

2026 Host Committee Tasks (003)

Task	Committee Lead	Chairperson	Milestones	Completed	Comments
Guidelines distributed to all Members	Host Committee Chair	John Hazel	12/1/2024	3/20/2025	emailed to all in positions except cochair, speaker chair, Alateen and AA Liason
Guidelines reviewed for tasks	All (chairs and liaisons)	All (chairs and liaisons)	1/1/2025	3/20/2025	email sent to all host committee members except cochair, speaker, alateen and aa liasion
Convention Sites visited by Chair and Co-Chair	Co-Chair	Kelly Graves	11/1/2024	3//13/2025	Pam H and John H toured Knicely and Sloan center
Budget Created by Treasurer with input from Chair and Co-Chair	Co-Chair	Kelly Graves	12/1/2024	3/29/2025	Bonnie W emailed to committee
Wrap-up reports distributed to each committee chair from previous Bowling Green convention chairs	Host Committee Chair	John Hazel	2/1/2025	3/2/2025	Email sent to all host committee members
Meeting dates set for first year	Host Committee Chair	John Hazel	12/1/2024	3/30/2025	All monthly meetings set for 2025
Budget Created by Treasurer with input from Chair and Co-Chair	Host Committee Chair	John Hazel	12/1/2024	3/27/2025	Bonnie emailed peliminary budget
Convention Theme solicited from hosting district members	Host Committee Chair	John Hazel	12/1/2024	3/30/2025	Hope Happiness and Healing
Request for Proposal (RFP) for hotels Created with committee	Host Committee Chair	John Hazel	10/1/2024	4/10/2025	University Plaza hotel adjacent to convention center
Convention Sites visited by Chair and Co-Chair	Host Committee Chair	John Hazel	11/1/2024	3/13/2025	Pam H and John H toured Knicely and Sloan center
Roster Created	Secretary	Karen Kinard	1/1/2025	5/18/2025	Member list sent with minutes
Budget Created by Treasurer with input from Chair and Co-Chair	Treasurer	Bonnie Washer	12/1/2024	3/2/2025	budget was presented to committee
Budget approval by Host Committee	Treasurer	Bonnie Washer	12/1/2024	3/2/2025	budget was approved by committee
Bank Account Opened by Treasurer with Chair and Co-Chair	Co-Chair	Kelly Graves	12/1/2024	3/2/2025	Bonnie and John was added to acccount still need Kelly
Sites proposed to Committee & Committee approves	Host Committee Chair	John Hazel	12/1/2024	3/30/2025	Sloan Convention Center was seleted and Cave City last minute check
Convention Theme Selected by Host Committee	Host Committee Chair	John Hazel	2/1/2025	3/30/2025	Hope Happiness and Healing
Bank Account Opened by Treasurer with Chair and Co-Chair	Host Committee Chair	John Hazel	12/1/2024	3/3/2025	Bonnie W and John H are on account

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Seed Money Requested	Treasurer	Bonnie Washer	11/1/2024	6/7/2025	Bonnie requested at Area Assembly
Bank Account Opened by Treasurer with Chair and Co-Chair	Treasurer	Bonnie Washer	12/1/2024	3/2/2025	Bonnie and John was added to account still need Kelly
Get credit/debit card for convention "meals" expenses	Treasurer	Bonnie Washer	12/1/2024	3/2/2025	Bonnie got debit card for account
AA Liaison Appointed	Host Committee Chair	John Hazel	4/1/2025	5/28/2025	Lee agreed to be the liaison
Logo presented to committee	Printing/Mailer Flyer Chair	Emily Harris	4/1/2025		
Online Registration and Paypal use Approval	Registration Chair	Karen Garity	4/1/2025		
Baskets decided for speaker rooms and Host Committee Approval	Speaker Chair	Pixie Jarvis	4/1/2025		
Speakers selected, Al-Anon	Speaker Chair	Pixie Jarvis	4/1/2025		
Hotel/Convention site Contract negotiated	Host Committee Chair	John Hazel	2/1/2025	3/10/2025	proposal was subimmitted to the committee and was approved
Hotel/Convention site contract signed	Host Committee Chair	John Hazel	2/1/2025	3/10/2025	Contracts were signed
AA Speaker selected with concurrence from Speaker Chair	AA Liaison	Lee G	7/1/2025		
Taper confirmed & contract signed	Host Committee Chair	John Hazel	7/1/2025	6/1/2025	Bobs Sober services (they do not do contracts)
Send copies of Convention Center contract, hotel contract, and recorder contract to KY Area Chair, KY Area Treasurer, and Host Committee Treasurer	Host Committee Chair	John Hazel	7/1/2025		
Logo and Flyer design approval	Printing/Mailer Flyer Chair	Emily Harris	7/1/2025		
Save-the-Date magnets (to distribute at 2018 convention) approved by Host Committee	Printing/Mailer Flyer Chair	Emily Harris	7/1/2025		
Registration Fee Set	Registration Chair	Karen Garity	2/1/2025	4/27/2025	committee approved \$40 registration fee
Pre-registration cut-off date set	Registration Chair	Karen Garity	7/1/2025		
AA Speaker selected with concurrence from Speaker Chair	Speaker Chair	Pixie Jarvis	7/1/2025		
Contact 2021 Convention chair re adding magnets to registration package - if approved	Host Committee Chair	John Hazel	8/1/2025		
Begin Fundraising Activities	Fundraising Chair	Carolyn Moran	10/1/2025		
PO Box rented	Registration Chair	Karen Garity	10/1/2025		

