

Atlanta Inter-Group
Marathon Planning Time Line

Time Line

Committee _____ **Marathon one day Meeting** _____

JULY

Meet First Saturday
Identify the SA and SAnon leaders
Search for committee chairs
Secure date with the church

AUGUST

Meet First Saturday
Establish committees
Set up web site
Open bank account
Prepare and send out flyers
Notify SASERA and SAICO
Start looking for out of town speakers
Set pricing and price increase dates

SEPTEMBER

Meet First Saturday
Program committee meet to formalize programs
Identify panel leaders
Identify caterer and establish menu and cost.

OCTOBER

Meet First Saturday
Finalize programs

NOVEMBER

Meet First Saturday
Finalize breakout sessions
Identify panelists

DECEMBER

Meet First Saturday
Recruit facilities crew for Friday set up
Finalize speakers

Time Line

Committee _____ **Marathon One day meeting** _____

JANUARY

Meet First Saturday

Order extra chairs if needed

Review programs

Finalize lunch menu

FEBRUARY

Meet First Saturday

Finalize seating plans

Print programs and surveys

Print name tags

Meet 3 rd Saturday

Put together programs

Put name tags in sleeves

Give caterer final number

MARCH

Day before meeting

Set up tables and chairs

Set up signs on walls

Move stage

Set up recording system

Set up PA system

Day of meeting

8 am

Set up coffee

Set up registration

10 am

Remove registration tables from front hall

11 am

Set up for lunch

1 pm

Clean up lunch

Set up stage for couples meeting

Time Line

Committee _____ Marathon One day meeting _____

Day of meeting continued

4 pm

Move chairs to storage

Collect surveys and name tags

Clean up fellowship hall

Pay caterers and speakers

Secure church