

Metro Detroit Region Convention Committee Guidelines
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6. During the convention and fundraisers will make regular picks ups from all areas that have cash register in use and are accompanied by the Assistant Treasurer or a Serenity Keeper.
7. Establish set amount need for start-up at all Fundraisers for all Sub-committees and disburse as needed.
8. The Hotel bill will be reviewed by the Regional Chair and Regional Treasurer;
~~this includes the Banquet bill~~

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ARTICLE 12
Subcommittees

Elections within Subcommittees (Vice Chair, Secretary and Treasurer etc.) should be elected as soon as possible within the respective Committees. With Convention Committee approval, Subcommittees shall develop certain needed guidelines and requirements for specific service functions and positions. Subcommittee chairs will pass along all records to the next year's convention chair with a written final report at the Annual meeting. All Sub-Committees and/or Ad-Hoc projects shall be initiated and approved, at the Convention Committee through motions and budget requests. The requests will need to show what has been used in the past, what is currently being used and what is requested and the reason of request. All Subcommittees are directly responsible to the Metro Detroit Region of NA Convention Committee.

Subcommittees may not establish a treasury or bank account. Payment for services to subcommittees will be by check when possible. No payments will be made without a proper invoice requesting payment for services provided. All receipts and unused funds from a project must be returned to Convention Treasurer as soon as possible and no later than next Convention Planning Committee meeting.

Section 1
ADMINISTRATIVE

This Committee carries out the will of the overall Convention Planning Committee.

Duties:

1. It functions as the Administrative Body of the Convention and holds separate, periodic, special committee meetings with the Regional Chair and Treasurer. (These need to be held on separate days from the Convention Planning Committee Meetings). Minutes of these meetings will be provided to the committee at the next committee meeting.
2. To ensure that the Subcommittees work together, to assist sub-committee when needed. However, it is not necessary for the Administrative Committee to involve itself directly in the specific workings of each subcommittee.
3. The Committee will discuss the performance of the sub-committees as well as the convention budget and other matters affecting the convention. The results of these discussions are included in Convention Chairs reports to the Convention Planning Committee.
4. The Committee will monitor ticket sales of banquet, brunch and events at the Convention. Meals for these events will be ordered from the hotel based upon ticket sales. All unsold tickets will be turned over to the Convention Chairperson and accounted for and turned in with the final report at the Region. (There will be no free or discounted distribution of unsold tickets for any events).
5. Reviews all contracts prior to signing. The Metro-Detroit Regional Chair will sign contracts above \$1000.00 dollars after the RCM's have approved the contract at the Regional Meeting.

Note: The Administrative Officers of the Administrative Committee are Convention

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Chairperson, Vice-Chairperson, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer and all Sub-committee Chairs; Regional Chair and Regional Treasurer are included also.

Section 2
ARTS & GRAPHICS

This Committee will be responsible for the design of a logo and any banners or literature for distribution such as flyers, etc. or any other items, which contain the NA logo or convention logo in some form of art. It will in cooperation with other Subcommittees design suitable items such as flyers, program booklets, letters, etc. for their use as needed.



Duties:

1. Encourage members with artistic talents to get involved.
Solicit the help of as many members as possible. Utilize any and all resources available.
2. The Arts and Graphics Committee is responsible to develop a budget that includes printing and other expenses, and then submit it for approval.
3. Will provide for the Program Committee, a copy of the convention logo to be used on the cover of program booklet.
4. Work with Registration Committee to develop flyers, tickets and any registration packet item needing artwork.
5. Work with Hospitality Committee, Serenity Keepers and Hugger's Chairs, to develop artwork for their shirts.
6. Solicit Convention Logos from the fellowship for the Theme "Through Change Comes Freedom". The eligible voting members present at a Convention Planning meeting will select the Logo after the deadline for submissions is completed.
 - a) A flier needs to be sent to all member areas 10 months before the event (with a deadline no later than the 6 months before the event).
 - b) Each member will vote for two logos that they like then the logos that get the highest number of votes would be selected for a final vote with only one vote per member.
7. Work with Merchandise Committee to develop designs and logos for convention merchandise. That the registration symbol ® must appear on all convention material containing the NA logo or symbol. (Letter heads, fliers, coffee cups, ink pens, T-shirts etc).
8. Actively solicit bids (**See Article 15**) for making of Convention Banner, printing needs and poster/sign makers.
9. Arts and Graphics Committee shall archive the convention banner in a safe manner and in a location designated and funded by the Convention Committee.
10. It shall retain, for Metro Detroit Region, rights to all artwork it creates for the Convention Committee.

