

**ILLINOIS STATE CONFERENCE
OF
YOUNG PEOPLE IN A.A.**



**HOST COMMITTEE INFORMATION
PACKET**

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ISCYPAA Purpose Statement

The Illinois State Conference of Young People in Alcoholics Anonymous is an annual Alcoholics Anonymous conference. It is an event for any and all members of AA, and is organized primarily by young, recovering alcoholics. We define young as "room to grow". ISCYPAA was first held in 1983 to provide a setting for an annual celebration of sobriety among young people in A.A. throughout the state of Illinois. This meeting is an opportunity for young A.A.'s from all over the state and elsewhere to come together and share their experience, strength, and hope as members of Alcoholics Anonymous.

ISCYPAA Structure

The work of the registered 501-(c)(3) corporation known as "ISCYPAA, Inc." shall be carried out through the joint cooperation of the Host Committee and the ISCYPAA Advisory Council. A brief description of ISCYPAA's basic organizational elements can be found below:

1. ISCYPAA's annual conference, its Host Committee, Bid Committees and its Advisory Council shall be formed and maintained as A.A. service entities, geared towards carrying A.A.'s message of recovery. It is suggested that all members of ISCYPAA's Advisory Council and its Host Committee, conduct themselves in adherence to the principles of the 12 Steps, 12 Traditions and 12 Concepts of Alcoholics Anonymous.
2. ISCYPAA Advisory Council activities throughout the Host/Bid year are always ultimately aimed at the preservation and growth of ISCYPAA as an A.A. conference, and its survival as an incorporated organization. The Conference and all ISCYPAA activities are considered "open" to members of Alcoholics Anonymous as well as those wanting to support or learn more about alcoholism, unless clearly stated otherwise - certain portions of the Conference may be deemed "closed" to those who have a desire to stop drinking per the Host Committee. All ISCYPAA bidding/hosting related activities carried out annually by Illinois AA members are overseen and supported by the Advisory Council with the sole incentive of carrying A.A.'s message to the suffering alcoholic.
3. ISCYPAA as an A.A. conference meets annually and its operation/A.A. service activity is modeled after the Bidding/Hosting conference structure used by ICYPAA and other "YPAA" conferences. Generally speaking, the ISCYPAA Advisory Council oversees where the conference itself is hosted, after formal bid packets, which meet all bidding requirements, are taken into consideration via the site selection process. This process is repeated cyclically on an annual basis, and important to ISCYPAA's wellbeing is the Advisory Council's consistent work with Bid Committees and the Host Committee throughout the Host/Bid year.
4. The conference and events throughout the year may have a registration price or suggested donation, however, no participant shall be turned away solely for lack of funds.

Host Committee Responsibilities

1. Return to your city and disband as a Bid Committee. Schedule an election meeting for one month in the future and distribute fliers (make sure Advisory gets a copy so that they may attend and assist with elections). TAKE THE NEXT MONTH OFF!!!
2. At the election meeting, executive officers (chairperson, co-chair, treasurer, and secretary) and committee heads will be elected by those present at the meeting. Hopefully, all those who participated in the bid committee will want to join the host committee as well. However, that is not a requirement for election to the Host Committee.
3. The Host Committee should be directly involved with any activity that will generate funds for the conference.
4. All flyers for events need to be sent out at least one month prior; please forward all fliers to Advisory's Webmaster so that they may be included on the website.
5. The Host Committee needs to approve any and all purchases and expenses.
6. The Host Committee needs to make every effort to carry the message of ISCYPAA throughout the entire state. The Host Committee is encouraged to host a hospitality suite at the Illinois State Conference (conference funds may be used for the purpose of obtaining a suite).
7. At least three (or more) members will be voted on to serve as Advisory members. These elections typically take place at the All Illinois Open. ****All Host members should be present for voting**** Please see the Advisory Packet for details.
8. All ISCYPAA Conferences shall be designated as such and shall be further distinguished by the Host Committee by a number to preserve autonomy and character.
9. No ISCYPAA Conferences shall be held in conjunction with any other function, A.A. or otherwise. In addition, Host Committees should go to the great possible lengths to ensure that their conference will not be in conflict with any other scheduled major A.A. function within the scope of the conference.
10. Each newly elected Host Committee shall receive seed money from the Advisory Council's Prudent Reserve, this money shall be returned to the Council after the close of the Conference so that it may be passed on to the next Host Committee.
11. All ISCYPAA Host Committees are obliged to pay all of the expenses involved with hosting their conference and cannot expect Advisory to assume any financial responsibility. Each Host Committee has 60 days after the close of their conference to forward a financial statement and the net proceeds from the conference to Advisory by means of either a cashier's check or money order (see Advisory packet for disbursement structure). Of the funds remaining from the profits of the Conference (after expenses, seed money, and prudent reserves are paid), the Host Committee shall determine where to donate 10% within AA's general service structure (No more than 5 entities shall be selected by Host to be donated to).
12. The Host Committee shall submit final reports for all chairpersons, as outlined in this packet, which are intended to be used for informational purposes. They shall have 30 days after the close of their conference to submit these reports.

