

## **Assembly Host Committee Checklist**

Many Host Committees have found it very useful to use this checklist as a part of their monthly Host Committee meetings' agenda.

### **Before Bid Submission**

- ☐ Contact the Area Chairperson and Area Alternate Chairperson for guidance and Area practices before contacting any facilities.
- ☐ Contact several facilities and tour all - Invite the Area Alternate Chairperson.
- ☐ In touring facilities, ask where the first aid stations and AEDs are located.
- ☐ Ask if monitoring for hearing accessibility can be added.
- ☐ Ensure that the facility has an adequate number of break-out rooms to accommodate all agenda activities and that they can accommodate the number of attendees. (See documents called ***Assembly Planning Guide, Sample Agendas, and Area Business Meeting Set-up*** for detailed information.)
- ☐ Ensure that rooms designated for the Archives can be locked.
- ☐ Ensure that the facility has an adequate network for wifi, testing speeds connected to wifi in all potential assembly spaces. 50MB Download and 10 MB Upload is the minimum requirement; make sure that the router in place doesn't have a limit on how many connected devices. Also, make sure to check the cellphone reception/speed for your carrier, if we need to use a hotspot as backup. Speedtest.net
- ☐ Contact the Area Alternate Chairperson for guidance and assistance in preparing a Bid Proposal, using the document called ***Proposal to Host an Assembly***
- ☐ Submit the bid as early as possible - a month before the Assembly at which the bid is to be awarded is recommended. Bids can be awarded up to two years before the actual Assembly for which the bid was submitted, if necessary, to lock in the facility.

### **After the Bid is Awarded**

- ☐ Submit the name, address, phone number, and e-mail address of the Assembly Chair (and Co-Chair) to the Area Registrar for inclusion in the Roster.
- ☐ Establish and fill critical committee positions and sub-committee chairs. Host Committee Co-Chair, Registration Chair, and Secretary are good to start with, if not already filled. (See the document called Host Committee Positions and Sub-Committees for additional possibilities.)
- ☐ Establish a regular monthly meeting time and place. Host Committees should meet at least monthly until shortly before the Assembly, at which time meetings may be needed more frequently.
- ☐ Include the Area Alt Chair on all correspondence regarding the planning of the Assembly.

- ☐ Committee Chairs should begin formulating plans and deciding how many volunteers they will need.
- ☐ Set time frames for action items and deadlines.
- ☐ Contact the Area Alternate Chairperson to arrange for a walk-through of the Assembly facility as soon as possible so that sub-committee chairs can begin making plans based on the space available to them. The Area Alternate Chairperson will bring a sample agenda and begin assigning rooms to specific activities.
- ☐ Assign members to observe specific activities/site facilities at the next Assembly. (Suggestion: have your sub-committee chairs shadow their counterparts.)
- ☐ Prepare a preliminary budget. Refer to the approved Assembly Bid Proposal to ensure your budget is consistent with your bid. Also, consider what activities will be necessary to
- ☐ If Saturday lunch banquet and speaker meetings are being held, select speakers and determine expenses, if any, for your budget. Selecting a local speaker is both a cost-saving and an effective tool for building local unity. Quality sobriety and a story that focuses on alcoholism and service in AA should be a prerequisite. If the lunch is hosted by Al-Anon and the speaker is from Al-Anon, a message that focuses on service is also recommended. *For the September assembly, consider only asking speakers who **won't** be making themselves available for an officer position.*
- ☐ Invite the Pacific Regional Trustee to attend the September Area General Assembly in odd-numbered years (Delegate election years). The Pacific Regional Trustee's travel expenses are part of the Area budget, and the Trustee is generally asked to be the banquet speaker.
- ☐ Obtain a PO Box or use the District's PO Box. You will need a mailing address for registration flyers and other questions/correspondence about the Assembly.
- ☐ Obtain a checking account or establish a separate fund in District Treasury by creating a satellite account. It is strongly recommended that two signatures be required on all checks drawn on the account. Also, Host Committees are not allowed to use the Oregon Area's Tax ID number for the purpose of establishing this account.
- ☐ Create a Stipe account and connect it to your bank account. Then send access to the IT Web Chair.
- ☐ Arrange for the Assembly Chair, Co-Chair, or DCM to give oral and written reports at all upcoming Assemblies. (Only the General Assembly Chair is actually funded to attend Assemblies and give reports. If the Assembly Chair is not funded by the Host Committee to attend the upcoming Assemblies, make arrangements for DCM or another person to give the report.)
- ☐ Is it appropriate to invite Al-Anon to participate? (November is the only time Al-Anon has an Area Assembly at the same time as AA, but they may have other activities, or another location planned. You may want to ask them to host the Saturday lunch.) Contact the Area Chairperson for Area practice regarding co-locating with Al-Anon.
- ☐ Begin working on a draft of the registration flyer (English and Spanish). (See Assembly

Planning Guide for more information and time frames.)

