

MAIA Special Events Committee
Chairperson Handbook
revised 1/2012

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Set Schedule of Events

- Founder's Day is usually a full day event like 9 am– 6:30 pm (allowing for setup and cleanup)
- Gratitude Dinner is usually an evening event 5 pm – 9 pm
- Decide schedule of the event with the subcommittee chairs at planning meeting

Founder's Day Schedule example

- 10:30 am – 11:15 am – carry the message panel
- Noon – lunch served
- 12:45 pm – 1:30 pm cake auction
- 1:30 pm – Al-Anon speaker
- 2:30 pm – Recovery Reparatory Theatre
- 3:30 pm – Basket Auction
- 4:45 pm – Sobriety Countdown
- 5:00 pm – AA speaker
- 6:00 pm – Closing (MAIA chair)

Budget Preparation

- Prepare Budget to present to MAIA Steering Committee and then IG Reps
- Use prior event budgets/end results to dictate amounts required
- The more information you can provide to substantiate costs for the event will allow for more positive responses and approvals
- After each event present final report to the SC and then IG rep
- Before any purchases are made check the status of supplies at MAIA

Special Events Progress Reports

- Attend Steering Committee meetings and present progress report, as well as any special needs or concerns for discussion
- Attend all Intergroup Rep meetings and present a verbal progress report and distribute information, flyers and request volunteers before and after the IG Rep meeting

Special Events Committee Planning Meetings

- Announce at Intergroup meetings when and where special events committee meetings will meet (Republic Coffee has free planning room-
OPTIONAL)
- Up to special events chairperson to schedule where, when and how often to meet to put all planning into place
- Show up and present volunteer options to participants and assign duties
- Follow-up with volunteers to be sure no problems and they have everything they need

Flyers

- Make and produce flyers to include Spanish flyers as far in advance as possible (be sure to secure speakers, entertainment, etc. prior to flyer production) be sure to check dates and times prior to printing (Memphis-aa.org)
- Use MAIA logos on flyer (Memphis-aa.org) (Bed Scene)
- Pocket flyers (business card size)-Optional
- Any and all publication must be submit for approval by MAIA Steering committee
- Submit flyers sign up sheets to MAIA office manager to be posted on to MAIA website

Sub-Committees Chair People

- Community Outreach
- Treatment Center
- Food/Cake Committee
- Drink Committee
- Basket Auction Committee
- Pre-Ticket Sales Committee
- Information Committee

Community Outreach

- **Visit meetings in the Greater Memphis area to deliver flyers and announce event(s) –**
- **Reach out to as many area events and district meetings (functions) as possible**

Treatment Center Outreach

Optional

- **Contact all area treatment centers and half-way houses using list provided**
- **In past events we asked that for every three people admitted to the event to please bring one large pan of food (this allows people to be a part of the event even though they may not have entry fee)**
- **We ask treatment centers that do have funding for entry to pay a discounted fee and bring food as well**
- **Discussion with MAIA Steering Committee will decide how this is to be handled per event**

Food/Cake Committee

- Send sign up sheets with flyers to each group through the Intergroup meetings
- Sign up sheets available for IG Reps to participate (at monthly meetings) note: IG Reps should be strongly urged to participate, as there wasn't an overwhelming amount of reps historically volunteering
- Put together a sub-committee of people to help keep up with contact information for contributions
- Responsible for requesting contributions from all members of the AA community. Go to meetings around town and ask people to sign up
- Call or email all people that committed to bring food the week before the event as a reminder
- Set up food tables the day of the event and be sure all food is rotated and cleaned up during and after event
- This person is also responsible for requesting cake auction donations and reminders

Drink Committee

- **Provide chairperson of this committee with funds from budget to purchase:**
- **Coffee & cups**
- **Condiments (creamer/sugar/sweeteners/stirrers)**
- **Soft drinks (coke, diet coke, sprite, diet sprite, and popular diet dr pepper, etc)**
- **Ice**
- **Lots of Bottled Water (more for Founder's Day because of heat)**

Pick up the drink tubs and coffee pots from the MAIA office prior to event day

This committee is responsible for purchasing, transporting, icing down (as early as possible), and selling (chairperson responsible for money getting to MAIA treasurer throughout event)

