

Colorado State Convention Guidelines



Revised July 25, 2026

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Introduction

Guidelines for the Colorado Area Convention

These Colorado A.A. convention guidelines are compiled from the shared experience of A.A. members within Colorado (Area 10). They also reflect guidance given through the Twelve Traditions and the General Service Conference. In keeping with our tradition of autonomy, except in matters affecting other groups or A.A. as a whole, overall policy decisions are made by the conscience of the Area 10 Assembly. The purpose of these guidelines is to provide current and future convention committees with the established practices for planning and hosting the Colorado Area Convention.

Why Have a Convention?

The annual convention provides many unique vehicles for promoting the fellowship of A.A. Exposure to speakers from different parts of the country, continuous meetings, meetings on the Steps and Traditions, and the convivial atmosphere surrounding the whole weekend, carry the A.A. message in ways that the groups, by themselves, would find extremely difficult or impossible to achieve. The A.A. groups, through the Area 10 Assembly, coordinate, finance, and support the Colorado State Convention. Fellowship, laughter, warmth and understanding are among the many reasons that the annual convention has been held since 1960. Many members attend the convention year after year to renew friendships and to strengthen the unity of A.A. in Colorado.

Recommended timeline for successful execution of the Colorado State Convention



Project Phase	Start Date	End Date	Responsible Parties	Form(s)
Bidding Process	As Early as 3 ½ Years Prior to Convention	When Presented at Area Assembly as Early as Three Years Prior to the Convention	Bid Coordinator Area Chairperson Convention Advisory Committee Contract Coordinator	Preliminary Contract Completed Bid Form
Contract Negotiation	After Area 10 Approves Convention Bid	Three Months After Area 10 Approves Convention Bid	Bid Coordinator Area Chairperson Convention Advisory Committee Contract Coordinator	Final Executed Contract
Chairperson Appointment	Appointed After Area 10 Approves Convention Bid	By the Following Assembly	Area Chairperson	Area Committee Agenda for Ratification
Committee Selection	Upon Appointment	One Year Before Convention Date	Convention Chairperson	Convention Committee Roster
Budget Preparation/ Completion	Upon Appointment of Convention Treasurer	To be Completed Before Convention Committee Launch	Convention Treasurer Convention Chairperson	Convention Budget
Committee Meetings	Each Month Beginning at Least Eighteen Months Before Convention	Final Meeting After Convention	Convention Committee	Committee Reports
Post Event Retrospective Final Report	Within Thirty Days of Convention Conclusion	Assembly Following Convention	Committee Treasurer Convention Committee	Wrap Up Form(s)

Part One – Bidding Process

Future Colorado State Convention locations are selected as early as three years in advance of the event, with an initial vote of the Area Assembly. Districts interested in submitting a bid for a future State Convention will need to select and research a location and complete the Colorado State Convention Bid Form. A completed Bid Form is to be submitted to the Area Chairperson at least 30 days in advance of the Assembly at which they plan to present the bid. The following preliminary logistical information should be researched and included on the Bid Form to ensure that the facility selected will accommodate the Convention.

A. Meeting Room Requirements –

Main Ballroom: Seating for 1,000 people.

Al-Anon Meeting Space: Seating for 150 people.

Al-Anon Luncheon and Saturday Night Banquet: Seating for 200-250 people for the Al-Anon Luncheon and Saturday Night Banquet in a separate meeting room.

Break-Out Rooms: Additional space for Al-Anon meetings, break-out sessions, ice cream social, workshops, continuous meetings, archive displays & other Area 10 committee needs may be required.

B. Overnight Accommodations – Bids for hotels need to include room rates and any reservation timelines. In most cases hotels will offer discounted or no-cost meeting space with a specific number of booked hotel guest rooms. Details of these arrangements should be included with the Bid Form, as well as in a draft contract and any associated pricing proposal. Bidding Districts should seek assistance from the Convention Advisory Committee, Contract Coordinator and the Area Chairperson for assistance negotiating pricing and terms.

C. Dates – Traditionally, the Colorado State Convention is held on or around Labor Day Weekend. Care should be taken to select dates on weekends that will not conflict with other major Area 10 and A.A. events.

D. Bid Contracts – Completed Bid Forms need to include draft contracts and any associated pricing agreements. Under no conditions should Districts or Bid Coordinators sign or enter into a contractual obligation on behalf of Area 10. Contracts are only to be signed by the Area Chairperson.

