

Alcathon Guidelines

Intergroup sponsors the following events each year: Napa Valley Fellowship Anniversary Party, Thanksgiving Alcathon, Christmas Alcathon, New Year's Alcathon, and budgeted Workshops.

Intergroup to elect one (1) event chairperson per event.

DUTIES FOR ALL EVENT CHAIRPERSONS

Serve as the speaking representative for the activity and organizes the workload to accomplish the mission of the activity.

Sources venue, collects volunteers, distribute flyers, plans event schedule, manages event set up and clean up, creates budget and oversees finances.

Report on event status in the Intergroup meetings prior to the event and after the event.

Ensures all event directives are followed, and necessary documents for the event are submitted to Intergroup after the event

Submit complete post event and financial statement to the Intergroup meeting immediately following the event, using the appropriate documentation.

QUALIFICATIONS FOR ALL EVENT CHAIRPERSONS

There is a two (2) year sobriety requirement for all event chairpersons.

All event chairpersons' terms span for the time of the event.

It is highly suggested that event chairpersons have served previously as an Intergroup Representative, or have a working relationship with the Committee.

Chairperson must be elected at an IG meeting before the event, serve as primary point of contact and information, and submit report and financial detail sheet after completion.

BUDGET

Alcathons	\$1,350 per event
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So you have decided to step up and run an AA alcathon! That is awesome, thank you so much for your service! Intergroup invites you to use your creativity and help from our fellowship to make this a very special and memorable event. We are not trying to tell you how to run the alcathon here, but there has been a variety of experiences that we think could offer some help or direction; and we have decided to write them here. These are some of the things that we have learned throughout the past few years of running alcathons. We hope that you find them useful.

Creating a Team

It is important to remember that this is everyone's alcathon and that we are not meant to run them by alone. Engage the fellowship with food sign up sheets and meeting sign ups. Create committees such as a decorations committee, set up committee, and break down committee. You can even parse out food and beverages to a committee. Ask for help and you will get it!

Location:

Some of the places that we have used in the past are: Sea Scouts Hall, Methodist Church, Crosswalk Church, Native Son's Hall, and the Seventh Day Adventist Church. This list is not exhaustive but can give you some ideas for a place to start looking. Once you find the place, work out the price and pay for it. We usually don't spend more than \$200 (and more than often much less) on the location. Once you have determined which location you will use, you will need to speak with the IG treasurer to set up insurance for the location.

Scheduling:

It is important to remember that our primary purpose is to stay sober and help the recovering alcoholic. We do this by providing meetings throughout the alcathon. In the past we have had meetings run 24 hours, we have had meetings run from Xmas Eve Afternoon to Xmas Day Evening – stopping from the hours of 1am to 5am, we have also had meetings run once every two hours. As the alcathon chair, you are responsible for determining how many meetings will run throughout it's entirety. We have found, however, that it is very appreciated when the Xmas alcathon is spread over the two days of Xmas Eve and Xmas Day.

Meetings:

Oftentimes, people are given the opportunity to choose the style of meeting they want to run – whether it be speaker, topic/discussion, literature/discussion, etc.

Decorations and Supplies:

It is wise to get the IG storage key from IG and determine what we already have and what you will need. There are often leftovers from the previous alcathons, forks, plates, bottles of water, and decorations can often be found there.

Set up/ Break down

Please be aware that AA appreciates that we are able to rent spaces to have our Alcathons, part of that is taking care of whatever facility we end up in. Don't put holes in the walls to hang decorations, leave the rooms in better condition than you found them, and MAKE A STINK ABOUT CIGARETTE BUTTS. That is the biggest complaint that we end up with.

Treasurer:

(Directly handles funds from Intergroup, receipts, seventh tradition/H&I collections [designate people to collect after each meeting as needed], money to be put in envelopes after each meeting, prepares final report for Intergroup)

Miscellaneous

Make sure that you tell whatever facility that you use to give you access to the heater. We spent more than one Alcathon in freezing rooms. Make sure that you bring your own toilet paper and any cleaning supplies, don't rely on the facility to provide you these things. Remember to keep all of your receipts and fill out an expense report. You are expected to return the Pass it On Folder and report out on the event; you will also be asked to return any monies that weren't spent.

SUPPLIES LIST

- Flatware
- Plates
- Napkins
- Serving Utensils
- Serving Platters
- Coffee Pots
- Hot Water Pots
- Coffee Cups
- Coffee Stirrers
- Tea
- Coffee
- Creamer
- Sugar
- Honey
- Rubber Gloves
- Paper Towels
- Dish Soap
- Hand Soap
- Garbage Bags
- Hand Sanitizer

CHAIRPERSON JOB DUTIES

Event Chair:

(Venue Liaison, General Organization, Signage, Printing, Meeting Binders, Intergroup Reporting, Purchasing/Collecting Supplies for Cleaning/Meetings/Food as needed)

Set Up:

(Coordinate with Chairperson before the event to set up tables, chairs, etc. according to event requirements)

Clean up:

(Return the venue to its original configuration after the event, includes furniture, removal of decorations, mopping) This is one of the most important jobs in order for our group to remain in good standing with the venue!

Facilities (Cleaning/Maintenance):

(Maintaining Cleanliness [of Meeting Rooms, Bathroom, Garbage Cans, Parking Lot per venue guidelines], Sanitizing Surfaces Regularly in all areas, Setup Cleaning Volunteers throughout event in shifts, final removal of garbage)

Decorations:

*(Collects and provides all decor, Responsible for setup and cleanup of all decor, ***would like to get much decor as donations as possible so we don't have to spend money on decor)*

Meetings:

(Schedule Meeting Secretary/Speaker/Greeter Shifts, Meeting room setup & maintenance [literature, secretary binder, collection basket, pink can, bell, etc.]

Food/Potluck

(Plans Menus and Food Donations per Schedule, Schedules Kitchen & Food Service Volunteer Shifts, Food Purchases, Collect service supplies, Coffee Service [Setup, Service & Maintenance through event], Kitchen Cleaning & Maintenance, Garbage Taken out Regularly, Final Kitchen Cleaning after the Event, Donating & Disposing of leftover food and beverages)

Members of the fellowship are eager to participate in the area of food. For Thanksgiving we usually make sure that we have 6-7 turkeys. Often groups will donate a turkey to an event. Make sure you include them in the count. See Event Chair for sign-up sheet.