

Al-Anon  
Yakima Valley Annual Round Up  
Planning Committee  
Information Binder

Yakima Valley Round Up is a celebration of recovery in the Central Washington area. The conference is sponsored by the

local AA Districts, which has invited Al-Anon to participate.

Al-Anon participates by hosting speakers from the nationwide speakers circuit. It also offers us one of our two annual fundraisers by each Family Group donating a basket to be raffled off.

Yakima Valley Round Up is the third weekend in February. AA Planning Committee starts planning next years Round Up in April. Meetings are held the first Monday of every month April through January, when they start to meet every two weeks until the week of Round Up.

**Typical Schedule Format**

## **FRIDAY –**

1:00 – Registration Opens  
2:00 – 3:00 p.m. Panel -  
3:30 – 4:30 p.m. Panel -  
5:00 – 6:30 p.m. Al-Anon Meeting and Brown Bag Dinner  
7:00 – 9:30 p.m. Kick Off Speakers Meeting with:  
7:00 – 8:00 p.m. Al-Anon Speaker  
8:00 – 8:30 p.m. Break  
8:30 – 9:45 p.m. AA Speaker  
9:45 – 10:00 p.m. Break  
10:00 – 1:00 a.m. DJ Dance \$5.00

## **SATURDAY –**

8:00 – 7:30 p.m. Registration Opens  
8:00 – 9:15 a.m. Al-Anon Meeting  
8:00 – 9:15 a.m. Women's Panel Meeting/Men's Panel Meeting  
9:30 – 10:30 a.m. Panel - AA/Al-Anon Couples  
10:30 – 11:30 a.m. Panel -  
12:00 – 3:00 p.m. Al-Anon Luncheon Speakers Meeting  
12:00 – 12:45 p.m. Luncheon (ticket required)  
12:45 – 1:00 Al-Anon Skit  
  
1:00 – 2:00 p.m. Al-Anon Speaker  
2:00 – 3:15 p.m. AA Speaker  
3:30 – 5:00 p.m. All Speakers Panel  
6:00 – 9:30 p.m. Evening Banquet and Speaker Meeting  
6:00 – 6:45 p.m. Dinner (ticket required - Buffet)  
6:45 – 7:15 p.m. Raffle  
7:15 – 7:30 p.m. Break  
7:30 – 7:45 p.m. Recovery Countdown  
7:45 – 9:15 p.m. AA Speaker  
9:15 – 9:30 p.m. Break  
9:30 – 1:00 a.m. Live Band Dance

## **SUNDAY –**

8:30 – 11:00 a.m. AA Spiritual Breakfast and Speaker Meeting  
8:30 – 9:00 a.m. Breakfast  
9:00 – 9:15 Al-Anon Basket Raffle  
9:15 – 9:30 a.m. AA Skit  
9:30 – 11:00 a.m. AA Speaker

Alkathon meetings will be going on throughout the conference except during speaker meetings

# **Suggested Committees:**

- 1 Chair Coordinator
- 2 Speaker Chair
- 3 Speaker Meeting Chair
- 4 7<sup>th</sup> District Literature Chair
- 5 Basket Chair
- 6 Raffle Chair
- 7 Skit Chair
- 8 Al-Anon Meeting Chair
- 9 Al-Anon Meeting Room Activities Chair

**Chair Coordinator**

## Responsibilities:

- 1 Attend monthly AA Roundup Planning Committee at Central Office. First Monday
- 2 Attend monthly District 7 meetings at Literature Depot. Second Saturday
- 3 Keeps master list of all other committee chairs.
- 4 Fills in when and where needed during Round Up.
- 5 Attends Committee meetings during Round Up.
- 6 Acts as point person

## **Speaker Chair**

## Responsibilities:

- 1 Coordinate with AA Roundup Planning Committee on scheduling speakers (2).
- 2 Coordinates with AA Roundup Planning Committee on transporting both of the speakers from airport, during the function and returned to airport.
- 3 Arranges or assigns speaker hosts.
- 4 Attends Friday night No-Host Dinner for Speakers.
- 5 Coordinates with Speaker Meeting Chair.
- 6 Optional: Attend monthly AA Roundup Planning Committee at Central Office with Chair Coordinator.

