

District 170 Guidelines  
Day of Workshops

1. Pick a Date - Make sure the date does not conflict with any Area Meeting. It is helpful if it does not conflict with District 180 or District 169 Events
2. Find a Location - Should be able to accommodate 100-125 people. If there are 4 workshops during each period you will need 4 separate breakout rooms (25-30 people). A main room is needed when everyone is together.
3. Select your committees. The suggested committees are: Programming, Decorations, Printing & Publicity, Speakers (if needed), Cleanup.

A. **Chairperson** - picks the other chairpeople. Delegates the responsibilities. The Chairperson chairs all meetings of the committee. The meetings can be in person or by electronic methods as long as all people can contribute to the meeting and are heard. The Chairperson opens the Day of Workshops, makes announcements along the way, and does the Closing. Determines with the committee if and how much the suggested donation should be to attend. Is responsible to coordinate with the Coordinator of the Establishment where the event is being held for set up with Diagram of Chairs, Tables, PA (mics) etc.

B. **Programming** - Selects the names of workshops. Selects the people to chair each workshop or can delegate that to the Speaker Chairperson. Creates the time schedules for the workshops. Makes sure that Guidelines for a Workshop (following Al-Anon Traditions), which may be copied from the Area Convention, are at every workshop.

C. **Decorations** - With a committee decorates the rooms

D. **Printing and Publicity** - Creates the flyers. Must have Name, Address, Date and if possible directions to where the event is being held. Responsible for having the information on the Area Website Calendar and on the District Website Calendar and in the Pipeline for Publicity of the Event. If time permits to put it in the Forum (lead time is 4-5 months). Makes enough flyers for distribution at District Meetings and AWSCM (60 - 75 copies) if timing allows. Prints the Program of the Day (created by Programming Chairperson and Committee)

E. **Food and Refreshments** - Arrange for food for Fellowship time and if applicable lunch time. Determines what District will or will not supply based on budget. ie Paper Goods, food, tableware.

F. **Raffle** - Makes sure there are ample raffle tickets for event. Asks for Donations from the Groups for Raffle Baskets. Collects all Raffle Baskets supplied by Members and Groups.

On Day of event, make certain there are arrow signs as well as regular signage to allow for ease for members attending to find the event. Have a table set up at entrance to collect money (a cash box is best if used). A Table for the selling of Raffle Tickets (separate cash box) and an Area where the Raffle Baskets can be Displayed. Opens the program and follows it to the best of his/her ability. Opens with the Serenity Prayer and closes with the Serenity Prayer followed by the Al-Anon Declaration.

**Sample of the Program:**

**8-8:30 Fellowship**

**8:30-9:30 Workshops (ie 4) for this time slot showing which room**

**9:45 - 10:45 Workshops (ie 4) for this time slot showing which room**

**11:00- Noon Workshops (ie 4) for this time slot showing which room**

**Noon - 1 Lunch**

**1:15 - 2:15 Workshops (ie 4) for this time slot showing which room**

**2:30 - 3:15 Speaker (if applicable)**

**3:15- 4 Raffle**

**4 - 4:15 Closing**