*** Donation for coffee/pop and water make come from groups**

Basket Auction Committee

Optional

- Sign up sheets are usually included with flyer and food sign-up sheets for basket donation items
- Contact and follow-up to collect all donation items and baskets
- Plan basket assembly party to wrap all baskets in same fashion with uniform bows (helps one not look much better or worse than another)
- Be sure to not label baskets by donor name or group name to keep all anonymous under traditions
- Plan for ticket collection containers for baskets (decorated lunch bags seem to work best)
- Hand out baskets at Intergroup meetings to encourage groups to participate
- Present baskets at the event uniformly and be sure to number both the basket and ticket container so they cannot be switched

Pre-ticket Sales Committee

- Pre-ticket sales available at each Intergroup meeting
- Be sure to rotate ticket colors for each event
- When selling pre-tickets try to collect money at time of distribution – write down ticket numbers, name, phone & amount collected

PI Committee

- **Make copies and distribute flyers (post at area libraries, grocery stores, college campus, most anywhere there are bulletin boards)**
- **Send PSAs to area media to reach out to general public (especially for Founder's Day and this is supposed to be an outreach event whereas Gratitude Dinner is more of a "community" event)**
- **Example PSA language:**

The Alcoholics Anonymous Founder's Day celebration of the ___ anniversary of AA will be held Saturday, (enter date) at (enter location & address)

This Special Event will run from (enter times) The event will help Memphis Area Intergroup Association to keep the AA hotline number open. Memphis Area Intergroup Association is fully self-supporting declining any outside contributions.

Be sure to check with your committee to determine how you would like to reach out to the Memphis and Tri-State area public. Run all intentions by the Steering Committee prior to sending out.

Supplies needed day of event

- **Plates (large and dessert)-MAIA**
- **Napkins-MAIA**
- **Eating utensils (forks, knives, spoons)-MAIA**
- **Serving bowls (or aluminum pans)**
- **Serving spoons/forks (some at MAIA)**
- **Tablecloths and decorations (flowers?)-MAIA**
- **Change aprons for ticket sales (at MAIA)**
- **Volunteer Name Badges**
- **Trash Bags (extra large)**
- **Dishwashing soap-MAIA**
- **Floor mop soap (venue has mops/buckets ?)**
- **Spray cleaner (tables, chairs, etc)**
- **Paper towels**
- **Washcloth and a few cloth towels**
- **Founder's Day/Gratitude Dinner Banners (at MAIA)**

Service Work Opportunities for the Day of Event

- Table/Chair Setup (optional: treatment volunteers) be sure to note how the room is setup prior to our event to return same as found
- Coffee brew & check (2 people)-coffee is on one hour-1/2 before each event. One coffee pot to an outlet (beware of circuit breaker)
- Ticket/Donation sales at door (MAIA Treasurer & volunteer)
- Drink Sales (1 in charge of money – 3 to sell in shifts)
- Food Line servers/removal/replacement (treatment + 3)
- Cake Auction (1 auctioneer + 3 runners)
- Basket Auction (optional-1 auctioneer + 2 runners)
- Basket Auction ticket sales (3-4 w/waist pouches)
- Table Clean-up throughout event (committee)
- Outside Clean-up (committee)
- Table/Chair Takedown (usually treatment volunteers)
- Final Clean-up (5-6 people) be sure kitchen/all floors/rest rooms/hallways/stage/outside courtyard/entry door area are all clean and left exactly the way room was set up upon arrival

Treasurer Duties

- Provide start-up change
- Pick up drop money throughout event with committee chairpersons
- Keep up with money from cake auction and pick up from ticket sellers throughout the day
- Responsible for keeping all money and collecting all cash boxes and taking to Intergroup for count and deposit (if possible separate by door/tickets/drinks/auction)
- Provide Special Events chairperson final numbers as soon as available by phone or email
- Provide final actual report to next Intergroup Rep meeting

Start-up money from Treasurer

Day of Event

- Get cash boxes from MAIA
- Ask Treasurer to bring the following start-up funding:
- Only if required Security Guard fee
- Registration** (50 ones & 10 fives)-\$100.00
- Basket Ticket sales *** (30 ones & 6 fives)-\$60.00
- Drink Sales **** (10 ones & 2 quarter rolls)-\$40.00
- ** since registration is at \$6 need more ones
- *** three (3) people – 10 ones/2 fives each
- **** drinks at 50 cents each