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Section 3
CONVENTION INFORMATION

The purpose of this Committee is to provide information about the convention to both NA members and recovery related facilities, such as treatment centers, hospitals, halfway houses, etc. The Committee also prepares a statement for the media, such as newspapers, radio and television should they appear at the convention. Maintaining the anonymity of our members is of primary importance.

Duties:

1. Prepare cover letters to send to the hospitals, treatment centers, halfway houses, and other institutions within Metro Detroit Region. Purpose of letter is to inform addicts that are new to the NA and potential members of our fellowship. It should not be assumed that Treatment Centers, etc. do not have the ability to purchase registrations and they need to be asked to do so if possible. If needed seek help from the Regional Public Information in composing a letter and Hospitals and Institutions Committees on who to contact.
 - a) To assist with members that may arrive from treatment centers, hospitals, halfway houses.

Note: Remember what it was like attending your first NA meeting now times that by one hundred or more walking into their first convention can be a frightening and over whelming experience. This is where the Convention Information Committee can help those attending from hospitals, treatment centers, halfway houses feel welcomed.

2. Provide NA Way Magazine with information about the Convention (when, where, contact numbers etc) for entry in their upcoming events. (Right after Host Hotel is picked so as to get information printed)
3. To work with Entertainment and Fundraising, Registration to distribute flyers of Dances and registration for the Convention.
4. Prepares a statement for the media, such as newspapers, radio and television should they appear at the convention. Press Packets should be made in advance and contain NA Pamphlets and an Anonymity Statement. (It is unlikely the media will bother the Convention but better to be prepared then not)
5. Must be available during the convention in case the media should arrive, suggested they have a table next to Registration at Convention.
6. Prepare a statement to be read at all Convention functions regarding Social Media and respecting members Anonymity.

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Section 4

ENTERTAINMENT & FUNDRAISING

This Committee's responsibility is two-fold. One responsibility is planning and carrying out various activities throughout the planning year, such as but not limited to dances, picnics, bowling parties, and other activities, which will generate funds. To be used, to reduce the overall cost of the convention and to fund the many items that need to be paid for prior to the convention. Its second responsibility is to provide entertainment at the Convention, such as selecting the band or disc jockey for the dances. Having talent shows, karaoke music etc. Big name bands are not appropriate because of the expense. The Chairperson should be an energetic person who is willing to work hard, and should be totally trustworthy with regards to money.

Duties:

1. Recruits as many members as possible to be involved with the committee, as help is always needed at pre-convention events and at the convention.
2. All of our events should always be in good taste consistent with our spiritual principles they should also be FUN, as should our whole convention experience.
3. Looks for a suitable Hall, Church, or Community Center to hold a Convention Fundraiser.
4. Keeping in mind that all the areas have dances, it would be best to work in cooperation with the areas Activity Committees when planning Dances throughout the Region.
5. Works with Arts and Graphics in creating fliers for events planned. The NA logo needs to be on fliers to be on literature tables.

Note: Check with region on how far in advance they need fliers to have them distributed to the areas probably 3 months prior to event should be adequate. Remember the NA logo needs to be on fliers to be on literature tables.