E. Refreshments – Coffee, water, and other beverages are normally made available for sale to participants. Some facilities will allow the Hospitality Committee to bring in their own refreshments. Many hotels, however, restrict sale of beverages to those purchased from the hotel. The District should be aware and state any Food & Beverage minimums that the venue has in their contract.

F. Display Area(s) – Tables/display areas should be provided for each of the Area 10 Standing Committees (CPC, Corrections, Grapevine, etc.) for their committee displays and handouts. Al-Anon is also to be provided with adequate display tables. Specific requirements should be discussed with both the AA and Al-Anon Chairpersons.

G. Registration Area(s) – Location needs to have enough space to accommodate multiple tables for onsite registration and registration pick-up. At certain times of the event, there can be approximately 100 people in line to register.

H. Facility Restrictions – Certain facilities have restrictions such as no-smoking on their property, no beverages in meeting rooms, and the like. Additionally, physical layouts with long distances between meeting rooms and sleeping rooms can present less than ideal conditions for the participants. Special consideration should be given to selecting facilities that will allow the broadest participation of our members and offer accessibility to meeting rooms.

COLORADO STATE CONVENTION BID FORM

Proposed Date(s): Bid Coordinator Name:
Phone:
Email:

Facility Name: Prior Conventions at this Site? Yes: ☐

Street Address: No: ☐

City, State, Zip

Facility Contact Person: Phone/Email:

Guest Room Rate per Night: Single: Double: Triple: Quad:

Minimum Guest Room Block Requirement:

Main Meeting Room Costs: \$ Included with Room Block? Yes ☐ No ☐

Seating Capacity

Al-Anon Meeting Room Cost \$ Included with Room Block? Yes ☐ No ☐

Seating Capacity

Breakout Room(s) Costs: \$ Included with Room Block? Yes ☐ No ☐

Number of Additional Rooms: Seating Capacity Range:

Food and Beverages: Minimum: \$ Al-Anon Luncheon Cost per Meal: \$

Banquet Cost per Meal: \$ Ice Cream/Dessert Social Cost per Person: \$

Coffee Price per Gallon: \$

Additional Costs: A/V Equipment: \$ Parking: \$ Tables/Chairs: \$

Dance: \$ Other: \$ Hospitality Suite: \$

Additional Costs and Considerations:

Part Two – Convention Committee

Scope and Responsibilities of the Convention Committee

The proposed Committee Structure is intended to provide guidance on the shared experience used in past conventions. The descriptions below contain both the reporting requirements to the Area Assembly and an established process to provide effective leadership of the event. The Chairperson is delegated the flexibility to assign duties to subcommittees to ensure successful execution of the event and a reasonable distribution of duties to the volunteer committee.



Chairperson

- Responsible for the planning, coordination, and execution of the Area State Convention.
- Distributes and implements the event in adherence with the approved State Convention Guidelines.
- Advises/seek guidance from the Area Chairperson, Contract Coordinator and Convention Advisory Committee.
- Establishes registration policy (early registration discounts, scholarships, etc.).
- Coordinates the work of committees and promotes collaboration with Area 10 standing committees.
- Keeps informed on the progress of all arrangements.
- Schedules and chairs committee meetings.
- Invites Area 10 Delegate to chair Saturday night meeting (traditionally).
- Chairs Sunday meeting with the closing of the convention (traditionally).

Co-Chairperson

- Works with Chair on coordinating the work of the committee.
- Ability to assume Chairperson's role and responsibilities.
- Chairs Friday meeting with the opening of the convention (traditionally).

Secretary

- Keeps all written records and minutes of committee meetings.
- Communicates notices of committee meetings and other communications as required.
- Compiles information, forms and reports as requested.
- Maintains records of subcommittee reports and other business detail as required.
- Ability to email, produce documents and spreadsheets.
- Keeps convention contact list current.

Convention Committee, continued

Registration

- Coordinates & oversees set up of registration tables at Area 10 AA events leading up to the convention.
- Tracks pre-registrations and reports totals to the committee.
- Ensures registration tables are staffed during convention.
- Coordinates smooth operation of registration tables during convention.
- Keeps track of number of scholarship registrations.
- Approves scholarship registrations (during convention).
- Logs names and contact information of registrants. Volunteers are identified from list of registered participants. Names and contact information of registrants are not to be shared with any other party or AA entity.
- Files registrations as they arrive.
- Procures badge holders.
- Procures identification for paid attendees for luncheon, dinner banquet and other events.
- Creates badges for pre-registrants.
- Sells tickets for luncheon, dinner banquet and other events.
- Reconciles registration totals on a monthly basis with the Treasurer.