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Host Committee decision/approval to give "How Al-Anon Works" to newest member at Saturday countdown	Host Committee Chair	John Hazel	11/1/2025		
Meeting dates set for year of convention	Host Committee Chair	John Hazel	11/1/2025		
Flyer re convention details distributed to AA community; AA districts, Area meetings and AA clubs, etc.	AA Liaison	Lee G	1/1/2026		
Alateen Speaker selected with concurrence from Speaker Chair	Alateen Liaison	0	1/1/2026		
Fundraising baskets at convention approved by Host Committee, decision if will be requested from Area Districts for fundraising at convention	Fundraising Chair	Carolyn Moran	1/1/2026		
Fundraising Baskets flyer created for committee approval and send to AWSC requesting baskets for fundraising at convention (if approved)	Fundraising Chair	Carolyn Moran	1/1/2026		
Guidelines distributed to all Members	Host Committee Chair	John Hazel	1/1/2026		
Flyer sent to Area website coordinator	Printing/Mailer Flyer Chair	Emily Harris	1/1/2026		
Dates of convention & info given to Area Newsletter, The Forum, WSO for website	Publicity Chair	Amanda Watt	1/1/2026		
Paypal and online registration account set up	Registration Chair	Karen Garity	1/1/2026		
Registration "gift" ordered (if approved)	Registration Chair	Karen Garity	1/1/2026		
Registration packet "gift" like an ink pen decided - yes or no	Registration Chair	Karen Garity	11/1/2026		
Alateen Speaker selected with concurrence from Speaker Chair	Speaker Chair	Pixie Jarvis	1/1/2026		
Flyer sent to Taper	Speaker Chair	John Hazel	1/1/2026		
AMIAS approved person(s) arranged to be present at all Alateen activities and in the Alateen Hospitality Room	Alateen Liaison	0	3/1/2026		
Entertainment schedule presented to committee	Entertainment Chair	Dawn Dodd	3/1/2026		
Gifts for speakers decision by Host Committee	Host Committee Chair	John Hazel	3/1/2026		

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Hospitality rooms for Alateen & AA - Host Committee decide if needed	Host Committee Chair	John Hazel	3/1/2026		
Literature consignment procedure reported to host committee	Literature Chair	Pam Howard	3/1/2026		
Flyer updated with speaker names	Printing/Mailer Flyer Chair	Emily Harris	3/1/2026		
Flyers sent to Area Assemblies in March	Printing/Mailer Flyer Chair	Emily Harris	3/1/2026		
Contact Chamber of Commerce for badges, maps of area, list of restaurants, etc.	Registration Chair	Karen Garity	3/1/2026		
Contact Area Chair regarding insurance applicable to convention	Treasurer	Bonnie Washer	3/1/2026		
Insurance confirmed with Area Chair	Treasurer	Bonnie Washer	3/1/2026		
Fundraising Room (ie: for baskets) decision if room needed at convention site	Fundraising Chair	Carolyn Moran	4/1/2026		
"Convention Voice" appointed	Host Committee Chair	John Hazel	4/1/2026		
AA activities, workshops, meetings, meeting chairperson, etc. coordinated by AA Liaison and submits requests to the Speaker Chairperson and Entertainment Chairperson for Host Committee approval	AA Liaison	Lee G	7/1/2026		
Program Schedule of events approved by Host Committee	Entertainment Chair	Dawn Dodd	5/1/2026		
Alateen Workshops & events proposed	Alateen Liaison	0	5/1/2026		
Arrange for change for Alateen Fundraising (with Treasurer?)	Alateen Liaison	0	9/1/2026		
Refreshment flyer sent to Districts 1-5 DRs & AIS requesting refreshments to be donated for Hospitality	Hospitality Chair	Debbie Donaldson	5/1/2026		
Name badges - decision if Host Committee's will be marked for easy identification (i.e ribbons)	Host Committee Chair	John Hazel	5/1/2026		
Hotel reservations made for Chair and Registration Chair	Host Committee Chair	John Hazel	5/1/2026		
Hotel reservations made for speakers & their guests	Host Committee Chair	John Hazel	5/1/2026		

