

# **BIG BOOK WORKSHOP (BBW) - TRUSTED SERVANT (TS) POSITIONS**

***No Experience Required - Come Join The Fun***

***!! YOUR HELP IS NEEDED NOW !!***

## **FACILITIES**

- Prepare for // Schedule // Attend Site Visit (Church & Sat. Night Speaker Group rep)
- Occupancy and Layout (Legal // Tables and Chairs)
- Set- Up // Breakdown // Clean Up (Initial, Periodic and Final)
- Prepare and Submit List of Supplies for Tasks
- List and Track TS; Track Registrants; Keep Notes / Attend BBW meetings

## **GET THE WORD OUT**

- Learn Information - Anticipate Questions // Stay Informed
- Attend Meetings, Make Contacts, Stay In Touch // Newsletters
- Know Registration Numbers Potluck // Other BBW Needs
- Report Back Questions or Issues
- List and Track TS; Track Registrants; Keep Notes / Attend BBW meetings

## **LITERATURE**

- Handout Duplication / Distribution (Central Office)
- Meet with Central Office re: Facilitating BB Sales
- List and Track TS; Track Registrants; Keep Notes / Attend BBW meetings
- Literature Display

## **THE WORKSHOP**

- Miscellaneous Tasks
- Workshop Facilitator Support

## **FOOD**

- Site Visit - Prepare, Schedule, Attend Site Visit for Command, Understand Kitchen, Church Rules
- Servers
- Ordering (\$700 Budget)
- Potluck Organization
- Coffee Snacks (Friday night, Saturday a.m., Saturday mid p.m.)
- List and Track TS; Track Registrants; Keep Notes / Attend BBW meetings

## **REGISTRATION**

- Learn About Dist. 4 Online Ticket Sales
- Scholarships
- Surrogate Purchasing
- At The Door (Friday Night; Saturday a.m.; Saturday p.m.)
- List and Track TS; Track Registrants; Keep Notes / Attend BBW meetings

## **THE ROOM**

- Accessibilities Support
- Signage
- Greeters // Room Scanners
- Lost & Found
- List and Track TS; Track Registrants; Keep Notes / Attend BBW meetings

## **RECORDING // SOUND**

- ?? Professional Recording
- Sound Equipment / Knowledge; Use; Troubleshooting

**CONTACT LESLIE K., DIST.4 LITERATURE CHAIR**

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