Program

- Responsible for the convention “theme” along with the rest of the convention committee.
- Acquires & confirms availability of AA speakers for the convention (Friday PM, Saturday PM, Sunday AM, sometimes Saturday afternoon).
**Travel arrangements should be worked out well in advance and it must be clear that all expenses will be paid for the speaker only. It is the conscience of Area 10 that the spouse or significant other of the invited speaker is welcome to attend at their own expense. If the AA speaker’s spouse or significant other is also the invited AFG guest speaker, then travel expenses will be covered and applied accordingly in the convention budget. Normally speakers are provided a per-diem amount for meals while here for the convention. This per-diem amount is based on the going rate for meals during the time the speaker is in town.
- Selects Speaker Hosts and provides all speaker contact information to Speaker Hosts.
- Provides names of speakers to Registration.
- Coordinates with Al-Anon Liaison about Al-Anon speaker arrangements.
- Coordinates and oversees main meetings (chairpersons, formats).
- Coordinates overall convention program ensuring no overlap occurs (works closely with Logistics, Workshops, & Entertainment).
- Receives Al-Anon program from that committee to be included in the printed program.
- Creates overall convention program.
- Responsible for program printing.
- Arranges for accessibility for members upon special request.

Convention Committee, continued

Treasurer

- Coordinates with Area Treasurer to be added as a signer to the Convention bank account.
- Pays all bills and maintains checkbook.
- Responsible for financial records (see Financial Reports section).
- Submits monthly financial statements to convention committee.
- Receives all payments for registrations – verifies the amount, corrects any errors, and makes deposits.
- Develops and monitors committee budgets & oversees expenditures.
- Prepares and issues final statements after convention and submits to Area 10 at the next Area Assembly. Final reports to include sheets shown in Exhibits A & B (see Financial Reports section) for comparative financial information year to year.
- Provides detailed historic accounting of all financial activities of the convention and forwards final copies to Convention Advisory Committee, Area Treasurer, Area Secretary, Archives, and next year's Convention Committee.
- Performs tax exemption assessment for municipal, county and state tax obligations.

Logistics

- Communicates with primary hotel contact.
- Schedules room use & layouts with the convention committees and hotel.
- Works with Convention Chair to revise and finalize the Banquet Event Order (BEO).
- Coordinates meeting start and stop times with individual committees and hotel.
- Coordinates space requirements for Area 10 committee tables & recording company.
- Works closely with the hotel staff during the convention.
- Updates audio/visual proposal as needed and ensures A/V is in place for the convention.
- Responsible & accountable for arranging the taping of the convention (following AA Guidelines for Taping Conferences and Conventions). See Part Three: Convention Practices regarding vendors for more information.

IT/Website

- Maintains convention website.
- Oversees flow of registration and credit card data.
- Works in concert with the registration committee.

AI-Anon/Alateen

- Acquires & confirms availability of AI-Anon speakers for the convention (Saturday luncheon speakers and Saturday PM speaker).
- Coordinates AI-Anon/Alateen workshops and events.
- Provides details to P.I., Signage, Treasurer, Logistics, Program, and Registration.

Convention Sub-committees

Coffee

- Arranges for the sale of coffee at the convention.
- Ensures coffee stations are staffed during the convention.
- Coordinates closely with Logistics to establish locations for coffee sales.
- Income from coffee sales must be tracked carefully and reconciled with the Treasurer.
- Responsible to obtain and sell coffee tickets and coffee mugs (if desired) at the convention.

Entertainment

- Arranges convention entertainment (Friday and Saturday).
- Confirms availability & pricing of entertainment.
- Coordinates room setup and audio/visual needs with Logistics.
- Ensures smooth operation of entertainment during convention.