6. Work with Hotel Committee requesting that adequate space for Convention fundraisers at the hotel will be provided. Once the Hotel Committee has a list of possible dates for fundraisers it will be given to E and F committee.
7. Provides the Hotel Committee with a layout of how rooms need to be setup for Dances. Also any room changes that may be needed during the Convention for Talent shows etc. Coordinates with Hotel Committee as to how much decorating the committee can do for Dances and Banquet. All arrangements need to be worked out prior to Fundraisers and Convention.

Note: Some hotels charge for electrical drop lines that are used by Bands/ DJ's find out what the Bands/ DJ's needs prior to signing a agreement with Bands/ DJ's as cost may be higher then the Bands/ DJ's or Convention Committee is willing to pay.

8. Work with Merchandising Committee and Registration Committee providing tables for them at all events for sales of Merchandise and to Register members for the Convention.

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9. Work with Programming Committee when choosing a speaker or workshop panel as programming may already have the candidate already selected for a speaker at the Convention. Cooperation and Communication between committees is the key to successful events.
10. If photographers, Bands or Karaoke are hired the committees need to follow **Article 15**.
11. Coordinates with Huggers for greeting members as they arrive at events and Serenity Keepers for crowd control during events prior to and at the Convention.
12. Needs to work with Convention Treasurer on a process of collecting and recording money coming in. (**See Article 9**)
13. Use cash registers at any event expected to handle \$100.00 dollars or more.
14. Display a “**DONATION**” sign on front table of **ALL** fundraisers.
15. Allow any member entrance to **ALL** fundraisers regardless of their ability to make a donation, also will keep track of the number of members that don't make a donation.

Section 5 **HOTELS**

This committee contacts prospective hotels in order to assemble information on possible convention sites. Keep in mind that hotels will almost always give a substantial reduction on room rates if they can recoup the revenues on the banquet. If attending member's reserves enough rooms, hotels will often provide large conference halls for free. While negotiating prices with hotels, keep in mind that they are competing with other hotels for your business. Try to get as many services as possible for the lowest price. Never assume that the first, second, or third price is rock bottom. But beware of open-ended charges by hotels, which can be made to the Committee without the Committee's prior knowledge. (Example being taxes charged on banquet meals when getting prices ask for **inclusive** which means taxes are included in price of the meal) A good negotiator, who is willing to ask the hotel difficult questions, is almost indispensable.

Duties:

1. Negotiates Hotel contract, and presents to Convention Planning Committee the specifications of each hotel along with a recommendation of which hotel to use. The Convention Planning Committee will select the host hotel by majority of the eligible voting member's present.

Note: Hotel negotiating team will consist of the Hotel Chair and Vice-Chair the Convention Chair and Vice-Chair.

Note: Hotel Chair and Vice Chair needs to continue speaking with prospective hotels in order to assemble information on possible convention sites for next year. Some Hotels book events 2 years in advance, if we don't continue a dialogue with prospective hotels we maybe limited to one or two Hotels that can accommodate the convention.

2. The Regional Chair and the Regional Co-Chair will sign the hotel contract. The Hotel Chair will be identified as the Hotel Contact Person on the contract. The Hotel Chair

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may not make any changes/additions during the event, without approval of the Regional Chair or Regional Co-Chair.

3. Recruit members to become part of the committee.
4. Secure meeting space for all Convention Planning Committee meetings.

Note: Convention site is advisable; this will give all committee members the opportunity to familiarize themselves with the hotel. If unable to use hotel a room big enough to accommodate at least 80 members should be used.

5. Work with the Additional Needs and advise the hotel of any special requirements that our members may have.
6. Work with the Arts & Graphics securing ample space for hanging of all convention banners (A&G will supervise). Obtain Hotel information needed for MDRCNA registration Fliers. A room will be needed for last minute on site signs to be made.
7. Work with Convention Information as they will need a table set (preferably next to Registration) to assist with member that may arrive from treatment centers, hospitals, and halfway houses.
8. Work with Entertainment & Fundraising to provide adequate space for pre-convention fund-raisers. Dance setups, DJ access and requirements, banquet decorating, etc. needed during the convention should be discussed, and details conveyed to the hotel prior to the convention.
9. Work with Merchandising to secure adequate space for merchandise sales at the convention. This room should have enough space to accommodate the Merchandise Committee, the Michigan Service Office, a Jeweler, etc. A room with separate entrance and exit doors preferably on opposite sides is helpful.

