

Programming Committee Task List (Revised August 2012)

1. Choose Speakers
 - a. Friday Night
 - b. Saturday Night
 - c. Sunday Morning
2. Send letters to speakers
3. Make travel arrangements for speakers
4. Make hotel reservation for speakers
5. Complete registration form for speakers
6. Find addicts to host speakers
7. Choose workshop topics (30 workshops including women's, men's, GBLT raps)
8. Find 30 workshop speakers
 - a. Follow up with Areas
9. Find workshop facilitators
10. What readings will be used to open workshops
11. Set up "workshop" packages for facilitators (include PI statement)
12. Confirm Yoga meditation for Saturday & Sunday morning
13. Find facilitator for fun and games Friday night session
 - a. What games? Trivia?
14. Find facilitator for fun and games Saturday night session
 - a. What games? Cribbage Tournament?
15. Confirm taping vendor and find out what he needs for his equipment
16. Will we have a "head table" for the banquet?
17. Develop program for Friday Night Opener
18. Develop program for Saturday banquet (to include entertainment)
19. Develop program for Saturday night Speaker
20. Develop program for Sunday morning
21. Develop seating plan for Symphony Hall
22. Display NA IPs, Regional, and Area meeting lists
23. Work with Hotels & Hospitality
 - a. Transportation to DECC
 - b. Seating arrangements at Banquet and Hall
 - c. Podium and PA needs for all events
 - d. Rearrangement of Lyric room after breakfast
 - e. Rearrangement of rooms for speaker and workshops at Holiday
 - f. Accommodations for tape man
24. Work with Graphics
 - a. Workshop Signs
 - b. Agenda Signs
 - c. Directional Signs
 - d. Printed Convention Programs
25. Work with Registration
 - a. How to distribute the 50 free speaker CDs from tape vendor
26. Work with Merchandise
 - a. What can we do to secure the merchandise room during late night events
 - b. Free set of convention tapes for "raffle"