

## **UTAH SOCIAL AREA WEEKEND**

**Background:** The first USAW social weekend , patterned after UTAC was held in Oct 2019, 2020 skipped due to Covid. Continued in 2021,2022. 3 yr trail end & continues as an Annual Event.

**Purpose:** The purpose of the USAW is to bring Al-Anon members and interested newcomers from across the Area together to celebrate recovery for one weekend of the year. This weekend is meant to be a Relaxing Social event. Potential activities may include sharing meetings, power sessions, creativity activities, talent shows, hiking, resting, massages, fellowship and Games.

**Dates:** The committee Suggests the 3rd weekend in August, but may be held @ time specified by USAW committee, booking minimum of 12 months prior.

**Location:** The location will be decided by the Utah committee. Bryce Canyon Utah has been the location for the past 5 years. Should the committee decide or need to move to another location that will be decided 2 yrs prior. Making sure announcements are made 12 months prior.

**Host Committee:** USAW select its own chairperson and committee consistent with its own guidelines and procedures always compliant with Al-Anon principles. USAW chairperson act as a liaison between the USAW committee and the Area World Service Committee (AWSC), which offer support and encouragement if needed. The Area chair or designated representative attends USAW meetings and reports progress to the area as needed. In as much as USAW is expected to be self-supporting, the USAW committee identifies and pays for the venue, sets registration fees, and accounts for funds internally. Funds need to be accessible by 2 committee members. All moneys should be reconciled with in 30 days of the event conclusion. Excess funds remain with the USAW committee to help finance the following year's event. The area may assist the USAW committee by publicizing the event, offering scholarships, and in other ways as needed.

## Utah Social Area Weekend Committee procedures & guidelines

### **Committee members**

- Chairmen                      Suggest 3yr
- Registration & Treasurer      Suggests 3 yr
- Hospitality Chair          Suggests 3
- Crafts Chair                Suggests 3

Your 1st year on the committee as a department chair will be in a Mentee role.  
Year 2 by yourself &  
year 3 as a Mentor.

### **Committee Responsibilities:**

**Chairperson:** -Acts as a liaison between the USAW committee and the Area World Service Committee (AWSC) .

- organizes the Zoom meetings and with committee comes up with the weekends agenda.
- Helps facilitate communication between committees.
- Keeps record of who's helping or leading the different events.
- Fills in where necessary to help the weekend complete its purpose.
- Completes an end of event summary.

### **Registration:& Treasurer:**

- set up weekend with hotel & produce flyers(ISO)
- Book convention room for event
- Make reservation/ block of rooms(30) for attendees
- Reserve room for Massage Therapist's & speaker if needed.
- Set up Venmo ( or other means) of registration payments for guests
- Make name tags
- Keep track of budget and financial information
- Do an inventory of items at end of the event and turn copy in to chairperson.(ie.name tag labels, lanyards & tag holders #& type, clipboards & pens, left over table covers, gifts , coffee maker)(what items they have taken possession of) get list to USAW Chairperson
- Reconcile all expenses from other departments.

### **Hospitality:**

- Welcome Participants gift Ideas ( approximately \$10-15 ea) swag bad of few items, group. T-shirt, hat, bag, etc.
- handles table & room decorations and set up ( see diagram or do your own thing)
- Get to Ruby's Inn around noon for set up. Ask for water pitcher to use to make coffee with and to stick ice as needed in the soda machine.
- Plastic table coverings: Ruby's has cloths for the round tables but we can't do crafts on them.
- Room and table decorations: whatever your heart desires ( approve any expenses for this with the whole USAW committee)

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- Set up Coffee (Keurig) and condiments next to the soda machine on east end of room and maintain quantities. ( Use an organizer, bowls, or tray to set up coffee condiments, teas, and hot chocolate packets.
- Set up , maintain and organize Snack table using small bins in USAW tote.
- Sunday clean up and pack up items that can be used for next year!
- Keep track of all receipts and turn in for reimbursement.
- Do a inventory of items left at end of the event so know what to start the next year with! Turn copy into the USAW chair person.

**Crafts:**

- decides, collects, & purchase items for crafts
- Orders paper or laminated sheets for crafts
- Make up instructions for crafts
- Gets buddy box/ bag (
- Get to Ruby's Inn about 1-2 pm to set up craft tables along back & left side of (left rm) approximately 6-7 long tables
- Make sure also that 8-9 tables are set up in a square around center of (left rm)
- Try to organize different craft items on separate tables
- Set up laminate machine and glue guns on separate table near outlets
- Make sure you have ample extension cords and power strips for electric items.
- Have paper towels and extra paint ( sm.) trays for crafts
- Keep all receipts and track of expenses for reimbursement.
- Inventory all items left and available for next year's event and get a copy to the USAW chairperson.