13. All materials (a sample of the program, speaker recordings, and merchandise) produced by the Host Committee shall be forwarded to the Advisory Archivist following the close of the conference.
14. The Host Committee shall be primary caretakers of any official ISCYPAA social media accounts for use as an outreach tool. The Advisory Council shall also moderate and ensure that GSO's Guidelines for Internet Usage are adhered to, as well as ISCYPAA's Non Discrimination and Anti-Harassment Policy.
15. The Host Committee is responsible for including information about the General Service Office's Guidelines for Internet usage concerning anonymity in the Program of Events for their conference. All members of ISCYPAA, including, but not limited to, Advisory Council members, Host Committee members, and Bid Committee members and all individual ISCYPAA conferences must adhere to these guidelines.
16. The Host Committee shall be offered all prior conference materials together with whatever individual or collective information that Advisory Council members may possess. Once chosen, the Host Committee shall be given complete autonomy in matters concerning the planning of the conference, with exception to the signing of the final Hotel Contract, which must ONLY be signed by a member of the Advisory Council's Executive Committee or Hotel Contract Advisor - This is only intended as a failsafe to protect the financial integrity of the conference structure, and is not meant to discourage group autonomy. The Council shall approve the Conference Program before publication to ensure the 12 steps, 12 traditions and 12 concepts are adhered to. Advisory shall not be critical or over-bearing regarding the Program.
17. Once a month, a report shall be sent to the Advisory Chair containing the total number of pre-registrations, room nights booked, and total treasury. A member of the Executive committee is strongly encouraged to attend Advisory meetings to give this report.
18. The Advisory Council stands ready to assist the Host Committee when requested or necessary. In the event that significant problems arise, rendering the Host Committee unable to plan and conduct the conference, the Council shall assume the planning and production of the conference, or shall delegate the same to a new and able Host Committee. Advisory urges all those working on either committee to contact us with any questions or problems that may arise. Contact information for the Advisory Council can be found at www.iscypaa.org.

Veto Procedure

The Advisory Council has the chief initiative and the active responsibility in ensuring the integrity and continuity of ISCYPAA year after year. Any Host Committee decision that might be viewed as detrimental to the principles of AA or to current or future ISCYPAA's would be of utmost concern. If such a matter comes to the attention of the Advisory Council, all due diligence will be exhausted in communicating the concern to the Host Committee. If after having been informed of the concern, the Host Committee chooses to stay the course, any member of the Advisory Council can make a recommendation to the full Council that the Host Committee decision should be vetoed. If no Advisory Council meeting is imminent and time is of the essence, an emergency meeting may be called by the Chairperson to address the issue. A vote to veto a Host Committee decision requires a $\frac{2}{3}$

majority of the full Advisory Council. If the veto passes, the Host Committee Chairperson should be notified by the Advisory Council Chairperson of the decision.

Host Committee Job Descriptions

When electing our service members, please keep Concept 9 in mind. Our literature states, "Personal ambitions should be cast aside; feuds and controversies forgotten. "Who are the best qualified people?" should be the thought of all." - *The Twelve Concepts for World Service*

In our experience, these duties work best when assigned to these specific chair persons - however, your group is autonomous and can decide to delegate as you see fit.

