

Area 69 AA Activity Information Form

Name of Activity: _____
Dates of Activity: _____
Place of Activity: _____
Chairperson: _____
Co-Chairperson: _____
Treasurer: _____

Seed Money from Area 69 Date Received _____ Total \$ _____
Seed Money Returned to Area Date Returned _____ Total \$ _____

Pre-Registration Information

Number of AA _____ price per registration \$ _____ = Total \$ _____

On Site Registration Information

Number of AA _____ price per registration \$ _____ = Total \$ _____

7th Tradition Donation from Open Speaker Meetings Total \$ _____

Donations from Hospitality Total \$ _____

Banquet Tickets Sold _____ Banquet Cost (Income/Loss) Total \$ _____

TOTAL INCOME(not including seed money) Total \$ _____

Meeting Space Rental Fee Total \$ _____

P.O. Box Rental Fee Total \$ _____

Checking Account Fee Total \$ _____

Postage/Communication Total \$ _____

Translation Fee Total \$ _____

Flyers/Registration Forms Total \$ _____

Badges/Ribbons/Banners Total \$ _____

Complementary Registrations Total \$ _____

Complementary Banquet/Meals Total \$ _____

Complementary Sleeping Rooms Total \$ _____

Hospitality Total \$ _____

Travel for Speakers Total \$ _____

Other Expenses Total \$ _____

TOTAL EXPENSES
TOTAL INCOME/LOSS

Total \$ _____
TOTAL \$ _____

Date returned to Area 69 _____

Other Information

Number of AI-Anon _____ Number of AI-Ateen _____

Number of Hotel Rooms Pre-Booked at Host Facility: _____ Rate \$ _____

Name of Taping Company Contracted _____ Cost \$ _____

What suggestions do you have for the next Host Committee for this event?

Please return this to the Utah Area Assembly and Agenda Chairperson along with a copy of any final financial documents. Also, please submit a copy of all flyers, programs, meeting minutes, etc. to the Area Archives.