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Banner - arrangements made to have hung in meeting room	Co-Chair	Kelly Graves	7/1/2026		
Convention Center final walk through with Co-Chair	Co-Chair	Kelly Graves	9/1/2026		
Program Agenda created by PMF Chair (speaker times/AA Meeting/Alateen activities, Workshops, etc.) with Speaker Chair, Entertainment Chair	Entertainment Chair	Dawn Dodd	5/1/2026		
AA activities, workshops, meetings, meeting chairperson, etc. coordinated by AA Liaison and submits requests to the Speaker Chairperson and Entertainment Chairperson for Host Committee approval	Entertainment Chair	Dawn Dodd	7/1/2026		
Arrange for change for Fundraising with Treasurer	Fundraising Chair	Carolyn Moran	9/1/2026		
Hospitality Room refreshments coordinated (any food items, coffee and other drinks)	Hospitality Chair	Debbie Donaldson	5/1/2026		
Volunteers scheduled for Hospitality Room	Hospitality Chair	Debbie Donaldson	7/1/2026		
Volunteers scheduled to greet people in convention room for 30 minutes prior to each meeting	Hospitality Chair	Debbie Donaldson	7/1/2026		
Ribbons to identify greeters	Hospitality Chair	Debbie Donaldson	9/4/2026		
Hospitality Room clean up	Hospitality Chair	Debbie Donaldson	9/1/2026		
Hospitality Room set up	Hospitality Chair	Debbie Donaldson	9/1/2026		
Decorations at podium arranged	Host Committee Chair	John Hazel	5/1/2026		
First Aid, Lost & Found and Message Board to be arranged with convention staff	Host Committee Chair	John Hazel	7/1/2026		
Instruction Sheet created for "The Voice" to read at each speaker meeting	Host Committee Chair	John Hazel	7/1/2026		
Alateen raffle item(s) suggested and approved by Host Committee	Alateen Liaison	0	7/1/2026		
Program sent to Blueprint Tapes	Host Committee Chair	John Hazel	7/1/2026		

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Taper pre-registered	Host Committee Chair	John Hazel	7/1/2026		
Entertainment schedule approved by committee	Entertainment Chair	Dawn Dodd	7/1/2026		
Meet with Venue Events Coordinator	Host Committee Chair	John Hazel	8/4/2026		
Podium, stage, staging and PA system arranged	Host Committee Chair	John Hazel	8/1/2026		
Coordinate setup of convention space with hotel contact	Host Committee Chair	John Hazel	8/1/2026		
Coordinate with Hotel for Alateen fundraising table(s) placement	Host Committee Chair	John Hazel	8/1/2026		
Coordinate with Hotel for Fundraising table(s) placement	Host Committee Chair	John Hazel	8/1/2026		
Coordinate with Hotel for Literature table placement	Host Committee Chair	John Hazel	8/1/2026		
Coordinate with Hotel for Taper table placement & electricity	Host Committee Chair	John Hazel	8/1/2026		
Instruction Sheet for "The Voice" approved by host committee	Host Committee Chair	John Hazel	8/1/2026		
Host Committee meetings at Convention Center	Host Committee Chair	John Hazel	8/25/2026		
Host Committee meetings at Convention Center	Host Committee Chair	John Hazel	9/1/2026		
Host Committee meetings at Convention Center	Host Committee Chair	John Hazel	9/8/2026		
Convention Center final walk through with Co-Chair	Host Committee Chair	John Hazel	9/1/2026		
Finalize headcount for meals with venue Events Coordinator	Host Committee Chair	John Hazel	9/15/2026		
Host Committee meetings at Convention Center	Host Committee Chair	John Hazel	9/14/2026		
Literature ordered on consignment from AIS Office	Literature Chair	Pam Howard	6/1/2026		
Volunteers scheduled for Literature table	Literature Chair	Pam Howard	7/1/2026		
Arrange for change for Literature Donations with Treasurer	Literature Chair	Pam Howard	9/1/2026		