Note: This room should be secure, with a limited amount of keys available suggested members who would have keys are Hotels Chair and Vice Chair, and Merchandise Chair and Vice Chair. Inform the hotel that this room is off limits to all personnel except when the Hotels Chair/Vice Chair requests their presence (for cleaning etc.).

10. Work with Programming to address all room requirements for workshops, marathon meetings, etc. With details of requirements conveyed to the hotel at least three weeks prior to the convention.

Note: Recording requirements need to be discussed. Before promising any particular area for set up please discuss with the Hotels committee.

11. Work with Registration to arrange adequate space for registration tables. Registration will need to secure storage for registration packages to be stored. This storage area should be available on the (package-stuffing day).
12. Arranges a Hospitality room for the Hospitality committee where members can congregate and fellowship. A chalkboard or corkboard is helpful for our members to use in leaving message to other members. It is the Hospitality committee's responsibility to keep refreshments in this room (water, cookies, fruit, peanut butter, bread, jelly, etc)

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Note: Provided the Hotel permits the Convention to serve food in the Hospitality Room this needs to be negotiated into contract.

13. Arrange several site tours. One so the full committee can see the variety of sleeping rooms and meeting rooms. Two or three more will be necessary with select committees to discuss room arrangements for the convention.

Note: It is helpful to have sketches of seating and table arrangements with you when make final preparations with the hotel.

14. Arrange for a staff meeting approximately thirty days before the convention start date. This meeting is so the hotel managers can meet face to face with convention committee members. Members that should be present for this meeting are; Convention Chairperson, Vice-Chairperson, Treasurer, Assistant Treasurer, Hotels Chairperson and Vice-Chairperson, Serenity Giver Chairperson and Vice-Chairperson.
15. Reserve safe deposit boxes for the treasurer's use; the Hotels Chairperson and Vice-Chairperson should go over the final banquet bill with the Regional Treasurer and Regional Chair before it is paid.

Note: The importance of this committee's cooperation with other committees cannot be stressed enough. Communication is *the key*. For the sake of clarity, any problems having to do directly with the convention site, such as equipment or room setups, is the responsibility of the Hotels committee; other committees should respect their authority in this area.

When searching for Hotels that can accommodate the Metro-Detroit Convention keep in mind what the conventions needs are.

1. Low sleeping room rates.
2. Hotel needs to have a Ballroom large enough to accommodate seating theater style for 700 members or more. (ability to turn room over in short period of time to handle dances)
3. Have multiple meeting rooms that can be used for workshops (without using the ballroom), merchandising room, Registration room, etc.

Metro-Detroit Regional Convention Hotel Requirements List

1. **ALL SALES BY THE CONVENTION COMMITTEE WILL BE IN THE MERCHANDISE ROOM OR AT THE REGISTRATION TABLE.**
2. One complimentary hospitality room to serve snacks in.
3. \$3.00 dollars rebate per sleeping night room pick-up during convention, to be deducted from Master Hotel bill at end of Convention.
4. During Convention all meeting space will be complimentary. A storage room will need to be secured throughout the Convention. Hotel committee will be responsible for the keys.