## Typical Speaker Round Up Schedule:

- 1 No host dinner at Red Lion restaurant Friday 5:00 PM.
- 2 First Al-Anon speaker Friday at 7:00 – 8:00.
- 3 Second Al-Anon speaker Saturday at 1:00 – 2:00.
- 4 All Speakers Panel Saturday at 3:30 – 5:00.

## **Speaker information:**

**Speaker:** \_\_\_\_\_

<b>Arrival</b>	
Flight/Airline	
Time	
Date	
Transportation Via	
Host	
Hotel/Room #	
Dinner	
Time Speaking	
<b>Departure</b>	
Flight/Airline	
Time	
Date	
Transportation Via	

**Speaker:** \_\_\_\_\_

<b>Arrival</b>	
Flight/Airline	
Time	
Date	
Transportation Via	
Host	
Hotel/Room #	
Dinner	
Time Speaking	
<b>Departure</b>	
Flight/Airline	
Time	
Date	
Transportation Via	

**Speaker Meeting Chair**

## Responsibilities:

- 1 Have appropriate literature
- 2 Arranges or assigns reading of Al-Anon suggested opening
- 3 Arranges or assigns introduction of Speaker
- 4 Arranges or assigns reading of Al-Anon suggested closing
- 5 Arranges or assigns closing prayer

<b>Speaker Meeting</b>	<b>Opening Name/Phone</b>	<b>Introduction Name/Phone</b>	<b>Closing Name/Phone</b>	<b>Prayer Name/Phone</b>
Friday 7:00 PM				
Saturday 1:00 PM				

**7<sup>th</sup> District Literature Chair**

## Responsibilities:

- 1 Arranges or assigns transportation of literature/books to Roundup.
- 2 Confirms or arrange for literature table and security while at Roundup.
- 3 Arranges or assigns someone to be at literature table during all open hours.
- 4 Arranges or assigns removal of literature/books from Roundup

## AI-Anon Literature Table Sign Up Sheet

Friday		Name	Phone Number
--------	--	------	--------------

Morning	Set Up		
1:00	Doors Open		
2:00 - 3:00	Panel		
3:00 - 3:30	Break		
3:30 - 4:30	Panel		
4:30 - 5:00	Break		
5:00 - 6:30	Al-Anon Meeting		
6:30 - 7:00	Break		
7:00 - 8:00	Speaker		
8:00 - 8:30	Break		
8:30 - 9:45	Speaker		
9:45	Close		
<b>Saturday</b>			
8:00	Doors Open		
8:00 - 9:00	Al-Anon Meeting		
9:00 - 9:30	Break		
9:30 - 10:30	Panel		
10:30 - 11:30	Panel		
11:30- 12:00	Break		
12:00 - 12:45	Lunch		
12:45 - 1:00	Al-Anon Skit		
1:00 - 2:00	Speaker		
2:00 - 3:15	Speaker		
3:15 - 3:30	Break		
3:30 - 5 :00	Panel		
5:00 - 6:00	Break		
6:00 - 6:45	Dinner		
6:45 - 7:15	AA Raffle		
7:30 - 7:45	Countdown		
7:45 - 9:15	Speaker		
9:15	Close		
<b>Sunday</b>			
8:00	Doors Open		
8:30 - 9:00	Breakfast		
9:00 - 9:15	Al-Anon Raffle		
9:15 - 9:30	AA Skit		
9:30 - 11:00	Speaker		

## **Basket Chair**

### Responsibilities:

- 1 Communicate with District 7 Al-Anon meetings regarding Roundup theme and announce (flyers) at meetings of upcoming Roundup.
- 2 Coordinates with District 7 Group Rep's on shrink-wrapping baskets at February District meeting.
- 3 Arranges or assigns transportation and storage of baskets until Roundup weekend.
- 4 Arranges or assigns transportation of baskets to Roundup.
- 5 Confirms or arrange for basket table and security while at Roundup.
- 6 Arranges or assigns someone to sit at basket table during function
- 7 Optional: Create sign on purpose of baskets, theme of each basket.

