ol> <p><b>Prior to Next Meeting</b></p> <ol style="list-style-type: none"> <li>All merchandise will be shipped directly to the Merchandise Chair</li> <li>Contact venue to schedule committee meeting room, count room and keys for start time 10am day of convention (Hotel Chair)</li> <li>Schedule and reserve pre-convention dinner venue for Thursday night (Vice Chair)</li> <li>Again - Flyers are to be provided to announce upcoming elections next month at NAASC’S for Chairperson and Treasurer and will be placed at: 1) NAASC’S 2) Information table during the convention 3) Posted on the NACONA website (Arts &amp; Graphics and Vice Chair)</li> <li>Again - Flyers are to be provided to announce upcoming elections for Vice-Chair, Vice-Treasurer &amp; Subcommittee Chairpersons – <u>election date, time and location</u> should be one week following NAASC’S month of convention (ideally your Vice-Chair). <i>All interested parties should be encouraged to attend NAASC’S next month for more information.</i> These flyers are to be placed at: 1) NAASC’S 2) Information table during the convention 3) Posted on the NACONA website (Arts &amp; Graphics and Vice Chair)</li> <li>Approved guideline changes from NAASC’S to be amended and added in timeline if necessary (Chairperson &amp; Secretary)</li> </ol>
<p><b>Convention Month</b></p>	<p><b>Convention</b> - See event schedule <b>NAASC’S</b></p> <ol style="list-style-type: none"> <li>Chair delivers their final report to NAASC’S (final financial report due next month)</li> <li>Statements of Willingness submitted to NAASC’S for next year’s Chair &amp; Treasurer</li> <li>All interested candidates MUST be present at the NAASC’S meeting to be available</li> </ol>

