



Pinellas County Intergroup Anniversary Dinner Policies & Procedures Form ADPP v2.0

Chairperson's responsibilities:

1. **Overall responsibilities:** The Chairperson is responsible for the planning, executing and documenting of the Pinellas County anniversary dinner. The chairperson must also be present at the dinner itself to Chair the meeting and also implement, supervise and coordinate the various events of the functions.
2. **Chairperson's first order of business:** The Chairperson must first select the primary members who are willing to work in the key positions on the committee of Co-chair, and Secretary to establish an initial meeting time. The chairperson should have a co-chair who is as active as the chairperson.
 - a. The meetings should start no more than 1 month after the chairperson is elected.
 - b. One of the first orders of business would be to complete a yearly timeline.
 - c. The steering committee chairperson is automatically a member of the committee for communication purposes.
3. **Yearly schedule and timeline:** The first meeting should focus on setting a tentative day for the event and creating the yearly schedule and timeline for all the committee members to follow. Regularly scheduled meetings are imperative in order to keep the committee moving forward. The committee should be informed well in advance of the meeting dates so they can resolve any potential conflicts that they may have.
4. **Special considerations:** It is important that the chairperson coordinate the schedule of their meetings with the timing of the steering committee meetings. This is because the chairperson of the committee must attend steering committee meetings to submit a written report.
 - a. The following criteria are recommended to be included within in every monthly report.
 - i. Current members names and contact information
 - ii. Any additions to the member's names from the last submittal
 - iii. Any resignations from the committee from the last submittal
 - iv. The date changes of all regularly scheduled meetings for the committee.
 - v. Specific names of vendors who have been contacted with their phone numbers submitted to Central office
 - b. In the event the committee chairperson cannot attend steering committee the co-chair shall attend to present the report. This meeting normally occurs two weeks prior to the interGroup meeting. The chairperson must not miss two prescheduled anniversary committee meetings in a row.
5. **Announcements:** Specific announcements should be made for committee volunteers and baskets to be donated by the individual groups for the raffle by the Anniversary Dinner chairperson at regular interGroup meetings. When asking for donations, it is important to let everyone know who and where these items are to be given or sent to. It may be helpful to create a flyer for the interGroup reps to also take back to their groups.
6. **Committee size:** The chairperson is responsible for establishing and maintaining the committee in its entirety. The committee must be comprised of an appropriate number of people based on the size of the initiative.
7. **Committee:** the overall committee should consist of the three primary positions plus all subcommittee chairs.
8. **Co-Chair:** You have the same responsibilities as the Chairperson. Should something happen to the Chair; you would be expected to step into that position.

9. **Secretary:** It will be your responsibility to take minutes at each scheduled meeting. This will help the committee to deal with anything that may arise. It will also help the Chairperson prepare their report for InterGroup. These minutes should be kept for future committees.
10. **Sub-committee chairs:** A Sub-committee chairperson is an individual who has been selected to directly interact with the Anniversary Dinner Chairperson and coordinate the responsibilities and activities of their subcommittee by utilizing volunteers for various activities before, during and after the dinner. The key positions for the Sub-committees will be Raffle chair, Greeter chair and Speaker liaison. It is essential that the sub-committee chairs show a strong respect to the chairperson's position with regard to overseeing the entire operation.
11. **Volunteer:** a volunteer is a person who will be primarily working with sub-committees in order to implement various activities before during and after the dinner. These volunteers are one of the main reasons why the early announcements are important at InterGroup because the total amount of volunteers could easily exceed the committee size once the various tasks are assigned. Most volunteers should be assigned to their jobs prior to the event. Always leave at least 3 volunteers unassigned so that they may fill in should something come up or someone doesn't show.

Preparing request for proposals and securing the facility.

1. **Insurances:** a copy of the facilities general liability policy must be provided to us in order for the selection process to be completed.
2. **Deposit:** the amount of the security deposit should be determined and reported to the steering committee directly after the review process has been completed.

Publicity

1. **Flyer design:** a flyer must be designed and sent to the web site and Plain & Straight. In the past spaces also been requested from the Plain and Straight to announce the Anniversary Dinner for volunteers. 1000 copies of the fliers were made in the past. The wider the distribution to better the attendance. You can design your own flyers or go with what the printing company comes up with. The company we have been using in the past has AA members working there, so they have a pretty good idea of what you will need.
2. **Tickets:** The tickets are usually ordered with the flyers and are set up to closely match the flyers in color and set-up. 500 tickets have been made in the past.

