

Gratitude Dinner –Suggested Guidelines

Chairperson

Chosen at least 8 months prior to dinner. Time needed to secure location.

Pick core committee, Co-chair/treasurer (optional)

NOTE: Most Districts have a Gratitude Dinner Annually in November

Place and Date (6-7 months prior)

Choose Date

Establish Place (size needed to accommodate at least 175-200)

- Confirm location – ask about Insurance
- Hours of use
- Availability of use of kitchen
- Number of tables available
- Inquire about garbage bags and disposal of garbage

Planning Meeting with Core Committee (6 months prior)

Review folder from previous year's dinner(s) and troubleshooting notes.

Establish Committees: Food/Decorations/Registration/Raffle/Literature/ Set-up and Clean up

Develop sign-up sheet for volunteers at District meeting

Choose "Al-Anon" theme. Example: "Attitude of Gratitude"

Create flyers for distribution at District meeting with price included.

Start working on getting speakers..

Request seed money from District meeting.

Meeting with Committee Chairs (5 months prior)

Food:

- Cook vs. catering – determine menu
- # people estimate 125 – 175 attendance
- Obtain prices from various sources
- Served by Al-Anon program people vs. self-serve
- Put #'s on table to direct order of eating

Registration:

- Sell tickets at door
- Registration table(s) manned at all times
- Supplies: pads/pens/name tags/markers
- Set up in 2 locations to avoid long lines/confusion
- Maintain list of people in attendance. (Number lines for count)
- Have cash box and money to make change available
- Keep registration cash separate from other money

Raffle:

- Create Event flyer requesting baskets from individual groups.

Flyers to be distributed to GR's at District meeting.

- Use District guidelines for baskets/items.
- Purchase Raffle tickets. (Check with district for leftovers)
- Keep raffle cash separate from other money.

Decorations/Setup/Cleanup:

- Decide on budget at planning meeting
- Decide on theme/colors
- Signs: raffle/registration/#'s on tables/literature
- Meet at church or location to define setup/create floor plan

Literature Table

- LDC Coordinator or substitute
- Table manned at all times during dinner
- Keep cash separate from dinner funds

Miscellaneous

- Ticketing
 - Determine price per person
 - Sell ahead vs. and/or at door
 - Include price on flyers
- Program
- Speaker (gift for speaker)
- Entertainment: teens/skit/countdown

Meeting with Entire Committee (2 months prior)

Review physical set-up for food serving, tables, etc.

Chairpersons report on their progress and needs

Inform all volunteers as to how each committee's work is to be accomplished

Meeting with Committee Chairs (1 month prior)

Finalize all plans

Develop and print program

Confirm speaker – send directions to location

Dinner

Set up earlier in day

Chair people and committee members wear special nametags for ID

Wrap-Up Meeting (as soon as possible after event)

Chairs

- Report on results of each committee
- Each chair to thank committee members

Notes of appreciation

Review budget

Final report to District meeting

Trouble-shoot problems and solutions for next event