

Area 16 - Cluster Forum (Suggested) Planning Checklist

Planning Detail	X = Completed	Comments
Date		Need to Choose a Date - Look at State Events Schedule so you have no conflicts
Venue		Choose a Location within your District - Remember to allow enough space for your guests, tables, committees' tables (Grapevine, corrections, etc.), and food (Breakfast & Lunch)
Flyer		Your Flyer must be completed in time to make it into the Message prior to the period your Forum will be held (2-3 months). Be sure to include a contact and telephone number and, the exact address on the flyer! Remind everyone to <u>Announce, Announce, Announce</u> at their homegroups and other meetings they attend.
Agenda		Prepare an agenda so everyone knows their part/responsibility/timing. Provide the agenda and associated topics to All participants (State Officers, Committee Chairs, Districts, Zones, Groups, individuals). In the Agenda, please consider rotating the Committee Chair Reports in between presentations so attendees are more attentive/interested.
Tables		Need Tables for Eating, Committee Displays, Note taking, etc. Allow room for Committee Displays to be around the perimeter of the room and, space to accommodate Chairperson and guests to gather. Sometimes, if possible, Committee chairs may want to setup ahead of time (night before or Early Morning). Good idea to contact the Committee Chairs to coordinate displays.
Food		Plan for Morning items & Lunch - Remember paper plates, cups, eating & serving utensils, etc.
Beverage		Coordinate the coffee making (start early!!), Water, Sodas, Tea, Ice, etc.
Registration		Need to coordinate a Table and person(s) for Check-in. Need nametags, pens/pencils/sharpie, clipboard, sign-in sheets, etc.
Volunteers		Need greeters, parking help, registration, setup/cleanup, food prep, coffee, basket passers/money counters, etc.
Budget		Estimated expenses: Food, Coffee, Breakfast, Lunch, Rent, Supplies (Nametags, Plates, Utensils, etc.). Please remember to pass the 7th Tradition Basket during the Cluster Forum.
AV Equipment		Projector, Screen, Audio, Microphone, Translation Equipment, Extension Cords, Extra computer cables, etc.
Room Setup		Need area for Presenations/Speakers, Food, Displays, Guests; etc.

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Presenters		Contact all presenters one week ahead to confirm and check for any special items they may need (e.g., stage, table on stage, extra chairs, etc.) Please allow time for the Committee Chairs to inform attendees about their respective service areas (Usually 5-10 minutes each).
Ask-it Basket		Make an Ask-it Basket available in area where guests have open access at any time to put in questions. Announce this at the beginning and prior to each break.
Have Fun!!		This is a great time for your District/Zone to get together and have fun while allowing your guests to meet and greet their State Officers and Committee Chairs. The topics provided allow for a great opening into discussions surrounding AA as a whole.