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Hotel Contact notified if room block will/will not be met	Host Committee Chair	John Hazel	8/1/2026		
Program Agenda created (speaker times/AA Meeting/Alateen activities, Workshops, etc.) with Speaker Chair, Entertainment Chair	Printing/Mailer Flyer Chair	Emily Harris	5/1/2026		
Flyers sent to Area Assemblies in June	Printing/Mailer Flyer Chair	Emily Harris	6/1/2026		
Program, final version approval	Printing/Mailer Flyer Chair	Emily Harris	7/1/2026		
Make posters to identify Hospitality and breakout rooms	Printing/Mailer Flyer Chair	Emily Harris	9/4/2026		
Contact press, radio and TV and treatment centers	Publicity Chair	Amanda Watt	7/1/2026		
Convention details sent to hospitals, treatment centers, etc. within the hosting district(s)	Publicity Chair	Amanda Watt	7/1/2026		
Nametags prepared for pre-registered guests	Registration Chair	Karen Garity	7/1/2026		
Volunteers scheduled for Registration	Registration Chair	Karen Garity	7/1/2026		
Verify Wifi available for Paypal in convention center	Registration Chair	Karen Garity	7/1/2026		
Registration packets prepared; include badges, programs, restaurant lists, giveaway item, etc.	Registration Chair	Karen Garity	8/1/2026		
Send Logo to Taper	Host Committee Chair	John Hazel	8/1/2026		
Arrange for change for Registration with Treasurer	Registration Chair	Karen Garity	9/1/2026		
Program Agenda created by PMF Chair (speaker times/AA Meeting/Alateen activities, Workshops, etc.) with Speaker Chair, Entertainment Chair	Speaker Chair	Pixie Jarvis	5/1/2026		
Speakers arranged to be picked up and returned to the airport	Speaker Chair	Pixie Jarvis	6/1/2026		
Host assigned for each speaker	Speaker Chair	Pixie Jarvis	6/1/2026		
Speakers & their guests pre-registered with Registration Chair	Speaker Chair	Pixie Jarvis	6/1/2026		
Travel arrangements made for speakers	Speaker Chair	Pixie Jarvis	6/1/2026		
Instruction Sheet/Outline created for each speaker meeting chair to read	Speaker Chair	Pixie Jarvis	6/1/2026		

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Coordinate workshops with the scheduled speakers	Speaker Chair	Pixie Jarvis	6/1/2026		
Workshops scheduled	Speaker Chair	Pixie Jarvis	6/1/2026		
"Chair" assigned for each speaker meeting	Speaker Chair	Pixie Jarvis	6/1/2026		
AA activities, workshops, meetings, meeting chairperson, etc. coordinated by AA Liaison and submits requests to the Speaker Chairperson and Entertainment Chairperson for Host Committee approval	Speaker Chair	Pixie Jarvis	7/1/2026		
Speaker names and contact information given to Registration Chair and Host Committee Chair	Speaker Chair	Pixie Jarvis	7/1/2026		
Baskets for speakers rooms and gifts prepared to be given at podium for speakers	Speaker Chair	Pixie Jarvis	8/1/2026		
Instruction Sheet for speaker meeting chair approved by host committee	Speaker Chair	Pixie Jarvis	8/1/2026		
Program sent to speakers	Speaker Chair	Pixie Jarvis	8/1/2026		
Check to Venue for Function Details	Treasurer	Bonnie Washer	9/1/2026		
Convention start date			9/18/2026		
Collect used name badges after the convention for reuse	Registration Chair	Karen Garity	9/20/2026		
Wrap-up report presented at Host Committee wrap-up meeting (see template in the Guidelines for written report)	All (chairs and liaisons)	All (chairs and liaisons)	10/1/2026		
Coffee and water managed in convention space	Co-Chair	Kelly Graves	10/1/2026		
Coffee donation "jar" monitored	Co-Chair	Kelly Graves	10/1/2026		
Final guest count to Paroquet Springs	Host Committee Chair	John Hazel	1/1/2027		
Thank-You Notes sent to Hotel Staff, Taper, people who donated baskets etc. along with any tip.	Host Committee Chair	John Hazel	10/1/2026		
Wrap Up Reports compiled for next convention in Louisville	Host Committee Chair	John Hazel	10/1/2026		

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Wrap-up meeting after convention scheduled	Host Committee Chair	John Hazel	10/1/2026		
Thank-You Notes sent to speakers	Speaker Chair	Pixie Jarvis	10/1/2026		
Collect and secure Registration, Coffee donations, silent auction proceeds, book sales etc during convention	Treasurer	Bonnie Washer	10/1/2026		
Profit check sent to Area Treasurer	Treasurer	Bonnie Washer	11/1/2026		
Seed money returned to Area Treasurer	Treasurer	Bonnie Washer	11/1/2026		
Final report presented to AWSC and Assembly	Host Committee Chair	John Hazel	3/1/2024		
Fundraising suggestions made to Host Committee for approval	Fundraising Chair	Carolyn Moran	Ongoing		
Meeting reminders sent to committee members and DRs 1&2 weeks prior	Secretary	Karen Kinard	Ongoing		
Minutes taken and distributed by two weeks after each meeting	Secretary	Karen Kinard	Ongoing		
Processes all payments and deposits from fundraising, registration, etc.	Treasurer	Bonnie Washer	Ongoing		