

HOSPITALITY 07-05-14

- 1) SERVES AS CONVENTION HOST
- 2) ORGANIZES A COMMITTEE OF GREETERS / VOLUNTEERS
- 3) ANSWERS GUESTS QUESTIONS, SERVING AS INFORMATION CENTER FOR EVENT
- 4) WORKS WITH VOL. COORDINATOR TO ARRANGE FOR VOL. TO WORK HOSPITALITY AREA
- 5) KEEP HOSPITALITY AREA TIDY AND STOCKED
- 6) ATTENDS BUSINESS MEETINGS OF OTHER GROUPS IN SURROUNDING AREA TO RECRUIT OTHER GROUPS
AS HOSTS FOR BLOCKS OF TIME
- 7) PROVIDES COFFEE, POP, WATER, FOOD & PAPER SUPPLIES AS APPROPRIATE AT
ALL PRE-CONVENTION EVENTS, WORKING / COORDINATING CLOSELY WITH PRE-CONVENTION
EVENTS CHAIRPERSON
- 8) SET UP / ENSURE PURCHASE ALL HOSPITALITY SUPPLIES (POP,WATER,
,HOTDOGS, DONUTS, CUPS, SUGAR, CREAMER. ETC..ETC..ETC..)
- 9) COLLECT MONEY FOR POP, WATER & FOOD SALES & TURN OVER TO TREASURER REPEATLY DURING
CONVENTION & MAINTAIN RECORD OF WANT IS GIVEN TO TRESURER
- 10) SUGGESTION BOX, LOST & FOUND, MESSAGE BOARD & LITITERURE RACK TO BE LOCATED AT HOSPITALITY,
NEED TO PROVIDE FORMS AND PENS, ETC
- 11) CREATE AN ENVIRONMENT FOR SOCIAL GATHERING & FELLOWSHIP AT CONVENTION
- 12) FORM SUB-COMMITTEE
- 13) BE PREPARED TO GET UP WITH THE SUN AND HAVE COFFEE MADE TO LAST THRU THE NIGHT
- 14) REQUIRES 1 YEAR OF CONTINUOUS TIME OF BEING CLEAN AND SOBER
- 15) SET UP HOSPITALITY AREA PRIOR TO START OF CONFERENCE (TABLES, TABLE CLOTHS,
ASHTRAYS, LITES, COFFEE POTS, SIGNS WITH PRICES & WHAT IS AVAILABLE, COOLERS ETC....)
- 16) ENSURE / HAVE AVAILIBLE COOLERS AND COFFEE POTS FOR PRE-CONVENTION EVENTS AS NEEDED
- 17) ASSIGNS PERSONS WHO WILL GET ICE AT CONFERENCE & KEEP RECORD OF AMOUNT OBTAINED
- 18) SET UP LITERATURE TABLE AND FLYERS OTHERS HAVE BROUGHT TO CONFERENCE
- 19) KEEPS CHAIRPERSON INFORMED OF ALL PROGRESS AND ARRANGEMENTS
- 20) PROVIDES ALL SPEAKERS WITH WHATEVER WE HAVE TO OFFER FREE OF CHARGE
- 21) ***SEE ADDITIONAL COMMITTEE MEMBER DUTIES***