

Aloha!

I'm Sandy, and I'm an alcoholic. It's an honor to be here with you this morning. I've had the privilege of serving the Public Information, Cooperation with the Elder Community, and the Grapevine/ La Vina Committee, and as Alt DCM and DCM.

Displays

Which committees have a continual need for display?

- A. Grapevine
- B. Literature
- C. Public information (central office committee)

Displaying is a way to bring awareness of what is available through General Service and gives the group representatives or convention attendees a means to utilize it in their home groups as they perform the service of AA. For example: our Central Office carries both branches of AA literature products, but it doesn't mean that the GSR's have ever seen the newly developed pamphlet from AAWS, or a Grapevine magazine, or any other AAWS or Grapevine product. Their groups may not have a GVR to inform them. Lit. Reps for the group may announce "We have new comer packets, schedules, big books and 12 and 12's." And that's all the group hears about when it comes to our literature. Displays at Area Assemblies, workshops, and conventions are part of the activity that the Grapevine and Literature committees engage in. Public Information displays at a variety of events mostly outside of AA such as health fairs and conventions. Here are some tips on displaying at Area Assemblies and AA supported Conventions:

1. Get there early and stake out your territory. Ask for a table to be set up if you don't see enough room for your committee to display. Tell a hosting district in advance what your needs are for display for an Assembly. Grapevine and Literature could really use two tables. Never have an expectation that they will actually have a table set up for you.
2. Take your display from strictly horizontal on the table to include a vertical element.. A felt backed Velcro friendly display board is sturdy. It will, however, put you out in front of the table which can be ok or cause you, in your chair, to be an obstacle for visiting the table. Collapsible vertical banners are great, though a little pricey. They are useful to broadcast who your committee is. Change out the materials on the felt backed displays so it continues to engage our members. If it's the same thing every time, they will stop looking at it, the same way you tune out when an announcement is identical every time. They are not meant to be permanent works of art.
3. Invest money in a washable table cover, and if your budget can afford it, a banner to drape across the table to show what committee you are. Table covers can be imprinted too with the name of your committee.
4. Candy attracts people to the table. Chocolate in particular. Ask people trick questions when they raid the candy jar, like, have you seen the latest book from the Grapevine?
5. Don't leave the leftover chocolate in your car.
6. Devote an area of your garage or home if you can to the storage of the materials.
7. Don't store the leftover chocolate in your garage either.
8. The color red gets eyeball attention. It reaches across the room. Did you ever get a speeding ticket in a red car? It's because the color red is very exciting to the eye. So if you can't make a great display, at least you could make it red.
9. Involve volunteers to man the table to give you a break for meals and events. These may be your GSR's, group members, or your committee members.

The occasionally displaying committees are: Archives, Accessibilities, CPC, and on the Central office side of service, Cooperation with the Elder Community, and Hospitals & Institutions.

Displaying at SD Spring Roundup: The Committee that I served on was never formally invited to display. Consider communicating with the Roundup coordinator and state that you intend to set up and man a display, then you just go and set up a spot in the foyer near the courtyard if it's being held at the Town and Country Convention Center. The earlier the better, and practice patience when other volunteers get competitive and territorial.

Workshops

Districts and Area committees both hold workshops. Districts use their 7th tradition funds to support the workshop; and Area Committees use their budgeted funds. They also can be multi committee and multi district supported.

Kick off the committee: Ask your GSRs and committee members to meet to kick off the workshop committee. Invite your group members to be a part of it. If it is a District led workshop then invite the District Treasurer. Elect a **Chairperson** for the workshop. If there is no one who steps up- you are the Chair. Set up regular meetings monthly. These can be done in someone's home, or before a District or Committee meeting. Elect or appoint a **Master of Ceremonies**.

Set a date: and have an alternate date so that when you look at venues, you can be flexible. Look at both Central Office and Area 8 calendars and try to select a date that is free of big events, other workshops, and isn't back to back with an Area Assembly so your a GSRs are not overburdened and are free to help. Understand also that there may be larger Area events that can later be scheduled on top of your workshop and you may be asked to move it to a different date. This may happen more than once. You may lose some volunteers or presenters as a result, so back ups in both are helpful.

