

District 3 & 4 Al-Anon Group Reps and Contacts,

Our District Workshop is coming up on Saturday May 6, 2023, at **Woodcliff United Church** and will be an in-person event. Please distribute the poster to your group and other AFG members in the Calgary area.

Volunteers are required to put on this Workshop, so we have provided the following list of tasks, including a summary of each item the committee feels necessary to hold a successful and safe event. Talk to your group about which jobs the group (or individuals from your group) will commit to.

Thanks to the successful Workshop last year, we will follow most of the same guidelines. Only Coffee, Tea and Water will be provided, and once again we suggest that all volunteers and attendees bring their own lunch and cup/mug and water bottle.

In the spirit of the Al-Anon Program and to ensure everyone feels welcome, we respect that some individuals may prefer to mask &/or distance while others will not. We are each responsible for our own choices and self care while enjoying the fellowship, speakers/panel and breakout groups on Saturday May 6, 2023.

To volunteer for the jobs below, or if you have questions, please email: districtworkshop3and4@gmail.com .

Volunteers Required Before May 6th	
Program Preparation (printing, collating)	Suggest 1-2 volunteers . Individuals to work with committee prior to Workshop to print, collate and compile all Programs.
CAL Literature	Suggested 1 volunteer . ACSOA has already been asked to create a Consignment Order of CAL literature to be sold at the Workshop. This volunteer will return remaining materials to the bookstore following the event, along with cash from all sales.
Sound System Rental & P/U - Return	Suggested 1 volunteer . Contact Long & McQuade one week prior to Workshop to arrange rental of 2 powered speakers without stands, cables and 1 microphone with stand. Pick up on April 6 th (before 8 pm) and return equipment and return following event on Saturday April 6 th .
Volunteers Required On May 6th	
Set Up Crew	Suggested 2 – 3 Strong Volunteers. Arrive by 8:15 – 8:30 to set up tables, chairs and breakout rooms (if required). Set up diagram to be provided – will include general seating for attendees, plus Literature Table, Registration Table, Podium & sound system, etc. More detail to be provided to volunteer crew..
Sound System Set up, Testing and pack up	Suggested 1 volunteer . Arrive by 8:30 am to set up and test equipment prior to Workshop and take down/pack up equipment following event.
Breakout Group Lead	Suggest 6-8 volunteers to lead Breakout Groups. More information to be provided prior to Workshop. Please provide your name, home group and contact email.
Welcoming	Suggested 2 volunteers to Welcome Attendees. Arrive by 9:15 am to welcome all participants, direct to registration table, advise where washrooms are. Act as door monitor before start of Workshop, let in late arrivals. Ensure doors closed during event.
Registration Table	Suggested 2 volunteers at Registration Table. Manage Name tag distribution, 7 th Tradition, distribute Workshop Booklets, Sign In of attendees. Someone remains at table until Workshop begins or till a few minutes after in case of late arrivals.
CAL Literature	Suggested 1-2 volunteers . Sell CAL Literature before workshop begins and during breaks on Saturday April 6 th . Pack up materials following workshop and ensure Cash equals amount of sales. Cashbox and float will be provided.
Refreshments	Suggested 2-4 volunteers to take shifts throughout day. Making coffee, boiling water for tea and other hot beverages, ensure cold water available to refill Water Bottles, assist with filling coffee, tea and other beverages for individuals. Two to four shifts throughout the day based on number of volunteers. Kitchen clean-up to be included.
Clean Up Crew	Suggested 2 – 3 Strong Volunteers. Following end of Workshop to dismantle and put away all tables, chairs, etc so the space is the same as prior to event set up. Involves sweeping floors , taking out garbage and anything left in breakout rooms.