## Registration Flyer

- ☐ Include language stating that purchasing meals helps defray Assembly costs (if necessary or chosen).
- ☐ Include language and procedure for special needs/requests (the Host Committee Access Chair should work with the Area Accessibility Chair to determine procedure). There is also wording available in the **Assembly Planning Guide**.
- ☐ Include the option to make a voluntary contribution (do not set a \$ amount).
- ☐ Include meal choices/selections (always offer a vegetarian alternative).
- ☐ Include information about other hotels/motels/RV parks in the vicinity, including rates and distance from the facility. A map is optional but recommended when possible.
- ☐ Include at least one name, phone number, and email address as the contact person for your Assembly.
- ☐ Make sure to add verbiage on whether they will be attending online or in person (this will determine how many people we can expect in person and also to make sure the registration chair knows who to make registration packets for).
- ☐ Make sure your 'Make Checks Payable To' language is consistent with bank account documentation, as well as PO Box information, if using a PO Box
- ☐ Consider adding verbiage as to when Online Registration will be open. Be specific with the date and online registration address.
- ☐ Send the draft Registration Flyer to the Area Alternate Chairperson for review.
- ☐ Print approved Registration Flyer in English and Spanish. (See Area Alternate Chair or Area website for Spanish translation procedure.)
- ☐ Send to IT-Web to post the approved Flyer on the Area website ([aa-oregon.org](http://aa-oregon.org)) as soon as possible. See the **Assembly Planning Guide** for distribution requirements and time frames.

## Agenda

- ☐ Receive the Final Agenda from the Area Alternate Chairperson.
- ☐ Final Agenda must be distributed via email to Area Officers, Area Service Committees, and DCMs at least 30 days before Assembly. It is also recommended that the Agenda be distributed to past Delegates and Intergroups. The Area Alternate Chairperson does the distribution, but it is recommended to provide support as needed.
- ☐ Request Area Alternate Chairperson post Final Agenda on Area website ([www.aa-oregon.org](http://www.aa-oregon.org)) at time of distribution (30 days before Assembly). Do not put out all the Agendas on the first day.

- ☐ Print the approved Agenda in English and Spanish. (See Area Alternate Chairperson or Area website for Spanish translation procedure.) Print 50 English Agendas and 15 Spanish Agendas for Assembly Weekend.

### **At the Assembly Before Yours**

- ☐ Post approved Registration Flyer on Area Website as soon as practical and at least 90 days before your Assembly date when possible.
- ☐ Have Online Registration in place to go live (English and Spanish). Work with the IT-Web chair to set up registration.
- ☐ If you want a pre-registration table, request this from the Area Alternate Chair.
- ☐ Establish a time and have volunteers do pre-registration.
- ☐ Bring registration flyers for pre-registration and for distribution to Districts, Area Committees, Intergroups, and Past Delegates.
- ☐ Gather up badges, ribbons, and table markers (name plates) at the end of the Business Meeting.
- ☐ Make sure to have a couple of volunteers from your host committee at the assembly to get all the Host Committee materials from the current host committee. (8-10 totes)
- ☐ Ask the Host Committees of Assemblies following yours if they need space for pre-registration.
- ☐ Provide a Registration Flyer and short article (electronically) to the Newsletter Chair for inclusion in the next Area Newsletter.
- ☐ Become familiar with what counts, and what statistics need to be tracked and reported on after your Assembly, and make notes of experiences you wish to pass on. (See Assembly Planning documents entitled ***Assembly Recap Form and Host Experience Report Form.***)
- ☐ Meet with Host Committee members who are performing the same service as you and ask about their experiences (shadow them if possible).

### **60 Days Before Your Assembly**

- ☐ Invite local (or nearby) Intergroup to sell literature, particularly AA service manuals and service-related literature (no trinkets or non-AA literature).
- ☐ Invite Hispanic Intergroup(s) to sell AA literature (same as above).
- ☐ Check to make sure you have enough Ribbons available. (See *Assembly Planning Guide* for ordering information)
- ☐ Invite past Delegates. You ask them to participate in an Ask-It-Basket, Concept Workshop, and any other workshops/panels you have planned for them.

- ☐ Contact the Area Alternate Chairperson and Facility Representative to schedule a Final Walk-through of the Assembly facility and encourage all Committee Chairs to participate. The Area Alternate Chair has to participate in the Final Walk-through and should be 45-60 days out from your assembly.