Set a timeframe: for your workshop 8-12, 1-3pm, and so forth.

Create a timeline for the event. Break each thing that happens in it down into time increments. Estimate as best you can how long each part takes. These activities might be: set up, registration, Intro, readings, presentation time, Q&A, break time, movement to round table discussion areas, report back, summary, reading, closing, and break down.

Select your venue

- A. visit different locations, and look for the things you might need for your workshop. Churches, community centers, recreation centers, social and assembly halls, and libraries all tend to be within an AA budget to hold a workshop. Do any of your committee members belong to a church, organization, are alumni of a school or University, performing arts group that has a suitable space?
- B. Some important things to consider as you look at places are:
 1. Parking: are there sufficient parking spaces for the attendees?
 2. Does it have a kitchen and will you be allowed to use it.? How much extra will it cost if you do?
 3. What are the acoustics like? Will your attendees be able to hear well? Does it have a sound system that is included, or will you need to bring the Area's equipment? The biggest complaint after workshops is the inability to hear the speakers.
 4. If scheduled in the hotter months, does it have air conditioning?
 5. What kinds of tables and chairs are there for set up ? Rounds are nice in personal space, but several spots at the table are undesirable. Auditorium style is good for fitting the most

people in, but difficult for round table discussion. A writers workshop, might be best done with tables, a meditation workshop might be best in auditorium seating.

6. Ask if they charge extra for the hour before to set up and for the hour afterward to break down
7. Will they negotiate the price overall?
8. Will they allow you to provide your own food? Health laws may restrict potluck style or bringing in your own food for your event.
9. We are a non-profit 501c 4. Start by mentioning that we are a non profit for pricing. The Area Chair can give you a letter stating our non profit status if it is required. Be aware that 501 c4's pay more than 501c 3's with libraries. This is variable depending on how much of a shtickler for details the person you deal with is.

Make your flyer

Once you have a place and time for your workshop, a flyer is critical for communicating about your event.

1. Allow several months for it to get through Policy and to make changes. Policy meets once a month, and there may need to be changes made to your flier. There are guidelines for what to put on your flier on the area 8 website. Who puts it on, what the event is, where it is held and when it happens are essential.
2. Color images are eye catching but expensive to print. Color is great for a digital version even if cost has you go to black and white for printed versions.
3. Maps or written directions are preferred.
4. State whether oral interpretation and ASL will be available.
5. Once it is approved of by Policy, you may forward it to the translation committee for translation. This gets done before you post it to the Area website, print and distribute it at an Area Committee meeting which meets once a month, or an Area Assembly- meets 5 times a year. The timing of these processes is what makes it take a while. Those committees or Districts that leave 4 months for this to happen are able to fully communicate to our Area about their event.
6. Central office will post it to their website calendar and the digital flyer for download if no changes are necessary. It's a much faster, efficient process even if you have something to change. They require general names for venues to avoid affiliation such as "church" instead of "First United Presbyterian Church" They also like email addresses not phone numbers for contacts. Our Area is coming around to that too, and anonymous ones are best. The YPAAS are advanced in this area and create an email or webpage for the event, print less in the form of small slick cards, and sometimes opt out of going through the process of policy review. "Just another Fucking Dance" might not have made it made it through without some language revision.
7. The Coordinator in print is a way to communicate your event through Central office in addition to leaving a stack of flyers in the office. You will need to have printed copies of your flier to stuff into the paper Coordinator before the third Wednesday of the month. 3 months before your event is a good goal to reach for. Having your flier printed up and ready for the collating 3 months before your event delivers it two months before your event. Stuffing your flier doesn't happen unless you take a few volunteers to the central office to hand collate and insert the flier into the Coordinator. Ask Central office how many copies they need for the coordinator and to keep in the office for people to take with them to their groups. 800 or so should do it. Ask when they need you to show up for collating and stuffing. It's usually after they close around 5:00 pm.
8. How many copies do you need? 1200 to 1300 in English, about 150- 200 in Spanish.

