

Convention Tasks

These tasks may be shared among 7 or more meetings, or one meeting may be willing to take on more than one task.

1. **Location Committee**
 - Participate in a conference call once a month where all the committees will confer, report progress, ask for help, brainstorm and more!
 - determine where the convention will be held
 - negotiate contract for convention rooms and meals with the hotel/retreat center/conference center
 - be sure there are enough rooms for the dinner/dance, 3 or 4 rooms for workshops on Saturday, a room for the playroom, and whatever else is needed.
 - liaise with the registration committee about how many people are registered and will need meals
2. **Registration Committee**
 - participate in a conference call once a month where all the committees will confer, report on progress, ask for help, brainstorm and more!
 - keep track of who is registered
 - deposit the checks
 - keep the Location committee informed of the numbers for registrations and meals, especially close to the convention date.
 - put together registration packets for when people arrive at the convention
 - run registration on the day of the convention.
3. **Theme Committee**
 - participate in a conference call once a month where all the committees will confer, report on progress, ask for help, brainstorm and more!
 - come up with a theme for the convention
 - think of inspiring events/murals/decorations/god boxes
4. **Speaker/Entertainment Committee**
 - participate in a conference call once a month where all the committees will confer, report on progress, ask for help, brainstorm and more!
 - find speakers for:
 - Just before the Friday night social - 15-20 minutes
 - ★ start with the preamble and welcome, steps and traditions
 - ★ overview of what is happening for the weekend
 - ★ some words about the theme of the convention
 - ★ positive kickoff to the convention
 - Saturday a.m. similar to Friday kickoff
 - Keynote speaker Saturday evening after the dinner and before the dance
 - Spirituality speaker Sunday morning before the closing circle
 - Find a DJ for the dance
5. **Raffle Committee**
 - participate in a conference call once a month where all the committees will confer, report on progress, ask for help, brainstorm and more!

- (optional) Send out a call for raffle stuff to be included with the New England Coda quarterly mailing.
 - (optional) write a blurb for the quarterly newsletter Insight
 - (optional) Coordinate with New England CoDA webmaster to put on-line a request for "stuff" for the raffle. We have a standard request that can be modified for each convention, or create your own!
 - collect stuff for the raffle
 - (optional) put the raffle stuff into baskets, perhaps with themes and/or use the them of the convention
 - ask for volunteers to be raffle runners during the convention
 - run the raffle during the Saturday evening dinner/speaker/raffle/dance.
6. **Workshop Committee**
- participate in a conference call once a month where all the committees will confer, report on progress, ask for help, brainstorm and more!
 - send out a call for workshops (via the NE CoDA quarterly newsletter)
 - work with the scheduling and location committees to determine
 - how many rooms are available during each time slot
 - how many time slots there will be
 - put together packets for the workshop leaders to be given to the registration committee so the workshops receive the workshop packets when they register.
 - a timer'
 - serenity prayer
 - no-crosstalk signs
 - etc.
7. **Scheduling/Flier Committee**
- participate in a conference call once a month where all the committees will confer, report on progress, ask for help, brainstorm and more!
 - design the flier with input from the theme committee
 - determine the schedule by coordinating with the workshop committee (how many workshops) and the theme committee
 - put together a schedule for the convention to give to the registration committee to hand out in the registration packages
8. **Spa/Playroom Committee**
- Determine the theme of the playroom (spa, inner child or both or something else)
 - (optional) get someone to do storytime on Friday night after the social and the meeting.
 - get supplies for the playroom from intergroup's storage boxes
 - bring in your own supplies (toys, costume stuff, storybooks, crayons & pencils, paper, glue, glitter, beads, games...)
 - schedule people to be there during various times for special projects
 - coordinate when the room is to be open, and coordinate with the hotel about getting someone to do the locking and unlocking of the room
 - remind the location committee that they need a room for the playroom