

Timeline for Bidding and Operating the WNIR Mobile Convention/Regional Birthday Bash Guidelines

The Mobile Convention/Regional Birthday Bash is a free event. The purpose of this event is to bring support to struggling areas.

The budget for this event is \$1,500.

~~A.~~ Have bid ready to be voted on at the October C&E Committee Meeting.

~~November WNIR All Subcommittee Day.~~

The bid should include the following:

- Proposed date (s)
- Proposed location (s)
- Letter of support from area activities subcommittee (ASC)
- Proposed budget should include the following:
 - Rent for facility (including deposit)
 - Insurance for event (if required)
 - Copying expenses for minutes, fliers, programs etc.
 - Merchandising if included (only sold at the event)
 - Food cost(s) and meals planned (this should include coffee, tea, and soda)
 - Travel costs for speakers
 - Recording costs for taping the meetings
 - Literature for the event
 - Any other expenses the committee deems appropriate for the event (please remember the total expense budget)

Please note there can be a time delay in receiving checks or other materials from the RSC. Please allow ample down time when requesting checks or material.

B. June/July

- Discuss the proposed bid with your area service committee and area activities subcommittee.
- Any members that want to participate in the planning should attend the current Mobile Convention, and if possible interested committee officers.

August/September

- Present bid for approval at All Subcommittee Day
- Immediately pay deposit for facility (upon approval)
- Set up all Mobile Convention Host Committee meetings for the duration of time until the event.

October/November

- Election of officers; host committee chair, vice chair, secretary, treasurer, merchandising chair, programming chair, entertainment chair, hospitality chair, and clean-up chair.
- Prepare as detailed a report as possible for the November All Subcommittee Day (including meals, entertainment, and topics)
- Plan merchandising and order.

December/January

Complete Fliers for April RSC Distribution

- Present financial report to C&E Committee (including all receipts)
- Approve speakers at All Subcommittee Day

****What about approval by RSC Triumvirate (past motion) WNIR event

March/April

****Distribute fliers at the RSC

- Complete flyer for next All Subcommittee Day (make 1000 copies)
- Make sure the following are confirmed:
 - Speakers
 - Meals
 - Dance or other entertainment
 - Programs completed
 - Thank you letters mailed
 - Confirmation letters mailed
 - Confirm details with facility
 - Have topics arranged and planned

May

- Bring fliers to All Subcommittee Day
- Bring complete financial report to All Subcommittee Day

June

- Have a Great Event!!

July

- Have wrap up meeting

August

- Bring final report of the event to All Subcommittee Day (including budget and receipts)

Qualifications:

Chair:

- 1) Three (3) years clean
- 2) Previous two (2) years experience with activities service
- 3) Willingness and ability to travel

Vice-Chair:

- 1) Two (2) years clean
- 2) Previous year (1) experience with activities service
- 3) Willingness and ability to Travel

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|----------------|----------------|
| Merchandising: | 2 years clean |
| Programming: | 2 years clean |
| Secretary: | 1 year clean |
| Entertainment: | 1 year clean |
| Hospitality: | 6 months clean |
| Clean up: | 6 months clean |

Duties:

Chair:

- 1) Attend All Subcommittee Day with written report
- 2) Schedule and reserve space for host committee meetings and event
- 3) Attend and facilitate all host committee meetings
- 4) Maintain schedule as written in Mobile Convention timeline
- 5) Maintain communication with Regional Activities Chair and committee

Vice-Chair:

- 1) Attend all host committee meetings
- 2) Attend All Subcommittee meetings in place of Chair if needed.
- 3) Assist Chair in his/her duties