Solutions/Greeters

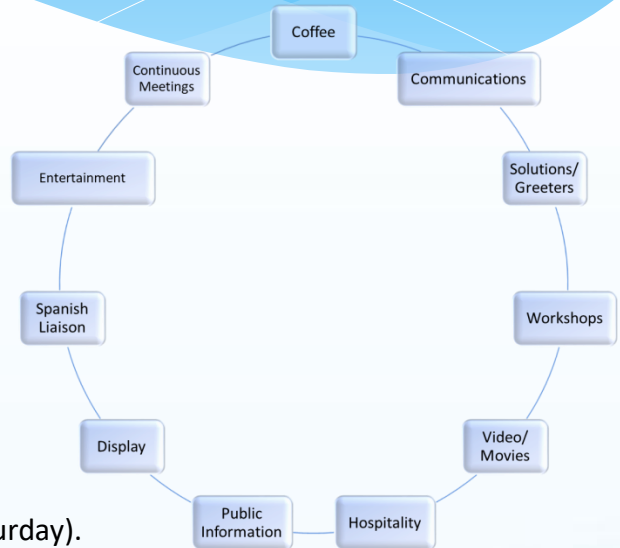
- Provides hosts to greet the attendees that are identified by a special "Greeter" I.D.
- Arranges for a solutions table to be staffed to facilitate any needed solutions for convention attendees.
- Provides information about local area establishments in registration packets and at solutions table.
- Ensures smooth operations of greeters and solutions table during the convention.

Communications

- Facilitates ongoing needs of convention committee during the event including: safety, logistics, on-site communications, main meeting badge monitoring, after-hour parking lot escorts, accessibilities, registration deposit support, emergency needs, and radios.
- Charges all communication devices at night.

Video/Movies

- Arranges and purchases videos for entertainment purposes with approval of the convention committee.
- Provides a video schedule to program.
- Coordinates room setup and audio/visual needs with Logistics.



Convention Sub-committees, continued

Workshops

- Arranges AA workshops & panels outside of speaker meetings.
- Acquires & confirms availability of AA workshops & panel speakers for the convention.
- Coordinates and oversees workshops (chairpersons, formats).
- Ensures smooth operation of workshops during convention.
- Coordinates meeting room setup and audio/visual needs with Logistics Chairperson.
- Coordinates workshop times with Program & Logistics Chairpersons.

Hospitality

- Coordinates hospitality suite at convention.
- Coordinates with groups & districts to fill time slots and provide snacks.
- Ensures smooth operation of hospitality suite during the convention.

Public Information

- Works with registration to explore methods to get the word out about the convention.
- Works closely with registration to create a registration flyer initially available on Saturday night.
- Makes arrangements for printing of registration flyers.
- Coordinates registration flyer distribution to DCM's, GSR's, Central Offices, Denver area groups, etc.
- Sends dates, location, and mailing address to the AA Grapevine and Box 459 three months in advance.

Spanish Liaison/Translations

- Coordinates and oversees Spanish speaking continuous meetings.
- Coordinates and oversees Spanish speaking workshops/speaker meetings.
- Coordinates and oversees translation in English and Spanish for meetings.
- Provides details to P.I., Signage, Logistics, Program & Registration.

Continuous meetings

- Coordinates and oversees continuous meetings (topics, chairpersons, formats).

Convention Sub-committees, continued

Display

- Responsible for displays and signage to direct attendees where to go during the convention.
- Coordinates closely with Logistics, Programs, Workshops, and Entertainment to provide a clear message.
- Responsible for decorations (as needed) for the convention.
- Responsible for state convention banner.
- Reuses signage from previous convention committees when possible.

Other sub-committee suggestions

- Other subcommittees can be established to coordinate activities based on facility logistics or needs specific to an individual convention.

Area 10 Convention Advisory Committee

The Convention Advisory Committee will be for the purpose of continuing the informed conscience of the Area 10 Assembly with reference to conventions and “that the valuable experience of convention planning can be carried over from one year to the next”. The committee will select appropriate meeting times and places, as it deems necessary; however, in no event shall it meet less than once a year. The spiritual intent is to provide consistent guidance for convention committees and future conventions.

The committee shall consist of current convention chairpersons, the immediate past convention chairperson, the current year convention treasurer, the immediate past convention treasurer, the most recent past delegate, and the contract coordinator. Additionally one at-large member shall be appointed by the Area Chairperson for rotation December 1st of odd numbered years. The co-chairperson/co-treasurer of any of the above shall serve as a replacement to anyone unable to fulfill the commitment. Any remaining unfilled slots are to be appointed by the Area Chairperson. Members unable to serve should be replaced by persons who have the particular qualifications (i.e. past delegate, convention chair, or treasurer, etc.) necessary to fill the job. This committee shall be chaired by the immediate past delegate. This committee rotates consistent with all other Area 10 committees (December 1st – November 30th).