Financial responsibilities:

1. **Operating budget:** It is preferred that a projected budget be submitted at least six months prior to the dinner. In any case the chairperson must complete their overall projected budget for the dinner and submitted it in writing to the steering committee no later than 4 months prior to the event. The timing of this **is critical** to allow the steering committee the appropriate time to consider the events financial considerations upon the overall operating budget. The specific timing is also required because some issues or special considerations may need to be taken back to the InterGroup representatives for financial consideration and cannot be done so without the appropriate lead time. Finally, in many cases checks may have to be drafted in advance by Pinellas County Central office to assure vendors get paid in a timely manner.
2. It is a primary responsibility of the Chairperson to assure that all monies are collected by the dinner's completion.

Monetary considerations:

1. **Deposit money:** in some cases deposit money will be needed. All deposit money must be directed and issued through Central office. No monies should ever be collected by a committee and then spent directly without it first being accounted for through Central office.
2. **Ticket sales:** Tickets Must Be Sold in Order to Generate Revenue for the Anniversary Dinner. The Process of Selling Tickets Is Generally Conducted through the InterGroup Representatives and Also through Central Office. Tickets are generally given to InterGroup representatives at the InterGroup meetings for sale at their individual groups.
 - a. The tickets themselves are actually purchased through alliance printing and graphics.
 - b. The tickets and fliers are generally purchased through the same printer.
 - c. In order for InterGroup representatives to receive tickets for sale they must leave their full personal name, their group, and a phone number where they can be reached.
 - d. All tickets must be purchased in advance. We do not sell tickets at the door on the day of the event. It is important to make reference to this on any fliers you produce for the event. You may be tempted to sell tickets at the door but we caution you strongly not to do so. This has caused many problems in the past.
 - e. All collected money should be turned in to the Central office manager during regular InterGroup meetings, or given directly to the Central office manager at Central office. Each representative submitting money from Central office should receive a receipt.
 - f. All money should be submitted to the Central office manager no later than the end of the dinner.
3. **Checks for expenses:** checks for all invoices must be written through Central office this also includes any preauthorized cash receipts. Keep records of all receipts so a profit and loss printed statement can be presented to InterGroup. All donations must be sent directly to Central office.

Sub-committees duties and responsibilities:

1. **Raffle Chair:** The Raffles Chairs responsibility is to operate the raffle in its entirety; It is the responsibility of the Chair to get the supplies that are needed such as, all items to be raffled, tickets, raffle ticket cans, donated baskets, and volunteers. It is also your responsibility to collect all raffle money and turn it in to the Dinner Chairperson by the end of the meeting.
 - a. Raffle Tickets: In the past we have shopped around for the best price and then the Raffle Chair would purchase them
 - b. Donated Baskets: This is a very important part of this job. All baskets should be turned in to the Raffle Chair no later than 1 week prior to the event. This will allow the committee time to put things together. An announcement should be made at every InterGroup meeting prior to the event.
 - c. Door Prize: In the past the door prize has been an afghan. The committee should decide what it is going to be, as it should be something special from the committee to commemorate their particular dinner.
 - d. Hazelden Items: In the past we have bought items from Hazelden for the raffle. The Raffle Chair should meet with the Central Office Manager to place an order. Central office has a record of what we have purchased in the past. They also have a catalog available should the committee decide to buy different items. It is suggested that they keep the order with-in the prior budget of no more than \$75.00.

2. **Greeter Chair:** The Greeter Chairs responsibility is to get volunteers to greet people at the door as they arrive. You will oversee the greeters to make sure that they are where they should be and that any questions a guest may have can be answered.
 - a. **Greeter Table:** A prominent Pinellas County Intergroup presence must be established at the dinner. The greeter table should include the Central Office banner on the table with the Pinellas County Intergroup's logo and name.
 - b. There should also be 2 Big Books on the Greeter table with pens so that everyone who attends can sign them as one goes to the newcomer and one goes to the speaker.
3. **Speaker Liaison:** It will be your job to make sure that all arrangements are made for the speaker. You will make any travel and hotel arrangements that may be needed. **Speaker Pick Up:** It is highly recommended that the Speaker Liaison pick up the speaker from the hotel they are staying at. This is done for a variety of reasons but the main reasons are to recognize the speaker is from out of town and show respect and to assure the speaker can find the banquet hall. In many cases these people are coming for out of town and it should not be left to the speaker to find the location.

Note: All sub-committee Chairs are to submit a report to the Chairperson at each scheduled meeting so that they can keep up on the progress being made and offer help where needed.

Selecting a Banquet hall

1. When to start the selection process
2. How do we select a suitable site: There are a number of factors to consider including reputation; location; availability; physical facilities; atmosphere; quality of service by management and staff; food and beverage quality and options; and price. We have listed some of the key negotiation points below: In the past the main points for negotiation have been:
 - a. Is the room available for the date we need it?
 - b. The price per plate for each attendee?
 - c. The amount of tables the space could accommodate?
 - d. Ask for Liability Insurance of the Hall?
 - e. If the room cost is included in the food price or not?
 - f. Are they a full service catering and banquet service with on-premise service?
 - g. The type of food they offer?
 - h. Availability on the day of the event?
 - i. Is the location easily accessible?
 - j. Is there sufficient parking for all attendee?
 - k. Narrow your choices down to two or three Banquet Facilities who you will meet in-person. A face-to-face meeting is important before you select the Banquet Facility
3. Negotiating with the Banquet Hall [Checklist](#)
 - a. Get estimates/proposals in writing - this is critical.
 - b. Bring the facility choice to the next Steering Committee meeting for approval, with a sample contract, if possible.
 - c. Choose the menus.
 - d. Get the Contract signed by Central Office Manager.

