

AA Diner Dance Time tables

One year to Six months out locate Hall for event. See qualifications sheet. If not having the event at the previous location already cleared by Inter group get 4 estimates from locations using the qualification sheet. Take the estimates to Inter group and have them vote on it. Get the check right then at Inter group. Put a deposit on the Hall right a way Saturdays at these halls go fast.

Two months pick and confirm speaker. Setup the printing for the tickets and flyers. See Intergroup to print the tickets and flyers. Cut off ticket sales one week before the event put on flyer. Quantity 250 numbered tickets. 300 flyers. Put an ad in the AA Promises.

Two months to at the latest 45 days out give the flyers and tickets to Inter group to pass out. Put 10 or so tickets in a baggie, put ten or so flyers with each set of tickets. See the ticket sales form. Make sure to leave some tickets for groups not at the Inter group. Mondex or Flagler groups, go in search of ticket sales people at these groups, or call and mail to them. Make sure you have the phone #'s of all the ticket sales people. Tell them when you pass out tickets you need cash in hand---- this date. (One week out)

Two months pick your committee. See sign up sheet for committee members. Announce at meetings you need people to sign up for different service work. Find the left over supplies from the last event. Take inventory, adjust your shopping sheet. Order AA books for door prizes. Buy speaker gift. Find donated door prizes to auction.

One month out hold a committee meeting and discuss the following:
how the tables will look, where the audio stuff will go, set up of tables and chairs, set up of food tables, who gets the hot food and when, who is announcer, DJ, when music starts, when diner starts, who sells (2 people) 50/50, time 50/50 is announced, who is your clean up and who is your set up. Make sure the set up people are reliable. Who sits at entry table taking tickets and greeting? Who are the shoppers? What is the theme?

Call ticket sales **two weeks** out and find out how many they sold. People not selling get the tickets back from them and give to people who have sold and need more. Ticket sales at the door are hard to do. You can not count on what supplies to get or how much food to order so try to stay way from that.

Cut off ticket sales **one week before** event. Call all ticket sales people before cut off. Make arrangements to meet them at a meeting or something and get the money you need to shop with. Order flowers for vases.

One week out give hot food or main dish supplier the totals. Make your shopping list off last year's list and put in the ticket sales numbers for this year. Plus subtract the supplies you got from the last event. We are not made of money keep costs down.

Day of event call your people and reconfirm they will be there and at what time.

Good luck! Denny

AA Dance Feb. 23 2008
Committee List

If you would like to do service work on this event please fill in you name and phone #.

Picking Hall	Chair person	Type Set Flyers
Person finding DJ		Copy Flyers
DJ		Print Tickets
Person finding Speaker		
Speaker		
Announcers #3		

Sobriety Count Down Announcer ?

Drawings:

Ticket Sales (see sheet)

Parking helpers:

Dessert table:

Reception Table: Collect Tickets, Greet people (2 people)

Decorations & Set Up: (2-3 people)

- Make Sure Tables are set up in right places. 18-20 tables 10 settings
 - Review Stage and Mike for speakers.
 - Check bathrooms for toilet paper and cleanliness.
 - Decorate Tables. Vase/ food coloring/ flower in center/sparkles
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50/50 Ticket Sales: Sell tickets for a drawing AA books, donated gifts, and Cash. (3 people)

Goal ??\$250.00

Name

Speakers and Time

6:30pm Greet all. Label numbers to tables for eating.

8pm Sobriety countdown

8:10pm Introduce speaker.

8:40pm Speaker sends people to get dessert.

9pm Speaker introduces Announcer for drawing of gifts and 50/50 cash.

9:15pm Drawing speaker sends people to dance and have fun.

Dinner Dance

Date February 23, 2008

Work sheet

To: Intergroup

REQUIREMENTS & COSTS:

1. Hall:

Available on a Saturday in Feb.
 23 tables seating 6 or 8 per table view size of tables.
 1 registration table front door.
 Dance floor, stage, microphone, podium.
 No other events in the hall or bar at the time of dance.
 Parking for 75-100 cars.
 Able to start at 6pm. Serve at 6:30pm and close at 11pm.

2. Food:

Salad, bread and butter before meal.
 2 types of meat, veggies and a starch.
 Pitchers of water and another type of drink on the table. Ability to buy whatever other drinks they want.
 Dessert and coffee after.

Halls in Palm Coast:

VFW We don't like their food, place is dirty.
 Knights of Columbus 446-5632 Patty
 Elks Club 446-5815 Roseanne Conklin
 Italian American Club 445-1893 Linda Ferguson (be careful they changed stuff on us last minute one year.)
 Portuguesse American Club 446-3910 Christina Maia
 Palm Coast Yacht Club 445-9300 Keith

Hall	Date Available	Price per person with gratuity	Deposit
Knights	2/2,9,23	\$19.92	\$903.09
Elks	2/2 & 23	\$19.20	\$150-\$200
Italian American	2/23	\$19.77	\$100.00
Portuguese Amer.	2/23	\$19.00	\$500.00
Yacht Club	all Sat. in Feb.	\$28.27	\$500.00

DJ:

Jim T. cost \$150.00 plus a ticket to function. Play from 6pm to 11pm
 Will play quiet ballroom dance music before and during dinner. Faster dance music after the speaker.

Thanks Denny Newberry