

HOTEL / EVENT LIAISON

Once the task of selecting a convention site is complete, the Hotels and Hospitality Subcommittee can begin planning to host the Fellowship. To assist in this planning, it will be necessary to adopt and implement the procedures, or reasonable communication, as they are outlined in this section. Care should be exercised in the development of this committee to insure that the tasks assigned to it are properly accomplished.

This subcommittee should consist of a chairperson to conduct business meetings, make sure the duties of the committee are carried out and make progress reports, a co-chairperson to act as chairperson if necessary, and a secretary to record the minutes of the subcommittee. Additional responsibilities may be added or removed, as the Convention Committee feels appropriate. The first objective is to project an attendance figure to help determine the amount of meeting space that will be needed. The projected figure need not be accurate, although using criteria from previous conventions should help the committee to project a reasonable figure from which to work.

Once the committee has become comfortable with the projected attendance figure, they can plan how much meeting space will be needed, how the space can be utilized most effectively, and what would be the lowest possible expense. It would be wise to have alternative plans if the actual attendance should be higher or lower than the projected figure. Ideally there should be some flexibility to cover any the need for unscheduled meeting rooms.

Secondly, this committee will submit, for approval, any catering proposals such as coffee, banquets, and brunches. Special attention should be given to the wording of any proposal. Beware of open end or additional charges. Make sure that the quote is full and comprehensive, taking into account every detail of the catering requirements. This would ensure that there are no unexpected bills, which might be difficult to pay. If the convention is not at a venue that incorporates catering then a separate catering committee will need to be established.

Establish an arrangement so that a minimal number of individuals will have the authority to sign for services. Make it clear that the committee will only honour bills with specific signatures. Final approval of any contracts will be the responsibility of the full Convention Committee.

Information regarding transportation to the host site should be included on the convention flyer. Information regarding the location of airport, bus and train stations in relationship to the convention site is necessary for members to know. It helps them to make appropriate arrangements for their arrival.

Finally, this committee should open and operate a hospitality area where the Fellowship can gather and relax and obtain refreshments. Information on local attractions, restaurants and transportation should be available within the hospitality area. Keep in mind that the majority of problems arise from poor communication. Good communication between the Hotels and Hospitality Subcommittee and all other subcommittees is extremely important. Almost everything that will be done by other committees will hinge on how well Hotels and Hospitality performs and communicates.

It is important to not to lose sight of the reason your committee is doing all of their work. Stay in tune with the spirit of recovery. As the convention draws near there will be a number of tasks available for newcomers to perform. Try to enlist the help of as many local members as possible.