- e. Get Deposit from Central office manager and pay the hall collecting a written receipt.
- f. Finalize menus upon completion of the deposit.
- g. Head Count; Ask Banquet House Management when they would need a final count and if they will allow last minute arrivals.
- h. Confirm seating arrangements, etc.
- i. Settle payment method the evening of the event by pre arranging a final check with Central Office Manager.

Set up operations day of event

- 1. Arrive at location
- 2. Meeting with banquet house staff
 - a. Review entire evenings events with checklist
- 3. Onsite pre check meeting with all committee volunteers
 - a. Review entire evenings events with checklist
- 4. Speaker confirmation

Format for the Anniversary Dinner

The following section is created in the order it has been conducted in the past, the list should be printed out and enlarged for easy viewing during the event.

The doors usually open at 5:30pm

- 1. Call to Dinner: The Chairperson should call everyone to their seats when the facility staff says that they are ready to serve. This is usually at 6:15pm.
- 2. Blessing of the meal: An AA member that has been selected by the committee will come to the podium and say a non-denominational blessing for the meal.
- 3. Everyone is served: In the past, the Chairperson would call people up to be served by table from the podium.
- 4. Call the Meeting to order: At about 7:15 the Chairperson should be ready to start the meeting. It is at this time the Chairperson will return to the podium and announce that the meeting is about to start.
- 5. Open the Meeting with the Serenity Prayer: after giving everyone a couple of minutes to settle down the Chairperson will now officially open the meeting
- 6. Sobriety Countdown: A senior AA member usually does The Sobriety countdown. They are tasked with conducting the entire sobriety countdown process from the podium. The countdown's primary function is to illustrate the difference in sobriety between the newest member in the room and the member with the most sobriety. The countdown should be started with the number of years AA has existed to the present. Once the youngest member is identified they are asked to come to the podium with the older member and are presented a Big Book that has been signed by those in attendance.
- 7. Reading of How it Works & The Traditions: After the countdown is completed the Chairperson will introduce a pre-selected volunteer to read How it Works and then another to read the Twelve Traditions
- 8. Introduce the Speaker: The Chairperson introduces the Speaker and where they are from .
- 9. The Speaker: The speaker should have 45 minutes to speak
- 10. Present gift to the Speaker: The committee buys a gift that they feel would best suit the speaker. This has usually been a plaque or something along this line. The Chairperson presents this gift to the speaker in appreciation, after the speaker has finished.

10. Close the Meeting with the Lord's Prayer: If done properly, the Chairperson should be able to close the meeting at around 8:30.

11. Hold the Raffle: After the meeting has closed, the Raffle Chair should be introduced to perform the raffle. All items are to be raffled off and then a separate raffle is held for the door prize. The door prize is raffled by choosing one of the ticket stubs to decide the winner

12. Make sure everyone is out of the facility on time: It is the responsibility of the committee to make sure everything is done and out of the facility by the agreed upon time. The Chairperson may have to change the timing of parts of the meeting to ensure that they finish on time.

Baskets Outline

Shopping List

Item	Quantity	Source	Past Price	New Price
Big Books	3	Central Office	21.00	
Badges		Office Depot	22.68	
Gift for Speaker	1	Hottin's Trophies	65.00	
Raffle Tickets	2 Rolls	Office Depot	15.98	
Raffle Items	See previous list	Hazelden	72.08	
Tickets	500	Alliance Printing	72.68	
Flyers	1000			
Ribbons		Hottin's Trophies	43.75	

Phone List

Name	Number	Cell Phone or emergency number	Notes
Dinner Chairperson			
Central Office	530-0415		
AA Chairperson			
Co-chair			
Secretary			
Raffle Chair			
Greeter Chair			
Speaker Liaison			

Sample Post Financial Report For Anniversary Dinner

Income:

Total Sales 217 @\$25.00	\$	5425.00
Raffle		483.00
Donations		21.00
Total Income	\$	5929.00

Expenses:

Banquet Masters		4465.00
Mileage for Speaker		160.00
Hotel		85.00
Plaque For Speaker		65.00
Printer		72.68
Hazelden		72.08
Raffle Tickets		17.10
Ribbons		43.75
Office Depot		<u>30.69</u>
Total Expenses	\$	5011.30
Profit/(Loss)	\$	917.70