

Committee	Sept 2011	Oct 2011	Nov 2011	Dec 2011	Jan 2012	Feb 2012	Mar 2012	Apr 2012	May 2012
<b>Chairman/ co chair</b>	Get chairs Review job descriptions Budget meeting date	Motivate, review, assist	Motivate, review, assist Prep for budget meeting, vote on location of Roundup	Motivate, review, assist Ongoing until date of round up					Oversee Round up
<b>Registration</b> Review description			Give inventory of name tags for budget meeting	Review and proof registration forms with committee	Print registration forms, mail and e-mail forms, printable version on website	e-mail to district, contact district secretary	Distribute forms to groups, print or order banquet and brunch tickets	Check name tags and order if needed, schedule registration table support	Get change, cashboxes, bank deposit envelopes, pens
<b>Catering</b> Review Description	Present location choices	Vote on location, secure location and rooms needed for meetings	Present meals (chosen by catering) for budget meeting and speaker room costs	Verify meeting rooms needed with program, get booking numbers for speaker rooms and one for attendees	Give booking numbers to speaker chair and attendee booking number for website		Confirm meals and rooms with location		
<b>Program</b> Review Description		Present themes for committee vote	Start program design	Review and proof program with committee	Final proof, print programs, distribute to groups, printable version for website		Print 200 for round-up	Find meeting chairs for round-up, give names to committee	Provide and review meeting format with chairs
<b>Hospitality</b> Review Description		Obtain last years banner, quote price for new banner, quote taper prices	Get bus quotes for farm Music quotes Prepare budget expenses	Order or revise banner, confirm tapers	Book prison farm, Confirm buses for farm and music for dance	Present gift ideas	Give taper room confirmation number	Pick up gifts, confirm taper room with catering	Pick up fruit baskets
<b>Speaker</b> Review Description	Make contact with potential speakers	Present list of potential speakers to the committee with estimated travel costs Vote on speakers	Confirm speakers verbally	Confirm travel and rooms, send package to speakers	Work on future speaker potential	Select speaker hosts and give package info to each	Follow up with speakers and check all details for travel and rooms	Confirm rooms with catering	Thank you letters to be distributed
<b>AIWP</b> Review description	Start budget expense	Prepare poster and mail out for sponsor a plate, check pamphlet inventory	Establish a list of attendees for database ongoing, try to hit new areas, estimate pamphlet order		Finalize invitations and do initial email	Send hard copy invitations, ongoing check sponsor a plate with groups	Inform intergroup, answering service and nurses registry	Confirm numbers with catering, pick members for tables	
<b>Publicity</b> Review Description		Review past poster and begin changes	Book around town, review posters with committee	Distribute posters to groups and area, have printable poster on website	Contact: Box459 grapevine, radio, calendar, confirm around town	Redistribute posters where needed	Anonymity announcement prepared		
<b>Volunteer</b> Review Description		Create volunteer list and send to groups	Follow up lists	Follow up lists	Follow up lists	Follow up lists	Pick up lists from groups, contact and confirm volunteers	Make preliminary schedule for volunteers, let them know via phone and website	Place volunteer schedule at registration and work with volunteers throughout round up
<b>Alanon</b> Review description									

Secretary to do lists of committee members contact information and continual minutes throughout the year