Part Three - Convention Practices

- The convention is a registration only event. It is the intent of these guidelines to help direct questions about money. The convention is financed through registrations and each attendee's registration is their voluntary contribution to help pay for the convention. Convention committees are autonomous. A committee may accept AA group/member contributions for attendees who cannot afford the registration fee, however they may not set policy for the following conventions. Committees are not required to manage "scholarship" funds, but may elect to facilitate this at their convention. Any excess registration contributions will be included in the convention revenue at the close of the convention.
- A.A. and the Role and Relation of Al-Anon Family Groups: Al-Anon Family Groups (AFG) traditionally participate in A.A. conventions as invited guests. AFG may hold concurrent event(s) with the A.A. Area convention. In all cases, such activities are carefully coordinated with the convention committee. AFG should provide a committee chairperson or contact that will attend and participate in pre-convention planning and activities. Traditionally, and as part of the convention program, AFG enjoys hosting the Saturday Luncheon with a key speaker address at that time. Also, an AFG speaker is traditionally included on the Saturday evening program before the A.A. speaker. Income and costs for registrations of AFG and tickets purchased for those activities should be strictly accounted for (see Exhibit A). Once again this Luncheon is a paid event and the 7th Tradition basket should not be passed at this event. Costs for AFG speakers should be accounted for (see Treasurer section). As the host of the convention, every convenience and cooperation should be extended to Al-Anon Family Groups.
- The Colorado Area Convention does not contract with vendors for sale of outside merchandise and will remove any advertisement for such items that are displayed in the convention area. Additionally, in alignment with our practice of restricting sales of recovery material and related merchandise, we recommend that the taper be limited to selling audio copies of AA and Al-Anon speakers in the convention area. Other recovery merchandise or motivational speakers and outside 12 Step recordings will need to be sold in an area outside of the convention area.
- Changes to these guidelines should be submitted to the Area 10 Chair. The Area 10 Chair will put the proposed changes on the agenda for the next Area 10 Assembly. Paper copies of the proposed changes, including the affected paragraph(s), before and after the changes, should be brought to the next assembly for distribution by the person requesting the changes. The changes will be approved by a two thirds vote of the Assembly.

Part Four – Area 10 Convention Website Guidelines

A state convention may wish to have a website to share convention information and to possibly provide for online registration. If they choose not to have online registration, advertisement of the convention flyer and any information about the convention program could be published via the Area 10 Technology Chair on www.coloradoaa.org.

If the committee does choose to have a separate website and/or allow registration online, it should do so in strict accordance with these guidelines. It is likely that experience can be built from previous convention committees such that the basic design and web structure used from previous conventions can be adapted and evolved rather than each committee creating their own website.

This website must be established and maintained in strict accordance with the Area 10 Website Guidelines and AA Guidelines on Internet published by GSO.

In particular, the following principles should apply:

1. There will be no links to any website other than to the Area 10 website (www.coloradoaa.org) on the convention website. This includes having no links to other conventions or commercial enterprises associated with the convention (e.g. tapers, vendors, local establishments, etc.).
 - a. The only possible exception would be to link to the hotel or hotels affiliated with or hosting the convention. Should such a link be provided, it should be made VERY obvious that the person is leaving the Colorado Area 10 convention website.
2. The website may or may not be hosted by the same website hosting company as the Area 10 website. However, the website must not interfere with the Area 10 website and must be maintained by someone who is responsible to the convention committee.
3. All content on the convention website is the responsibility of the Convention Chair and, ultimately, (as with www.coloradoaa.org) the Area 10 Chair.
4. To avoid confusion, the website for a particular convention will not be active until after the previous year's convention is complete.
5. As soon as the convention is over, the website will be changed to the next year's convention information or disabled if the next year's convention chooses not to have a website.

Area 10 Convention Website Guidelines, continued

6. In accordance with GSO and the Area 10 website guidelines, the site must be hosted by a reliable commercial hosting service – not on a member’s private computer or on a site where “free” hosting is offered in exchange for advertising.

If a convention committee decides to take registrations from members online, the following additional principles apply:

1. Care must be taken to protect the information of any registrant. The registration data must be available only to the convention registration committee and Treasurer.
2. As outlined under the duties of the convention Registration Chair, the only purpose for registration data is to be used for identification at the convention.
3. If credit card information is accepted for online registration payment, the individual credit card information should NOT be collected or stored on the convention website or in the registration database. The vendor selected to process payment should also not be given personal information about the member apart from that necessary to prevent fraud. Please note that credit card processing fees should also be considered.
4. Care must be taken to protect both the convention treasury and the Area 10 treasury and accounts from potential security breaches or unauthorized charges or charge-backs.