Executive Committee

Host shall elect from its membership an executive committee consisting of, but not limited to, a Chairperson, Co-Chairperson, Treasurer, and Secretary. The committee can at any time elect more members to the Executive Committee. They shall act on the direction of the committee and shall only take any action concerning time sensitive/emergency matters. Any action taken shall be brought to the full committee and may be overturned per the committee's bylaws "*We are directly responsible to those we serve.*"

Chairperson

- One of the Executive Committee
- Coordinates elections of subcommittee chairpersons
- Prepares agendas for Host Committee meetings; facilitates these meetings
- Writes notes of appreciation to speakers before and after the conference
- Keeps close check on all phases of planning and progress; including a monthly report to Advisory of total number of pre-regs, room nights booked, and total treasury
- Participates on individual subcommittees
- Are one of three signatures on all bank accounts for the Host Committee
- Allowed to vote at Host Committee meetings only in the event of a tie

Co-Chairperson

- One of the Executive Committee
- In the absence of the Chairperson, shall accept the full responsibilities and duties of the Chairperson

- Is the liaison between the Host Committee and General Service
- Are one of three signatures of all bank accounts for the Host Committee

Treasurer

- One of the Executive Committee
- Opens Host Committee checking account with a 2-signature minimum requirement for each check written (one signature from Treasurer and one from either the Chairperson or Co-Chairperson)
- Obtains a method to accept electronic payments (venmo, paypal, etc;). It is suggested that this account is linked to the Host committee account instead of a personal account.
- Pays all expenses and bills – every expense needs to be approved by the Host Committee
- Prepares a financial report for each Host Committee meeting – ensures that this is submitted to the Secretary prior to each meeting for copying and distribution
- Brings all necessary financial information to every Host Committee meeting (checkbook, bank statements, etc.)
- Is prepared to accept money and disburse payments at all Host Committee meetings and events
- Prepares a Conference Budget in order to determine a suitable registration price; this will need to cover all the expenses required during the conference. This price will be based on information provided by the Hotel Chairperson, Program Chairperson, Events During Chairperson, and Registration Chairperson
- Personally, responsible for making money drops with the Registration Chairperson during the conference every 2-3 hours during the time the Registration Desk is open
- Prepares a final financial statement within sixty days after the close of the conference to submit to the Advisory Council as a final report

Secretary

- One of the Executive Committee
- In charge of keeping contact information for all Host Committee members; updating information as needed and disbursing updated information
- Keeps attendance records for all Host Committee meetings
- Takes minutes at each Host Committee meeting, also retains past meeting minutes and makes them available at each Host Committee meeting
- Sends copies of meeting minutes and meeting agendas to Advisory Council o
Handles all correspondence
- Responsible for submitting an archive of all meeting minutes to the Advisory Council as a final report

Events Before the Conference Chairperson

- Responsible for forming a subcommittee and running this committee as Chairperson (suggestion: get new people involved here, you are going to need the help!)
- Responsible for the planning and execution of all functions and events that are held prior to the conference
- Contacts all Bid Committees throughout state to help them plan one event in their respective cities
- Responsible for planning events throughout the ENTIRE STATE (help spread the word of ISCYPAA to those who have never heard of us)
- Responsible for assisting in the planning of the All Illinois State Young People's Open (coordinate with Hotel and Entertainment Chairpersons)
- All issues regarding expenses for functions events need to be voted upon by the Events Before Subcommittee; expenses exceeding \$100 need to be brought to the Host Committee for approval or per your committees bylaws
- Remember that these events are not just fundraisers, they help to promote unity and they carry the message!
- Submits to the Advisory Council as a final report, an archive of minutes from subcommittee meetings; a brief summary of each event held, including: an explanation of why each event was held, what went wrong with each event, and what went right with each event; and event suggestions for future committees

