

Role	Chairperson
Primary Purpose	Organize DIAA planning of DIAA and act as point person during event
Budget	
Responsibilities	<ul style="list-style-type: none"> ● fill all committee chair positions (most important) ● organize meeting times and places ● check in with each committee chair at each meeting for progress and problems ● keep committee meetings focused and on track ● act as the general “point person” for all questions about the DIAA (from committee chairs, DR, other districts, etc.) ● be the Master of Ceremonies on the day of the DIAA ● publicly thank everyone who helped out and/or spoke at the DIAA ● write up a District 15 DIAA report for the 12-Stepper
Comments	<ul style="list-style-type: none"> ● Getting all of the committee spots filled (Auction, Alathon, Food, Publicity, etc.) is probably the most important part of the job. The DIAA is really powered by the various committee heads, not you. So, priority number one—get the positions filled! ● Facilitate, facilitate, facilitate. Our leaders are chosen not to govern but to serve. Trust that your committee heads will do their best at their jobs and that it will all work out. Refrain from controlling the discussions at the committee meetings. (Talk about putting the Traditions to work!) Saying the Serenity Prayer before each meeting helps. ● Be open and supportive to all suggestions from all committee members. Try to get a group conscience on any major decisions, and trust your committee chairs to handle the smaller ones. ● Always have a back-up plan. Speakers/workshop leaders can and will get sick right before the DIAA, so “overbook” some of the time slots if possible. ● Having a theme for the DIAA, like having a theme for a wedding, is the lynchpin around which everything else revolves. Try to choose one as early as possible, and check that the theme you chose is not the same as any other nearby Districts’ (or conventions’) theme, or a recent Dist. 15 theme. ● Breathe. It’ll all work out. Being as calm as possible helps the rest of your committee relax, and generally makes life much easier.

Role	Co-Chairperson
Primary Purpose	Assist the chairperson and share responsibilities of the Chairperson
Budget	
Responsibilities	<ul style="list-style-type: none"> ● Prepared initial SAVE THE DATE and notices concerning which committees were still “available”. ● Help facilitate the planning meetings, including taking meeting minutes ● Coordinated the insurance certificate and details with the church, including key pick up, instructions for what we’d have to access, details concerning clean up, etc. ● Helped coordinate and participated in set-up and clean-up, especially since I needed to deliver the keys back. ● Assisted with trying to secure an AA liaison. ● Ask the chair what help is needed. Some of the tasks just unfolded as planning continued! ● Manage/track spending and budgets
Comments	

Role	Publicity Coordinator
Primary Purpose	Provide effective advance notification (paper and electronic) about the Day In Al-Anon event, and paper programs for the day of the event
Budget	
Responsibilities	<ul style="list-style-type: none"> ● prepare the Registration flyer ● helped with the program schedule ● make copies of the flyer and distribute to neighboring District offices and to the AA Oakland Office ● plan to take flyers to the local libraries, coffee houses, and call churches to ask if it would be okay to place them on their community bulletin boards ● Visit as many groups as possible and make sure they have flyers. Take flyers to the Monthly Fellowship event and to the District 15 meeting (also mail flyer out to GR email list) ● Make plenty of copies of the flyers for distribution.... ● Make around 200 program schedules ●
Comments	

Role	Alathon Coordinator
Primary Purpose	Coordinate Alanon meetings and find Alanon speaker
Budget	
Responsibilities	<ul style="list-style-type: none"> ● decides, with committee input, what the meeting topics should be (consideration should be: The Day in Al-Anon theme, variety of subjects, and special topics) ● Find volunteers to chair the meetings and even have them decide on topics if requested ● Puts topics in the appropriate time slots on the DIAA schedule ● call the workshop chairs prior to the event to remind them of their commitment and the time they are signed up to chair ● On the DIAA, make sure the rooms are set up and put any appropriate meeting materials in the rooms ● make sure the meetings are covered, and if not, find substitute chairpersons
Comments	

Role	Spanish Coordinator
Primary Purpose	Coordinate Spanish-speaking Alanon meetings and Spanish-speaking Alanon speaker
Budget	
Responsibilities	<ul style="list-style-type: none"> ● find a speaker for the afternoon session in the main hall (~20 minutes?) ● find and coordinate Spanish-speaking meetings (3 one-hour meetings), including meeting chairpersons and readings ● communicate meeting topics with Publicity Coordinator for inclusion in program ● decides, with committee input, what the meeting topics should be (consideration should be: The Day in Al-Anon theme, variety of subjects, and special topics) ● Find volunteers to chair the meetings and even have them decide on topics if requested ● Puts topics in the appropriate time slots on the DIAA schedule ● call the workshop chairs prior to the event to remind them of their commitment and the time they are signed up to chair ● On the DIAA, make sure the rooms are set up and put any appropriate meeting materials in the rooms ● make sure the meetings are covered, and if not, find substitute chairpersons
Comments	