# Al-Anon Basket Table Sign Up Sheet

		Name	Phone Number
<b>Friday</b>			
Morning	Set Up		
1:00	Doors Open		
2:00 - 3:00	Panel		
3:00 - 3:30	Break		
3:30 - 4:30	Panel		
4:30 - 5:00	Break		
5:00 - 6:30	Al-Anon Meeting		
6:30 - 7:00	Break		
7:00 - 8:00	Speaker		
8:00 - 8:30	Break		
8:30 - 9:45	Speaker		
9:45	Close		
<b>Saturday</b>			
8:00	Doors Open		
8:00 - 9:00	Al-Anon Meeting		
9:00 - 9:30	Break		
9:30 - 10:30	Panel		
10:30 - 11:30	Panel		
11:30- 12:00	Break		
12:00 - 12:45	Lunch		
12:45 - 1:00	Al-Anon Skit		
1:00 - 2:00	Speaker		
2:00 - 3:15	Speaker		
3:15 - 3:30	Break		
3:30 - 5 :00	Panel		
5:00 - 6:00	Break		
6:00 - 6:45	Dinner		
6:45 - 7:15	AA Raffle		
7:30 - 7:45	Countdown		
7:45 - 9:15	Speaker		
9:15	Close		
<b>Sunday</b>			
8:00	Doors Open		

8:30 - 9:00	Breakfast		
9:00 - 9:15	Al-Anon Raffle		
9:15 - 9:30	AA Skit		
9:30 - 11:00	Speaker		

## **Raffle Chair**

Responsibilities:

Sell tickets

Keep track of money

## Al-Anon Raffle Ticket Sales Sign Up Sheet

<b>Friday</b>		<b>Name</b>	<b>Phone Number</b>
Morning	Set Up		
1:00	Doors Open		
2:00 - 3:00	Panel		
3:00 - 3:30	Break		
3:30 - 4:30	Panel		
4:30 - 5:00	Break		
5:00 - 6:30	Al-Anon Meeting		
6:30 - 7:00	Break		
7:00 - 8:00	Speaker		
8:00 - 8:30	Break		
8:30 - 9:45	Speaker		
9:45	Close		
<b>Saturday</b>			
8:00	Doors Open		
8:00 - 9:00	Al-Anon Meeting		
9:00 - 9:30	Break		
9:30 - 10:30	Panel		
10:30 - 11:30	Panel		
11:30- 12:00	Break		
12:00 - 12:45	Lunch		
12:45 - 1:00	Al-Anon Skit		
1:00 - 2:00	Speaker		
2:00 - 3:15	Speaker		
3:15 - 3:30	Break		
3:30 - 5 :00	Panel		
5:00 - 6:00	Break		
6:00 - 6:45	Dinner		
6:45 - 7:15	AA Raffle		
7:30 - 7:45	Countdown		
7:45 - 9:15	Speaker		
9:15	Close		

<b>Sunday</b>			
8:00	Doors Open		
8:30 - 9:00	Breakfast		
9:00 - 9:15	Al-Anon Raffle		
9:15 - 9:30	AA Skit		
9:30 - 11:00	Speaker		

## **Skit Chair**

Performing a skit is available for anyone willing to do it.

Please give some thought to what YOU would like to have at the Round Up and then let the Chair Coordinator know to put the skit on the schedule!!

Skit should be:

- 1 Al-Anon related
- 2 No more than 12 minutes
- 3 Performed during the Al-Anon Luncheon at 12:45 pm
- 4 On the main Speaker stage
- 5 Will have to coordinate with Convention Center sound system (usually at 11:30 am before lunch is served)

## **Al-Anon Meeting Chair**

Responsibilities:

- 1 Arranges or assigns Chair for the two Al-Anon meetings

Friday 5:00 – 6:30 p.m. Al-Anon Meeting and  
Brown Bag Dinner

Saturday 8:00 – 9:15 a.m. Al-Anon Meeting

- 2 Have appropriate literature

Time	Name Phone Number
Friday 5:00 – 6:30 PM	
Saturday 8:00 – 9:15 AM	

## **Al-Anon Meeting Room Activities Chair**

Having activities (panels, workshops, etc) in the designated Al-Anon room is available for anyone willing to put together an activity.

Please give some thought to what YOU would like to have at the Round Up and then let the Chair Coordinator know what you want to have on the schedule!!