Events During the Conference Chairperson

- Responsible for securing a DJ for both the All Illinois State Young People's Open and for the conference, the same DJ may be used as it may save money, but it is not required (suggestion: obtain bids from multiple DJ's to ensure the best pricing)
- In charge of coordinating all events that are to take place at the conference (i.e. scavenger hunts, nature hikes, Big Book Jeopardy, Family Feud, talent shows, skits, tournaments, etc.)
- Responsible for planning and arranging decorations for any events, including the Saturday Night Dance (consult Hotel Chairperson for hotel rules and regulations concerning decorations)
- Coordinates with Hotel Chairperson to secure rooms and/or areas for events
- Coordinates with Program Chairperson to list all events in the Program of Events
- Provides Treasurer with a complete budget of expenses for all events during the conference by the deadline set by the Treasurer
- Submits a breakdown of all expenses from conference events (i.e. DJ, decorations, etc.) as a final report to Advisory
- Maintains regular communication with the Advisory Hotel Chair regarding all phases and developments in the hotel negotiation process
- Responsible for obtaining Advisory signature for the hotel contract and other agreements associated with the Hotel (example: In-House AV). The Advisory

Committee will be the sole signature on the hotel contract and other agreements associated with the Hotel (example: In-House AV).

Hotel Chairperson

- Responsible for seeking hotel contracts in the Host Committee's area (does not necessarily need to be in the same city). In order to receive the best pricing, this person is strongly encouraged to obtain contracts from multiple hotels
- Works with hotel staff to ensure the best possible pricing for the conference
- Coordinates with Advisory regarding hotel contract (hint: ask for help and suggestions!)
- Responsible for signing hotel contract with a member of the Advisory Committee
- Schedules all hotel walkthroughs and any other hotel business required by other Host Committee members
- Selects Banquet Menu, if applicable
- Provides Treasurer with a complete budget for all hotel expenses by the deadline set by the Treasurer
- Coordinates with the treasurer to have "cash on hand" throughout the conference for tips to hotel staff
- Remains the liaison between Hotel and Host Committee throughout the entire conference
- Coordinates with hotel staff to arrange specific set-ups for alcathons/panel rooms, banquet rooms, hospitality suites, literature/archives rooms, and registration desk
- Ensures that Advisory has a room the entire conference for meetings, deliberations, and voting
- Has the authority to sign tabs for coffee fills for each coffee station and to set the timing and number of refills throughout the conference
- Responsible for submitting a final report to Advisory that shall consist of the following: final bill from hotel, information on room block and rooms sold, amount of coffee poured, information on any extra fees incurred, number of breakfasts and banquets sold (including the breakdown of each type of meal offered), and a detailed description of any problems encountered with the hotel staff or conference participants

Outreach Chairperson

- Responsible for all aspects of spreading the word about your upcoming conference. This includes, but is not limited to, the following:
 - Contacts "Here's How" – the Chicago Newsletter, "Concepts" – Northern Illinois Area Newsletter, "Box 459" – the General Service Office Newsletter, "The Grapevine", and any other AA newsletters throughout the state (please note – many of these may require SEVERAL MONTHS notice in order to be included in publication)

- Coordinates meeting raids throughout the ENTIRE STATE
- Uses the existing outreach plan that was submitted as a bid as a template for coordinating a detailed Outreach plan
- Responsible for coordinating with the Registration Chair to mail out conference flyers and registration flyers to meeting spaces/alano clubs/hospitals/treatment centers that host AA meetings, throughout the entire state (and nearby states, if possible)
- Ensures the Host Committee participates in other YPAA/AA conferences. While it is not expected for the host committee to travel across the country, working with nearby host committees (ex: joint meeting raids, volunteering as a panelist/greeter/security at another conference) to spread the word about each other's conferences can be a great resource. This can also help members that have not been to an ISCYPAA before know what to expect at your conference.
- This position may be split to assign specialized outreach based on the needs of the conference (in-state/out of state/hospitals & institutions)
- Acts as a liaison to the Host Committee's District and Area committees - encouraged to attend Area Assemblies and District meetings
- Responsible for submitting a final report to Advisory that shall consist of the following: information on activities held (i.e. meeting raids, conferences, Bid Committee events, etc.) or participated in, information on locations traveled to and actions taken to help spread the word, and suggestions for future committees

Registration Chairperson

- Maintains a running record of registrations by category (AA, Al--Anon, Ala--teen); numbers for each category need to be kept separate
- Maintains a list of email addresses for attendees to be used for confirmation and informational correspondence. This list shall be passed on to the next Host committee, minus those that do not want their information passed on.
- Keeps a running tally of meals ordered and by whom (Banquets, Sunday Breakfasts)
- Responsible for planning and printing the registration flyer/fliers (Host Committee may wish to utilize both a pre--registration flyer and final registration flyer, or they may wish to use just one final version). Fliers need to have a box for attendants to check if they would like their address information passed on to future Host Committees – ensure that this information is NOT passed on for those individuals who wish to keep it private
- Coordinates with Program Chairperson to get final copy of the Program for printing
- Responsible for the printing of both the registration fliers and the program – should get comparison pricing from multiple printing companies to determine the best price. Also needs to keep in mind specific lead times and deadlines prior to placing an order.

