

Region 5 Indianapolis Convention 2026

Status

Financials

- Net revenue: \$5,831.28 after expenses
- Income sources: Baskets (\$1,419), Scholarship (\$1,215), 50/50 (\$550), Pre-registration (\$37.80), Registration (\$26,676), less cash refund (\$95); Total ~\$33,000
- Printing expenses under \$600 (within budget and came out of our \$2000 seed money)

Evaluations included as separate in this report

Registration (Ann)

- RegFox platform used — customizable reports, easy to run weekly
- 144 pre-registrants, 29 walk-ins
- Duplicates in RegFox required ~20 minutes of manual cleanup per week
- Name tags pre-stuffed with meal tickets before arrival — highly efficient
- Suggestion: separate walk-in table from pre-registration line; add a dedicated non-financial volunteer at walk-in table
- Suggestion: flag volunteers on registration form so they can be directed to the volunteer check-in table

Volunteers (Laura He)

- First-time volunteer coordinator role; generally sufficient coverage with minor gaps
- Challenges: ambiguous availability fields on registration form; pre-assigned slots conflicted with attendees' workshop preferences; not knowing if volunteers had arrived
- Two options proposed for next convention: (1) improve registration form clarity with either/or volunteer preference fields, or (2) use an on-site sign-up board (bingo-board style) so volunteers can choose slots after seeing the schedule
- Recommendation: add a simple yes/no volunteer field on registration form with follow-up communication on the sign-up process

Program (Laura Ha)

- ~5-page report submitted — included in this report
- Strengths: strong keynote and workshop mix, live meetings, Friday and Saturday evening activities

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- Saturday night dance: 50+ attendees (well-attended); Friday night bingo: ~20 attendees (low turnout — consider trivia or karaoke instead)
- Issues: overlap/double-work with hospitality on crafts room — need clearer role delineation early on
- Workshop leaders did not always facilitate hands-on activities as intended — be very explicit in instructions
- Suggestion: delay first keynote to ~9 AM to accommodate Central and Pacific time zones
- Waiver process: AV team does not need signed waivers; recommend adding a recording consent checkbox to the registration form instead

Literature

- Sales: \$19,076.12 (vs. Milwaukee's \$2,071 with 198 registrants vs. our 144)
- Freight costs absorbed by the intergroup — allowed literature to be sold at lowest possible price
- Payment accepted via Square (linked to intergroup account) and cash
- Literature aligned with workshop topics in coordination with Laura Ha
- End-of-convention discounts applied to reduce leftover inventory
- Excel sales report pending (assistant out of town) — to be shared next week

Hotel Liaison

- First-time hotel liaison; established strong relationship with hotel manager (personal cell phone access throughout convention)
- Conducted ~5 site visits including walkthrough with committee chairs once program was established
- Food: taste testing was valuable; chef was cooperative; Kevin's salad dressing recipes were well-received
- Issues: no meat at breakfast (adding bacon would have cost ~\$8/person extra); hotel underestimated how much salad/vegetables attendees would consume
- Lessons: dismiss tables for dinner (not lunch) to improve flow; clearly label all vegan/vegetarian dishes; avoid rooms with stairs; keep meeting spaces in close proximity
- Hotel engaged with butterfly theme — folded napkins into butterfly shapes unprompted

Status

Huggers & Greeters	<ul style="list-style-type: none">• Small team of ~4 volunteers; butterfly wings were a major hit and served as easy identification for attendees• Greeters only needed at non-key-card entrances (front doors)• Shifts covered Friday pre-registration, Saturday morning, and Sunday morning keynote• Some volunteers dropped out or changed availability — Denise filled gaps personally• Overall: fun, welcoming, and effective
Publicity	<ul style="list-style-type: none">• Canva used for all materials (free nonprofit business account available)• Strong theme ("Flutter into Freedom" / butterfly) provided cohesive visual direction• High-contrast design prioritized for accessibility• Challenges: contradictory pricing information in early materials due to late price finalization; unclear internal deadlines for flyer approvals (Region 5 approval required before distribution)• Copyright/licensing reviewed — Canva graphics confirmed compliant for nonprofit use• Recommendation: establish hard deadlines early; have 4–5 team members with defined roles (communications, design, social media, chair); contact all committee chairs early for content
Decorations	<ul style="list-style-type: none">• Chair not present; butterfly theme carried throughout — wings, table centerpieces, photo backdrop• Hotel independently incorporated butterfly napkin folds for the banquet dinner
Hospitality Room	<ul style="list-style-type: none">• Kept simple: tea, coffee, decaf, water, refrigerator, games, coloring activities, wall signing paper, puzzle• Avoided over-ordering coffee• Had to purchase additional decaf during the event• Well-attended and described as inviting

Other Topics

- **Minneapolis Team Introduction:** Betty (hotel liaison), Daniel (hotel, finance, and publicity committees), and Liz were introduced as the planning team for the next convention

- **Convention Impact on Local OA Community:** Rachel O noted visible increase in meeting attendance and engagement in the local OA community following the convention
 - **Jump Drive / Document Collection:** Barbara is compiling all committee reports, templates, signage, and materials onto a jump drive for the Minneapolis team
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