800 for central office, 200 English and 50 in Spanish for an Assembly, 100 in English and 25 in Spanish for an ACM, and 1 or 200 for your committees' purpose to take to groups and clubhouses. If you despair of the quantity and cost of the paper used when we can take a picture with your phone, download a flier, remember that everyone is not you. Some people don't have computers or email. Group lists are private. AA goes to great length and cost to communicate with everyone even the tech-less.

Create a program: Create a program for your attendees to follow. A 3 fold program is a convenient way to include the image from your flier and the title of your workshop, the timeline of the event (who what, and when) and excerpts from literature or some area for notes. Some workshops need folders to organize materials.

Oral Interpretation: this is an element that catches many by surprise. First of all, the cost of it must be planned for. It is the responsibility of the workshop to pay for it. The Area or the Accessibilities committee and specifically the gold can funds do not cover translation for oral interpretation in Spanish or in ASL. How much does it cost? Spanish interpretation is \$50 an hour- so a 4 hr. Workshop will run \$200. ASL interpretation is \$75 an hour. If your workshop runs more than 2 hours, and most do, you will need to pay 2 interpreters for the full time and it will cost \$600 for a 4 hr workshop. There is no way to put a price on the participation of these communities. It is enriching and it creates Unity. Please reach out to the leadership in their communities to get a commitment to attend. It's becomes a great burden to bear only if you pay the interpreters and no one comes. It is a good idea to put on your flyer "Spanish and ASL interpretation available if notified by a certain date." If you don't hear from them, reach out and ask before your deadline.

Providing food and drink

1. Coffee/ tea and water are basic.
2. Food can be as simple or complex as your budget and volunteers will allow.
3. Volunteers are needed to make coffee and replenish supplies, and keep food organized, consolidated and cleaned up.
4. Try to minimize preparation onsite.
5. Prepackaged food /snacks are best to keep sanitary, but they are not as nutritious or healthy and they cost more money.
6. Food is important to some AAs. Some people come primarily for the food and secondarily for the workshop. Some come from hunger. Some people run from thing to thing without time to eat. Having food- real nourishment gives us the comfort and energy to attend the workshop. Really good food leaves a positive impression and makes people happy.
7. Identify the volunteers from your groups who might be in the food service community and ask for their help.

Volunteers

Ask your committee members or District members to take a sign up sheet to their groups to sign up volunteers. They can sign up for the whole workshop or for 2 or 3 hr increments.

Set up, clean up, greeters, hot and cold beverages, foodservice, tech support, registration/ programs, human arrows, signage, parking lot, and AA Literature readings, volunteer coordinator, fis gvfff g/gbggggggggggggggground table facilitators, and scribes are all areas of volunteering.

Invite an Area Committee to display if it is a District Workshop is there is a relationship between the topic of your workshop and the displaying Committees? If it's an Area committee workshop then see if

another displaying Area committee is useful to your topic. Literature and Grapevine/ La Vina go with practically everything!

Presenters: finding people to talk into a microphone for 10-20 minutes on a topic isn't usually an area of difficulty in AA. In fact, oftentimes you may have more enthusiastic volunteers than you can graciously accommodate. There are many qualified and gifted presenters in AA, and if you find a good match within our present or past leadership, you are in good hands. Past Delegates are a good resource to connect you with the leaders they have come to know in service as well as speaking on topics themselves. Past trustees are our treasure. Don't be too shy to ask. Having a variety of experience, approaches, subtopics, gender diversity, and racial diversity, and language diversity helps to engage the broadest audience. Sometimes you can't balance that perfectly. Having a backup or two for presentation is highly recommended. Life is unpredictable, and just when you think you have a plan.... Someone is sick or has transportation challenges.

Thank you for listening and I am grateful to be of service to you.