- Disperses registration fliers to Host Committee members – give extras to Outreach Chairperson so that they may be mailed out to meeting spaces/alano clubs throughout the state
- Provides Treasurer with a completed budget of Registration Packets expenses by the deadline set by Treasurer
- Prepares Registration Packets with name badges, banquet status, program, and other conference items
- Staffs Registration Desk during open hours at the conference (these hours will be determined by Host Committee)
- Coordinates with Treasurer to make money drops at the conference
- Responsible for submitting a final report to Advisory that shall consist of the following: cost and number of registration items (lanyards, nametags, ribbons etc;) number of people registered each night of the conference and also the total number of registrants for the entire weekend (broken down into number of people pre-registered and number of people registered on-site), a list of email addresses (of those who did not opt-out) to pass on to future committees

Program Chairperson

- Responsible for lining up speakers (under the age of 40), should have alternate speakers in case of an emergency
- Responsible for submitting a list of top speakers to the Host Committee so that they may vote on the keynote speakers
- Responsible for designing the topics and formats of Alcahons and panels. Topics should be in line with AA's 12 traditions.
- Needs to schedule Chairpersons for each of these meetings (suggestion: make an announcement at events leading up to the conference)
- Consults with other Sub-committee Chairpersons (events during, hotel, etc;) to arrange the Program format – includes Al-Anon and Al-Ateen, if applicable
- Arranges for the recording of main speakers and panel sessions
- Obtains an interpreter for any hearing-impaired individuals attending the main speaker meetings; coordinates the seating of hearing-impaired individuals at these meetings
- Assembles the Program of Events by the deadline set by the Registration Chairperson; needs to be prepared for changes up until the deadline
- Host committee has autonomy concerning the program, however, it must include the following:
 - A statement regarding the ISCYPAA non-discrimination/anti-harassment policy (The full policy can be found at www.iscypaa.org)
 - A multi-hour time slot for bid presentations Saturday morning
- Provides Treasurer with a budget for Program printing expenses and speaker expenses by the deadline set by Treasurer
- Provide a final draft to the Advisory Council for a quick approval before final print (suggested: at least 2 weeks before the conference)

- Responsible for providing information on speaker expenses (lodging, food, travel, etc.) and a copy of the Program of Events to Advisory as a final report

Printing/Flyers Chairperson

- Responsible for making flyers for events before the conference and making copies of the fliers
- Distributes flyers to Host Committee members so that they may hand them out at meetings in the area
- Responsible for emailing fliers to Advisory Webmaster and any other emails from mailing list (please send flyers in a format that is not readily edited – jpeg, pdf, etc.)
- Distributes packets of flyers for all major events to each Bid Committee for distribution
- Responsible for submitting an archive of all event fliers and an approximate printed amount of each as a final report to Advisory

Merch Chairperson

- Responsible for forming a Sub-committee to gather ideas for all printed items (shirts, mugs, pens, etc.)
- Needs to solicit and accept all ideas for the conference emblem and artwork and Theme/Quote; Sub-committee will present their designs to the Host Committee; Host Committee shall vote on the final design.
- Responsible for arranging the printing of all items, should get quotes from various companies to find the best pricing (Host Committee will vote on whether or not printed items other than T-Shirts are feasible)
- Needs to have all printed materials available at events prior to the conference and at the Registration desk during the conference (suggestion: work closely with the registration chair when figuring out how much of each item to buy. Not every attendee will purchase merch and it is far more profitable to run out then to have hundreds of items left over)
- Responsible for submitting one piece of each purchased merchandise to the Archives Chairperson of the Advisory Council
- Responsible for submitting a final report to Advisory that includes all of the following: amount of merchandise purchased, amount of merchandise sold, how much individual types of merchandise were sold at, and the number of items sold at discounted rate(s)