Role	AA Liason
Primary Purpose	Coordinate AA speaker and AA meetings
Budget	
Responsibilities	<ul style="list-style-type: none"> ● find afternoon speaker (e.g. to entire conference in main hall) ● find and coordinate 3 one-hour meetings, including meeting chairpersons and meeting readings ● communicate meeting program and afternoon speaker name to Publicity Coordinator to include in DIAA program ● decides, with committee input, what the meeting topics should be (consideration should be: The Day in Al-Anon theme, variety of subjects, and special topics) ● Find volunteers to chair the meetings and even have them decide on topics if requested ● Puts topics in the appropriate time slots on the DIAA schedule ● call the workshop chairs prior to the event to remind them of their commitment and the time they are signed up to chair ● On the DIAA, make sure the rooms are set up and put any appropriate meeting materials in the rooms ● make sure the meetings are covered, and if not, find substitute chairpersons
Comments	

Role	Alateen Liaison
Primary Purpose	Coordinate Alateen meetings and Alateen speaker
Budget	
Responsibilities	<ul style="list-style-type: none"> ● find Alateen speaker for afternoon session (~15 minute share) ● coordinate Alateen bake sale (donations, staffing, and setup) ● find and coordinate (in accordance with Alateen safety guidelines) 2 one-hour Alateen meetings ● communicate Alateen meeting themes and afternoon speaker name to Publicity Coordinator for DIAA program ● coordinate with Pre-registration coordinator and Publicity coordinators to ensure flyers meeting Alateen safety guidelines ● enable teens to choose, with committee input, what the meeting topics should be (consideration should be: The Day in Al-Anon theme, variety of subjects, and special topics) ● Find volunteers to chair the meetings and have the teens choose topics (poll the 3 groups) ● Puts topics in the appropriate time slots on the DIAA schedule ● call the workshop chairs prior to the event to remind them of their commitment and the time they are signed up to chair ● On the DIAA, make sure the rooms are set up and put any appropriate meeting materials in the rooms ● make sure the meetings are covered, and if not, find substitute chairpersons
Comments	

Role	Literature
Primary Purpose	Promote and staff literature sales
Budget	
Responsibilities	<ul style="list-style-type: none">• bring CAL to DIAA• staff and manage literature table at event•
Comments	

Role	Pre-registration
Primary Purpose	Design, distribute, and collect/record pre-registration
Budget	
Responsibilities	<ul style="list-style-type: none"> • prepare pre-registration flyer and distribute through groups, D15 website, and NCWSA (?in coordination with Publicity Coordinator?) • collect and record registration slips • prepare lists of preregistered attendants for table registration
Comments	

Role	Food
Primary Purpose	Organize and oversee food contributions and beverage sales.
Budget	
Responsibilities	<p>Before the event:</p> <ul style="list-style-type: none"> ● pass out sign up sheets, one for each meeting to pass around with their binder (though as the attendance at many groups overlap, one every other meeting would also work). These are simply a sheet of xerox paper with places for people to write their name and what type of salad (or whatever the potluck food is) that they are bringing. It's a great idea to stop by as many meetings as you can in person to give the group the hang out sheet and talk up/answer questions about the food part of the event. You can collect them the last week before the event, but in my opinion, they are primarily used by the people in a given group so that they don't all bring the same thing. (There's no real way to make sure people from all the different groups don't bring the same thing, so don't worry about it!) <p>Day of:</p> <ul style="list-style-type: none"> ● The day before, you would need to make a Costco run to pick up various supplies. ● The day of the event, show up with all of the supplies and set up the drink station somewhere near the kitchen. Someone will likely set up the long buffet tables the night before, and the decorating committee will decorate them, so you don't need to worry about that. At lunchtime, just make sure all of the various supplies are out on the table and that everyone who needs help putting their salad out gets help.
Comments	

Role	Set-up
Primary Purpose	Direct set up of meeting rooms and main hall
Budget	
Responsibilities	<ul style="list-style-type: none"> ● find volunteers for setup ● set up hall and meeting rooms (day before and day of) ●
Comments	

Role	Clean-up
Primary Purpose	Clean up main hall and meeting room after DIAA
Budget	
Responsibilities	<ul style="list-style-type: none">• assist food coordinator for clean up after lunch• find volunteers for clean up• clean up main hall, meeting rooms, and kitchen
Comments	

Role	Decorations
Primary Purpose	Prepare and set up decorations for DIAA
Budget	
Responsibilities	<ul style="list-style-type: none"> ● find volunteers to make and set up decorations for main hall (especially dining tables) ● design and make decorations based on DIAA theme ●
Comments	<ul style="list-style-type: none"> ● set up best the night before ● no tape on walls ●