#### DURING THE FINAL WALK-THROUGH:

- Check each meeting room, verifying room setup (# tables and chairs, setup style, etc.). See the *Assembly Planning Guide* and *Area Business Meeting Set-up* documents for detailed information.
- Ask about water stations and tablecloths/table skirts.
- Check the number of tables and chairs available.
- Set aside space for Past Delegates.
- View space for Archives; make sure it can be secured.
- View space for Intergroups. This space should be set up outside of the main meeting room.
- Refer to the Agenda and view space for each session, including Grapevine / La Vina, and the upcoming events pre-registration space.
- View space for AI-Anon (if appropriate).
- Is there first aid available?
- Does the facility allow members to bring 'outside' food and beverages into the meeting rooms (especially the Business Meeting)?
- View/review coffee serving procedures and space (if deemed necessary).
- Are there access issues to any of the meeting rooms/sleeping rooms?
- Does the committee have access to the hotel/facility "on-site" safe?
- Does the committee have access to a photocopier? Review costs involved.
- Does the facility have person(s) named for us to contact with questions or problems throughout the weekend?
- Check on the times Committees can begin setting up on Friday. Is the setup for our IT Hybrid Committee available on Thursday evening?
- **Make sure that the Area Alternate Chairperson has access to the Area Business Meeting room at 7:00 AM on the day of the Business Meeting if a morning business meeting. If an afternoon business meeting, be sure to give an hour for setup and at least 30 minutes for lunch.**

### 45 Days Before Your Assembly

- ☐ Continue communication with Area Alternate Chairperson regarding Final Agenda.
- ☐ Consider holding Host Committee planning meetings more frequently.

### 30 Days Before Your Assembly

- ☐ Approved Agenda and approved Registration Flyer must be emailed to Area Committee (including DCMs).
- ☐ Distribute the Spanish version to Spanish Districts. (It is recommended that the Agenda be distributed to Intergroups and Past Delegates also.)

- ☐ Print 50 English agendas and 15 Spanish agendas – Agendas are placed on the Registration table during the Assembly. Do not put them all out on Friday night of the Assembly. Put some out Friday, some on Saturday, and save a few for Sunday morning

### During Your Assembly

- ☐ Bring 10 copies of the Registration Flyer information section for onsite registrations. Work with the IT-Web Chair to create an on-site registration form on the area website. That way, all registrations are captured electronically. If members bring paper copies, fill out the online form with their information.
- ☐ Keep a running count of registrants, meals sold, mugs sold, dance tickets sold, etc. (Have each committee record recap data as they go.) Give totals to the Re-Cap Chair at the end of the Assembly. Ask the IT-Web Chair to create a tab on the registration Google sheet. This will help with the recap.
- ☐ If being held in a hotel, check to see how many rooms have been rented by AA participants and the rate breakdown. Give totals to the Re-Cap Chair at the end of the Assembly.
- ☐ Have the Treasurer update the spreadsheet statistics constantly. Use the assembly reimbursement form to get any additional money needed to fund the assembly from the Area treasurer.
- ☐ Have the Treasurer collect cash frequently.
- ☐ Have the Treasurer take cash to the safe (or make bank deposits) frequently - do not let it accumulate.
- ☐ Assign volunteers to count the number of attendees (online and in-person) at each of the various workshops/panels/meetings throughout the weekend and give counts to the Assembly Re-Cap Chair for the recap summary.
- ☐ Work with the Host Committee Access Chair and the Area Accessibility Chair to accommodate attendees with special needs whenever/wherever possible.
- ☐ Make sure an 'Ask-It-Basket' box of some kind is available at the Registration area and other convenient locations during the Assembly.
- ☐ Have each Host Committee and Sub-Committee Chairs complete a **Host Experience Report** form for their Committee. (This can be done after the Assembly, but many find it easy to accomplish if they can find a few spare minutes during the event.)

### After Your Assembly

- ☐ Schedule a Host Committee Wrap-up Session (Assembly proceeds are not to be used for this purpose).
- ☐ Have each Committee and Sub-Committee Chair complete a **Host Experience Report Form** for their Committee, if they weren't able to do so during the Assembly.

- ☐ Have the Assembly Host Committee Chair, Registration Chair, and Treasurer work with the Re-Cap Chair to complete the **Assembly Recap Form** (7 pages) and **Recap Data Spreadsheet** (from Area Alt Chair). If the Host Committee does not have a Recap Chair, this is the responsibility of the Host Committee Chair.
- ☐ The Host Committee treasurer needs to balance all expenses with receipts for any seed money/advances given by the Area that will be returned. See **Assembly Planning Guide** for more details/ Check with Alt. Chair.
- ☐ Return seed money/advances to Area Treasurer and provide a final financial statement to Area Chairperson and the Area Alternate Chair within 30 days.
- ☐ Submit completed forms, final **Assembly Recap Form** (income/expenses and statistics) to Area Alternate Chairperson within 30 days. Submitting your completed **Host Experience Report Form and Assembly Recap Form** to the Area Alternate Chairperson is your gift of experience to the Area and to future Assemblies.
- ☐ Return any additional money left over to the Area Treasurer.
- ☐ Prepare an oral and written report; give an oral report at the Assembly following yours and give the written report to the Area Secretary at that Assembly.