Security Chairperson

- Responsible for arranging a Sub-committee to work security at the conference, generally 8 individuals per 3-hour shift (suggestion: have a sign-up sheet at each event prior to the conference – obtain name and phone number)
- Coordinates with the Hotel Chairperson to see that all hotel rules and regulations are known and followed (Hotel Chairperson will arrange for a meeting with the hotel's security staff, if applicable)

- Responsible for obtaining any necessary communications equipment (walkie-talkies)
- Should work on other Sub-committees throughout the year
- Responsible for providing information regarding any complications (including the way in which they were handled) to Advisory for a final report

Displays, Literature, and Archives Chairperson

- Responsible for working with Hotel Chairperson to designate a Literature and Archives room (or a combined room, if that is all that's available)
- Responsible for having these room(s) staffed with reliable individuals (they will be selling items) during the conference
- Orders literature prior to conference (needs to obtain all of the conference approved literature)
- Needs to contact your Area's Grapevine Committee and Conference Literature Committee to obtain displays for Grapevine and literature items
- Contacts Advisory Archives Chairperson to obtain all the displays necessary for the Archives room
- Responsible of submitting a final report of timeline, items ordered and sold, and other experience to Advisory

Hospitality Chairperson

- Finds volunteers willing to greet during the conference (suggestion: announce the need for volunteers at events prior to the conference)
- Finds volunteers to staff the Hospitality Suite during the conference, each member of the Host Committee should be scheduled for at least one shift if possible. Responsible for organizing a hospitality suite at the Illinois State Conference (should be staffed with Host Committee members)
- Invites Bid Committees and any other groups (i.e. Illinois State Conference Committee, Bid for ICYPAA Committee, WCYPAA, OYPAA, etc) to host their own Hospitality Suites at the conference; coordinates with Hotel Chairperson to arrange for these rooms
- In charge of obtaining donations of food items for the Host Committee Hospitality Suite (can also sign up volunteers to make food and/or purchase items if necessary) Coordinates with Program Chairperson to list the Hospitality Suite's hours and room #
- Acts as the liaison between the Host Committee and groups hosting Hospitality Suites
- Provides Treasurer with a budget for Hospitality Suite including emergency "cash on hand" for last minute items
- Staffs designated areas with greeters during conference, greeters need to be able to answer questions and give directions to different conference areas/rooms in addition to greeting attendees – greeters should have a ribbon or other kind of

identification so attendees can easily identify them

- Responsible for providing a breakdown of expenses for hospitality suite(s) and also information on how suites were dispersed among Bid Committees to the Advisory Council as a final report

Suggested Target Dates

The following dates relate to the 12--month period immediately preceding the conference, assuming the conference is to be held in February/March.

While each individual sub-committee member has their role, it is important to work together using the 12 traditions and 12 concepts as a guide.

April/May

- Hold elections for all Host Committee members.
- **Events Before:** Host a kick-off dance/event to let everyone know about the upcoming conference – CELEBRATE, you are the host committee!!!
- **Treasurer:** Open bank account. Finalize what avenue the committee will use to accept credit card payments (paypal, square, etc;). Decide through group conscience what a pre-reg price will be until the hotel/dates are finalized.
- **Outreach:** Begin scheduling meeting raids throughout the state to help spread the word. Modify Outreach Plan accordingly (i.e. conferences and events).
- **Program:** Begin listening to speaker tapes to find possible keynote speakers to present to the committee. If your group votes for a “circuit speaker” they must be contacted as soon as possible.
- **Registration:** Draft a pre-registration flyer to be able to take cash/credit card payments at events and meeting raids-even if this flyer just has preliminary information, the Host committee should always be able to take a pre-registration or sponsorships.
- **Hotel:** Begin negotiating hotel contract with available proposals.
- **Merch:** Finalize conference theme and “logo(s)” in sub-committee, to be voted in full committee meeting. More logos/designs can be added later but there should be a consistent one throughout the year.

June/July

- **Registration;** present a preliminary budget for registration packets. Figure out how to keep track of all pre-registrations/sponsorships (suggestion: excel). Once the hotel contract and dates are finalized, present a finalized registration flyer to committee. Once hotel information is finalized, begin emailing pre-registered attendees confirmation emails.