Part Five – Financial Reports

EXHIBIT A

SAMPLE Chart of Expense Accounts

200	Operating Committee
201	Coffee
202	Display
203	District 25
204	Entertainment
205	Hospitality/Solutions
206	Host
207	Logistics
208	Literature/Video
209	AFG / Luncheon
210	Public Information
211	Programs
212	Registrations
213	Workshops
214	Secretary Misc. Exp.
215	Meet & Greet/Spkr. Apprec.

EXHIBIT B

SAMPLE EXPENSE RECAP REPORTING FORM (SAMPLE AMOUNTS ONLY)

ACCT NAME	PRIOR YEAR TOTAL												CONVENTION MONTH SEPTEMBER											
	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	SEPTEMBER	SEPTEMBER	SEPTEMBER	SEPTEMBER	SEPTEMBER	SEPTEMBER									
200 Operating Committee	\$ 63.00	\$ 19.00	\$ 54.00	\$ 4.00	\$ 16.00	\$ 19.00	No	\$ 17.00	\$ 34.00	\$ 3,586.19	\$ 3,812.19													
201 Coffee							Expenses		\$ 1,344.00	\$ 6,188.77	\$ 7,532.77													
202 Dinner Banquet							Recorded			\$ 5,200.00	\$ 5,200.00													
203 Display								\$ 103.55	\$ 90.03	\$ 37.44	\$ 231.02													
204 Entertainment										\$ 1,977.83	\$ 1,977.83													
205 Hospitality/Solutions									\$ 91.44	\$ 15.00	\$ 106.44													
206 Host									\$ 844.65	\$ 3,361.77	\$ 4,206.42													
207 Logistics										\$ 5,000.00	\$ 5,000.00													
208 Literature/Video		\$ 104.00			\$ 66.00					\$ 544.80	\$ 720.99													
209 Alanon Expenses										\$ 3,944.65	\$ 3,944.65													
210 Public Information	\$ 34.77			\$ 19.63			\$ 324.00			\$ 588.65	\$ 967.05													
211 Programs									\$ 400.00	\$ 7,688.55	\$ 8,088.55													
212 Registrations								\$ 772.75		\$ 354.96	\$ 1,127.71													
213 Workshops										\$ 589.77	\$ 589.77													
214 Secretary Misc. Exp.	\$ 13.77			\$ 71.56						\$ 58.44	\$ 143.77													
215 Meet&Greet/Spk. Appr.									\$ 2,500.00	\$ 500.00	\$ 3,000.00													
CONVE Total Expenses	\$ 111.54	\$ 123.00	\$ 54.00	\$ 95.19	\$ 82.00	\$ 19.00	\$ 324.00	\$ 893.30	\$ 5,310.31	\$ 39,636.82	\$ 46,649.16													

\$46,649.16

Area 10 State Convention Wrap Up Form

Convention Location (Venue & City):			
Convention Dates:			
Total Registered:			What We Charged For:
AA:			Pre-registration: \$
Al-Anon:			Registration At Door: \$
Alateen:			Registration Package: \$
Scholarships:			Bottomless Coffee \$
			Coffee Tickets \$
Guest Rooms			Dessert/Ice Cream Social: \$
Room Cost/Night: \$			Al-Anon Luncheon: \$
Contracted Room Nights:			Banquet: \$
Total Room Nights Booked:			Dance: \$
Food & Beverage			
Speaker/Speaker Host Dinner		Banquet	
Cost per Dinner: \$		Cost per Banquet: \$	
Purchased:		Purchased:	
Sold:		Sold:	
Total Cost: \$		Total Cost: \$	
Dessert/Ice Cream Social		Coffee	
Cost per Dessert: \$		Cost per Gallon: \$	
Purchased:		Total Gallons Sold:	
Sold:		Fri:	
Total Cost: \$		Sat:	
		Sun:	
Al-Anon Luncheon		Total Cost: \$	
Cost per Luncheon: \$			
Purchased:		Other Food/Bev Expenses	\$
Sold:			
Total Cost: \$			
Total Food & Bev Expenses:			\$
Notes (special concessions, service charge, etc.):			
Please complete and submit to Area Chair, Area Archives and Area Contract Coordinator			