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5. Two fundraisers for 400 people with dance floor to be held between 6 months prior to Convention depending on space available with option of third fundraiser. (Will need a room from 5:00 p.m. to 1:00 a.m.).
6. Hotel Sales Manager will provide a list of open dates to hotel contact person. (Hotels Chairperson)
7. Convention room rate will be offered for fundraisers at the Hotel.
8. Need a room for 4 hours (10 round tables and head table) for Convention Planning Committee meetings 3 times between 6 months prior to convention.
9. Negotiated price for banquet to be inclusive. Approximately 100 banquet tickets (beef, chicken, and vegetarian). Sampling of meals for banquet complimentary. Minimum three samplers.
10. Early checking in and late checkout for the Committee.
11. Extend convention rate two days before convention and one day after.
12. Metro Detroit Region has banners that will need to be hung by the hotel. (A&G committee will supervise the hanging of banners.)
13. Right to know of any other functions or parties on premises during Convention.
14. Need 12 easels and 2 writing easels to be complimentary.
15. Need minimum of 7 Microphones to be complimentary.

Some of the above items may not be need every year this just an example what we have had in the past at other Hotels.

Section 6
MERCHANDISING

Note: The MSO will assume the duties of the Merchandise Committee if agreed upon by the Regional Service Committee.

The Merchandise Committee assists with the financial success of the convention by generating revenue through the sale of commemorative convention merchandise. Proper planning is important. BE CONSERVATIVE WITH ORDERING MERCHANDISE; IT IS BETTER TO SELL OUT THAN TO HAVE EXCESS MERCHANDISE LEFT OVER.

Duties:

1. Solicit fellow members to serve on the committee, knowledge of pricing and merchandising techniques is helpful.
2. Solicit bids from possible vendors for t-shirts, sweatshirts, etc. Previous vendors used from past conventions, and possible new vendors close to convention site should be asked to submit bids. (See Article 15)
3. Come up with a list of affordable items to be made available for both pre-convention and convention sales. When selecting t-shirts, sweatshirts, jackets, shorts, hats, etc. insure that quality of the item versus the cost is considered.
4. Work with Treasurer to come up with a yearly budget by using budgets from previous conventions. Also time schedule for money pick-ups need to be worked out with Treasurer. (See Article 9)

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5. Use cash registers at any event expected to handle \$100 or more.
6. Minimum 2 cash registers needed with electrical outlets at Convention.
7. Works with Treasurer to come up with a fair price of saleable pre-convention and convention merchandise. Price should reflect all cost in producing the item for sale.
 - a) **Example:** Cost of Screens 2 at \$25.00 each, Positive 2 at \$10.00 each a Gross (144) of T-shirts with a 2 color imprint \$6.50 per shirt. Total cost being \$50.00+\$20.00+\$936.00=\$1006.00 Divided by 144= a cost of \$6.98 per shirt which then could be sold for \$10.00 per shirt.
8. Will maintain a current list of all merchandise on hand keeping track of sales and where sales were generated. Funds from sold merchandise need to be turned into Convention Treasurer as soon as possible and no later than 48 hours.
9. Work with Arts and Graphics to come up with artwork to be placed on the pre-convention and convention merchandise table. Approval of all artwork is through motions at Convention Planning Committee meetings. That the registration symbol ® must appear on any convention material containing the NA logo or symbol.
10. Provides Arts and Graphics with a list of signs needed at Convention. (Example hours merchandise room will be open as well as NO Food or Drinks. List of items for sale and price of items). Merchandise will NOT be discounted during the convention.
11. Provides Programming with merchandise hours to include in program booklet.
12. Work with Hotels Committee to come up with a room large enough for merchandise, MSO and other vendors. Also is available the day before the convention and up to 10:00 p.m. the last day of convention.

Note: It is helpful if room has entrance and exits. Room should be secure with a limited amount of keys available. Suggested members who would have keys are Merchandise Chair, Vice Chair, Hotels Chair and Vice Chair.

13. The Metro Detroit Region deals only with NAWS approved vendors.
14. Other NA service committees may be allowed to sell their merchandise at the Convention on Sunday. Provided they submitted a letter and presented it to the Convention Planning Committee to be approved by the Metro Detroit Regional Service Body. Need to be done no later than last Regional meeting prior to the event in case Quorum is not reached, Regional Administration may approve.
15. The MSO will be allowed to sell Literature and anything not in competition with Convention fundraising items. Items will be approved by the Convention Committee.