- **Program:** Contact taping companies and secure a commitment from them to tape the conference. Have sub-committee meetings to start brainstorming alcahthon schedule and panel topics.
- **Treasurer:** Prepare a preliminary conference budget, should include costs from Registration, Program, Events During, and Hotel; inform all Subcommittees of a date by which all final budgets need to be turned into you.
- **Events During:** Begin looking for DJ's and start planning activities for the conference
- **Merch:** Establish a t-shirt design and place a preliminary order (if funds are available); begin checking into prices for mugs, buttons, pens, hoodies, etc.
- **Hotel:** Meet with hotel to firm up room rates and prices for the Saturday Banquet, Sunday Breakfast, meeting rooms (will need approx. six rooms set up theater style), and coffee. Have the Advisory Committee approve the final contract. Once it is approved, set-up a time for a member of the Advisory Committee to sign the contract with you. Once signed, you can inform the Registration Chairperson of any information that they need to update on the registration flyer.
- **Events Before:** Begin setting up events at various locations throughout the state, 1-2 events per month should be held. Work closely with all bid committees to ensure the entire state is reached.
- **Hospitality:** Secure a hospitality suite at the Illinois State Conference (consult Treasurer to obtain necessary funds), schedule Host Committee members to staff the room – remember that any Host Committee members attending are responsible for their own sleeping arrangements, sleeping is not permitted in hospitality suites.
- **Outreach:** Continue scheduling meeting raids throughout the state and participating in other conferences/events.

August/September

- **Registration:** ensure that the final Registration budget has been turned into the Treasurer
- **Events Before:** It is suggested that at least 1 event be held per month THROUGHOUT THE ENTIRE STATE
- **Hotel:** Firm up the details of the All Illinois State Young People's Open and the conference itself with the hotel
- **Security, Hospitality:** Start getting volunteers
- **Outreach:** Continue scheduling meeting raids throughout the state
- **Treasurer:** Remind Sub-committees of the date by which final budgets are due. Have an idea of what the pre-registration should be.
- **Program:** Have all keynote speakers finalized, begin rough draft of scheduling of all meetings and events during the conference.
- **Events during:** Narrow down ideas for events during conference.

October

- **Events During:** Finalize details with the DJ; present Treasurer with a final budget for all events during the conference. Finalize schedule of events during and coordinate with program chair
- **Program:** Finalize topics for panels and alcathons. Start circulating a signup sheet for alcathons; begin finding chairpersons and speakers for panels and alcathon meetings (This can be a daunting task - do not be afraid to ask for help).
- **Displays, Literature, and Archives:** Contact the local intergroup or area literature committee to obtain literature on consignment, arrange for the pick-up of literature.
- **Outreach:** Begin making contact with various media outlets (i.e. Grapevine, local district's Public Information Chairperson, various AA newsletters, etc); continue scheduling meeting raids in various locations throughout the state. Begin mailing out registration flyers to meeting places/hospitals/treatment centers throughout the state and, if possible, surrounding states.
- **Events Before:** Continue scheduling events; begin the planning for the All Illinois State Young People's Open.
- **Treasurer:** Prepare a final budget for the conference based on information from all other Sub committees. Finalize pre-registration price, if any increases need to be scheduled and when, and registration price at the door.
- **Security, Hospitality:** Continue to get volunteers.

November

- **Program:** Continue to sign-up volunteers for alcathons and panels. schedule an interpreter for the hearing impaired for all main meetings (Friday night, Saturday night, and Sunday morning).
- **Events Before:** Continue scheduling events; finalize planning for the All Illinois State Young People's Open and get information to the Fliers Chairperson.
- **Flyers:** Design the flyer for the All Illinois State Young People's Open and begin circulating.
- **Security:** Continue getting volunteers. Find out if previous host committees handed down security items such as walkie talkies and vests. If not, consider purchasing such items.
- **Registration:** Order registration packet items (i.e. pens, buttons, name tags, ribbons, etc.).
- **Outreach:** Continue holding meeting raids throughout the state. Continue mailing out registration/informational flyers. Work with registration, program, security and hospitality to also email pre-registered attendees sign up lists for volunteers.