Role	Craft table
Primary Purpose	Promote and staff craft sales
Budget	
Responsibilities	<p>Prior to the event</p> <ul style="list-style-type: none"> ● create flyers to be given to the GRs at the District meeting ● decorate poster for the Craft Booth ● Buy markers and stickers for pricing items (keep all receipts to turn into the Chairperson) ● ask people to help man the craft booth throughout the day ● ask people at meeting to make craft items <p>Day of:</p> <ul style="list-style-type: none"> ● (day before): price items (you will need 3 tables) ● you will be given start-up money and a cash box ● at the end of the day: count money at give it to the Chairperson ● Items not sold: put back into the plastic container for next year
Comments	

Role	Table Registration
Primary Purpose	Register walk-ins during DIAA and intake pre-registered attendants
Budget	
Responsibilities	<ul style="list-style-type: none"> ● find volunteers to staff registration table ● check in attendees, with name tag and raffle ticket and program ● assist in raffle ticket sales, as needed ● collect donation from walk-up attendees ● keep tally of walk ups ●
Comments	

Role	Raffle
Primary Purpose	Collect raffle items, promote and run raffle table on day of event
Budget	
Responsibilities	<ul style="list-style-type: none"> ● District 15 meeting groups are invited to donate new items for the raffle. Ideally all donations are provided to the chairperson in advance of the DIA, though the majority of the donations arrived the morning of the event. ● A separate flyer can be made to get the message out to the various meetings concerning donation requests. The flyer should be made up at least 2 months prior, given to a GR to bring to the district meeting. Request the raffle donation flyer be distributed at each district meeting. Not sure if past events combined the silent auction and raffle flyer into one flyer? Sounds like a good idea. ● There are boxed (similar to the chinese take-out food boxes) to use for labeling each donated item and slots for tickets to be placed already cut. These boxes are in the District’s storage facility. ● Use labels that allow easy peeling off so boxes can be reused subsequent DIA raffles. ●
Comments	<ul style="list-style-type: none"> ● It’s recommended having at least one additional person available for the first 2 hours of the event to allow for the “day of” donation. ● one raffle ticket is provided to all DIA registrants ● have at least 2 volunteers available to sell additional raffle tickets throughout the event. Keep raffle tickets at the raffle table. Ask the registration table to back up if needed. Have another volunteer or 2 sell during lunchtime, between meetings, etc. ● We sold the tickets for \$1 each; 6 for \$5 ● Raffle was called after the last workshop. Allow 20-3- minutes. ● Three volunteers are recommended: one to gather the boxes and bring to the mic/person calling out winning ticket number; one person to help organize the raffle item and remain with the raffle table; and one person to either deliver to the winner or meet somewhere on the floor to expedite the process.

Role	Event signage
Primary Purpose	Prepare and set-up event signage for the event
Budget	
Responsibilities	<ul style="list-style-type: none"> • direct parking and registration • direct meeting locations
Comments	

Role	Silent Auction
Primary Purpose	Promote basket donations and run Silent Auction on day of event
Budget	
Responsibilities	<ul style="list-style-type: none"> ● request baskets from District 15 meeting groups <ul style="list-style-type: none"> ○ D15 meeting groups are invited to choose a basket them, request the meeting members to contribute to the basket and bring the basket to the Day In Al-Anon. An example of themes: Harvest, Gardening, Pampering, Al-Anon Literature, Movie, Chocolate, Coffee/Tea, Spa, etc. ○ A separate flyer can be made to get this message out to the various meetings. The flyer should be made up at least 2 months prior, given to a GR to bring back to their meeting. Request the silent auction flyer be distributed at each district meeting. ○ Request the contents of the basket be listed and attached to the basket. Sometimes the basket wrap hides the contents inside. ○ Request the gift baskets be delivered EARLY the day of the event--9:00am is a good goal. Folks start showing up and bidding early. the goal is to generate as many bids as possible per item. ○ The silent auction bid sheet should be completed by the person delivering the basket. Basket them and minimum bid should be listed by the person delivering the basket. ● List the bid END TIME on the bid sheet, and announce periodically during the event. During 2012 DIA, the bid end time was originally set too early so the time was extended. The longer the bidding can be held open, the higher the bids tend to get. Bid time was extended to 12:30 for the 2012 DIA. The silent auction winners were announced just before the final workshop meeting. ● Have someone collect the bid sheets promptly at bid closing. Announce the winners. Have someone ready near the silent auction table to collect silent auction winners' payments.
Comments	<ul style="list-style-type: none"> ● typically the top bid for a basket averaged \$40. It was suggested the baskets NOT be made too large, i.e. if one group has a LOT of donated items, possibly split the basket into two. Though baskets may valued at a total up to \$100, bidding does not typically get that high. Basically, the more baskets and bidding, the more funds generated for the District.

