

NEWANA SPIRITUAL BREAKFAST AD-HOC SUBCOMMITTEE

Suggested Timeline:

MAY

Nomination and Election of AD-HOC Spiritual Breakfast Chair at ASC according to Official NEWANA Guidelines.

JUNE

See above ☺ (Often the election process will run over into June)

JULY

Create Agenda for first meeting and attend ASC

AUGUST

- Find location to hold AD-HOC subcommittee meetings (must not be a private residence)
- Check availability for future meetings with preference given to same day/time of month and cost. (do not conflict with standing subcommittee business meetings to encourage fellowship attendance).
- Create flyer announcing subcommittee meeting for approval at ASC. (Request ASC secretary to add to GSR's action list to announce at home groups and circulate flier provided at ASC. Send flier in word or pdf document to website liaison to post on NEWANA website)
- Request Fellowship support at meetings and attend ASC with written report of progress and any necessary help required.

SEPTEMBER

- Elect Vice Chair, Secretary, Treasurer, Decorations according to the Guidelines and Procedures (Revised 8/2016)
- Consider member to handle the auction (Request baskets from home groups, storage of auction items until the day of the event, etc)
- Set two tentative dates in February to hold Spiritual Breakfast (Sunday & prefer not to conflict with Valentine's Day weekend to encourage attendance)
- Discuss voting procedure (2 out of 3 meetings, anyone votes, etc)
- Discuss options for breakfast (i.e. Location, catered or prepare ourselves)
- Request for volunteers to call Restaurants/Halls/Caterers. Obtain **at least 3 price quotes**, check availability and maximum capacity. Also ask if table settings, beverage service, tables and chairs, linens, clean up, garbage removal are included and what is the time frame for the day of the event (9am-1pm etc.).

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- Create a budget for the event (**BUDGET TO AREA FOR APPROVAL**). Include costs for decorations, ticket printing, copies and fliers, speaker travel and expenses (if any). Consider hidden costs (gratuity/tax, rentals, deposits). Include ticket price of the event into budget and expected amount of tickets to be sold. (guidelines require this to be submitted to ASC in September! Keep in mind location may not be decided until October) (see example below for budget)
- Request theme ideas (colors, title, etc.)
- Request committee members seek speaker suggestions. (typically one male and one female)
- Keep announcing event and subcommittee meeting and circulate fliers.
- Attend ASC and submit written report of the progress made and any necessary help required.

OCTOBER

- *Create a budget for the event (**BUDGET TO AREA FOR APPROVAL**). Include costs for decorations, ticket printing, copies and fliers, speaker travel and expenses (if any). Consider hidden costs (gratuity/tax, rentals, deposits). Include ticket price of the event into budget and expected amount of tickets to be sold. (see example below)*
- Choose the event space/breakfast option package.
- Decide theme
- Discuss speaker suggestions and narrow down the field. (Suggested to bring speaker from neighboring area to encourage attendance from neighboring area fellowship)
- Schedule firm event date once budget has been approved
- Discuss the option of an auction (ie silent/raffle/50/50)
- Ask for auction items
- Keep announcing event
- Attend ASC and submit written report.

NOVEMBER

- Vote on speaker
- Print tickets (check with schedule liaison regarding where schedules are printed). Include cost, event location, breakfast menu, speaker name if available
- Start considering decorations, (color schemes, centerpieces, podium decorations, etc)
- Create flier for event and submit to ASC for approval/GSR circulation. (Include date, location, NA Trademark, deadline to purchase tickets, speaker, price, speaker name, auction)
- Keep announcing event
- Attend ASC and submit written report

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DECEMBER

- Confirm speakers and any special accommodations speaker may have.
- Confirm location and costs through a written contract (confirm if there is a podium, sound/microphone, way to record speaker)
- Circulate event flier (meetings, area, region, website)
- Ask for volunteers to sell tickets (follow guidelines and procedures ie clean time requirement, etc.) CHECKS MADE PAYABLE TO NEWANA
- Request baskets from home groups for auction items
- Keep announcing event
- Attend ASC with written report

JANRUARY

- Confirm speaker
- Start collecting home group baskets and auction items.
- Circulate flier/Announce event
- Purchase decorations and any literature to be auctioned or given away
- Sell tickets
- Ask for volunteers for set up/decorations
- Attend ASC with written report

TWO WEEKS PRIOR

- Once ticket sale deadline has passed, confirm head count with location
- Confirm speaker, confirm accommodations for speaker
- HAVE FUN!!!

EXAMPLE BUDGET

Money going out for event-

Location cost= \$3000

Food- \$3.50 per plate times 250 tickets = \$875

Speaker Hotel/Gas = \$100

Tickets/flyers= \$50.00 to make

Decorations/Literature = \$200

Total- \$7250

Anticipated money coming back in from event-

Ticket sales if we sell 250 @ \$20 = \$5000

Action items- let's just say \$3000

Total- \$8000

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Profit- \$ 387.50 which I believe is low profit as I have low amounts for action and Karaoke return