December

- **Events During:** Finalize details for all conference activities – acquire any necessary items for the activities.
- **Merch:** Double check inventory and order more items, if needed. Finalize what

merch will be available at the conference.

- **Hotel:** Confirm the arrangements for the All Illinois State Young People's Open with the hotel.
- **Security, Hospitality:** Continue getting volunteers.
- **Displays, Literature, and Archives:** Contact the Advisory Archives chair to coordinate picking up archive materials.
- **Program:** Begin layout of physical program. Continue to consult Events During Chairperson and Registration Chairperson to get information for the program. Ask for volunteers to "host" keynote speakers if they are coming from out of town.
- **Outreach:** Continue to hold meeting raids and attend your District and Area meetings to announce your conference.

January

- **Registration:** Establish the open hours for registration desk and sign--up volunteers to manage it; obtain finalized program from the Program Chairperson and order copies.
- **Hotel:** Meet with the hotel to finalize all the details for the conference; confirm room block expiration, meeting rooms, archives/literature rooms, and banquet/breakfast count requirements; monitor room availability at the hotel and in the immediate area.
- **Program:** Present the final program to the host committee for approval. Provide a final draft to the Advisory Council for a quick approval; complete the program and give a final copy to Registration Chairperson so that copies can be ordered. Prepare outline for all main meetings and decide what will be read at main meetings. Assign volunteers to do the readings and introduction of speakers. Prepare meeting outline for chairpersons of panels and alcahons.
- **Displays, Literature, and Archives:** Organize literature and any other materials for display; coordinate with Hotel Chairperson to get easels and tables supplied by the hotel.
- **Outreach:** Continue to hold meeting raids throughout the state. Reach out to 12 step houses, treatment centers, and newcomer meetings to ensure that they are aware there are sponsorships available. Continue to work with chairs that need volunteers to email sign up sheets.
- **Events Before:** Continue to schedule events; manage the All Illinois State Young People's Open.
- **Hospitality:** Obtain food and beverage items for hospitality suite (purchase, ask for donations from various groups, or sign-up volunteers to make/distribute food).
- **Security:** Obtain any necessary communication devices; contact volunteers to ensure their commitment.
- **Treasurer:** Consult Hotel Chairperson to determine whether or not the hotel can lend empty cash drawers for both the registration desk and literature room, if they cannot see if these will need to be purchased or if previous host committees handed them down.

Week Preceding Conference

- **Treasurer:** Withdraw a small amount of money to be used as a “bank” to make change at the registration desk, merch table, and in the literature room. Provide hotel chair with cash on hand for tips to hotel staff.
- **Merchandise:** Take inventory of all merchandise (including sizes) to make keeping track of items sold at the conference easier. Contact volunteers to ensure their commitment.
- **Registration/Program:** put together registration packets; lanyard, nametag, program, ribbon, merch. Depending on what you are including in the registration packets this may be able to be done at the conference. You will want to have at least some pre-made for during “rush” times.
- **All Host Committee Members:** Meet at the hotel to take a final walk through. **All members should know where everything will be and where they are supposed to be at all times during the conference.**

Conference Weekend

- **ENJOY YOURSELVES!!! Remember our primary purpose, and that you are acting as the first example of AA some of your attendees will see!!**
- There will be a brief wrap up meeting with Advisory Sunday after the morning speaker meeting. All host members should attend.

30-days After Conference

- All committee chair persons should submit a final report to the Advisory Council so their experience can be passed to the incoming host committee.
- Ensure the Host Committee’s 10% choice of profits for disbursement is communicated to the Advisory Treasurer.

Important Contacts

ISCYPAA Website

www.iscypaa.org

ICYPAA (International Conference of Young People in AA)

www.icypaa.org

Southern Illinois Area

www.area21aa.org

Northern Illinois Area

www.aa-nia.org

Chicago Area Service Office (CASO)

www.chicagoaa.org

General Service Office (GSO)

www.aa.org

P.O. Box 459 Grand Central Station

New York, NY 10163

The Grapevine

www.aagrapevine.org

P.O. Box 1980 Grand Central Station

New York, NY 10163

District

District websites can be found at the Illinois area websites