

ASSEMBLY PLANNING GUIDE OREGON AREA 58

What is an Assembly:

- a) An Assembly is a function of, and a service to, the Oregon General Service Area. Member Districts, in the form of Area 58 Assembly Host Committees, are asked to serve their Area by hosting these Assemblies and to perform the various duties required for their success.
- b) There are many requirements that have been set in place through motions passed by the voting body of the Area, as well as many practices and customs that have served the Area well.

Before Bidding:

- a) A District should learn what is required and be sure that it can meet those requirements. Our Twelve Traditions should always be considered when planning and carrying out the various Area Assembly functions needed.
- b) Most of the functions at an Area 58 Assembly have become customary or required, but there are others where there is room to be creative. Please consult the **Sample Agenda** documents for the details concerning any Assembly for which the District plans to submit a **Proposal to Host an Assembly** document.
- c) There is a wealth of information and experience available in the Area's Assembly Planning documents to help guide Assembly Host Committees. These documents have proven to be indispensable tools for the effective planning and hosting of Area 58 Assemblies.
- d) Feedback from the Area 58 Committee was instrumental in the development of this document. All updates have been the function of the Alternate Chairperson, in each case in consultation with past Alternate Chairs.

Information can be found at: <https://www.aa-oregon.org/area-assembly-planning/>

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THE BID

1. **When to ask for Area help?** Contact the Area Chairperson and Alternate Chairperson for guidance and Area practices **before contacting any facilities**.
2. **When is the bid submitted?** Bids for the November, March, and May (Quarterly) Assemblies are awarded at the corresponding Assembly at least one year earlier. For those areas where facilities need to be booked farther out to ensure availability, the bid may be awarded up to two years in advance. The September (General) Assembly is awarded at the May Assembly 16 months earlier, but no more than two years in advance. It is asked that each District submit its bid as soon as possible and no later than a month before the Assembly, when it will be awarded.
3. **To what person does the District submit the bid?** Once the bid is complete, the Area Chairperson receives the bid, but CC the Alternate Chair. Proposal forms can be obtained from the Area Alternate Chairperson or the Area's website, www.aa-oregon.org.
4. **What is included in a bid?**
 - **Proposal to Host an Area Assembly** should be completed. The form can be obtained from the Area Alternate Chairperson and is on the Area's website.
 - A budget of projected income and expenses should accompany the form, along with other pertinent data such as lodging in the area surrounding the host facility.
 - Also included are service resumes for your proposed Host Committee Treasurer and Chairperson. Please refer to the **Host Committee Positions and Sub-Committees** document.
5. **Is weather a consideration?** If your District is located in an area where the weather has a higher potential of restricting winter travel, your bid may have the greatest chance of being selected for a May or September Assembly. Remember that both May and September Assemblies are awarded in May. If possible (based on the facility you have selected), it is suggested that you submit a bid for both May and September. Also, keep in mind peak seasons in tourist areas and plan to bid for an Assembly in the off-season, which has proved to be more favorable financially both for the Area and the Area Body that will be attending the Assembly. However, regardless of climate considerations or tourist seasons, every District is encouraged to submit a bid to host any of the Assemblies. Always consult with the Area Alternate Chairperson on questions about the bidding process to ensure your bid submission is complete.
6. **Are there requirements the host facility must meet?**
 - Hotels, conference/convention centers, fairgrounds, schools, and community centers are all possibilities. Use the **Sample Agendas** found on the Area's website to determine if a particular facility has enough rooms for the various meetings, break-out sessions, and workshops.
 - Consult the section of this document under **Business Meeting Set Up** and the more detailed document entitled **Area Business Meeting Set Up** found on the Area's website to determine if the facility's main meeting room is large enough

to accommodate our needs. See also the information provided in the next section (*The Date and Facility*). Please consult with the Area Chairperson and the Alternate Chairperson in this regard.

7. **If we find a good facility, do we sign a contract to reserve the space?** *The Alt Chair will normally negotiate with the facility for your committee. Never sign a contract until after your bid has been awarded and the Area Chairperson has had the opportunity to review the proposed contract.*

THE DATE AND FACILITY

Dates of Area Assembly		
March	2nd weekend of the month	Quarterly Assembly
May:	Third weekend of the month	Quarterly Assembly
September:	Third weekend of the month	Area 58 General Service Assembly
November:	Third weekend of the month	Quarterly Assembly

Choosing Facility:

Choosing a facility requires first gathering certain information about all available facilities in your area, and then approaching those that can accommodate our needs with the proposed dates of the Assembly. Before negotiating with any facility, contact the Area Chairperson and/or the Area Alt. Chair to ensure a smooth contract process and compliance with current Area practice. The value of using the experience of the Area Chairperson and Past Area Chairs cannot be overstated.

1. Take the appropriate **Sample Agenda** with you when you are viewing meeting space at each facility to ensure that adequate rooms are available.
2. Use as a guideline the numbers provided on the **Sample Agenda**.
3. **Meals:** Providing meals at the facility is at the discretion of the Host Committee. If your site does not allow for or does not have adequate catering facilities, attendees can be on their own for meals. The numbers for Breakfast / Lunch / Dinner depend on how many meals/tickets you think you can sell and how many can be seated. Please consult the **Host Experience Summary** and **Assembly Recap Data Spreadsheet** documents for information about current and historical trends in meal pricing and counts.

Meal count deadlines for hotels: It is important that the hotel knows of the traditionally low pre-registration rate. It will be in the best interest of Area 58 to have the final meal count deadlines as late as possible. If those deadlines are earlier than Friday afternoon, the Host Committee is forced to rely entirely upon pre-registrations to predict meal counts. Review the Assembly Recap Data Spreadsheet to see averages, as they tend to vary in resulting from variables like price, location, type of meal, etc.

4. **Hotels:** If you are considering submitting a bid to host an Assembly at a hotel, you may find it advantageous to approach more than one. Each hotel will commonly put together a proposal that will waive or significantly reduce the cost of meeting room space if a certain number of meals and /or guestrooms are purchased. Please consult with the

Area Chairperson and the Alternate Chairperson in this regard. The Area may have experience with many of the hotels in your locale, which may prove to be invaluable in negotiations.

5. **Non-hotel locations:** Non-hotel locations are another option. Rent is paid for the meeting space. If meals are provided, a caterer is generally hired. Meal count deadlines may be such that only those who preregister will be guaranteed an on-site meal.
6. **Lockable rooms:** Archives and Finance. The Host Committee should make every effort to secure a lockable room for the Archives display, regardless of what type of facility is selected. The Archivist must be notified at least a month in advance when such an area **is not available**. (September 1988 motion).

AFTER YOUR BID IS AWARDED

1. The Area Alternate Chairperson becomes your contact and advisor.
2. **Host Committees are responsible for:**
 - a) Meeting the goals set in the approved ***Proposal to Host document***.
 - b) Choosing topics and panels for optional sharing sessions.
 - c) Publicizing your Assembly via flyers and the Area's website.
 - d) Distributing approved registration flyers.
 - e) Choosing a Speaker Meeting Chairperson and speaker(s) for the Saturday lunch and Saturday evening banquet/meeting, if held. This would also include choosing a facilitator of those meetings who would get readers for the 12 Steps and the 12 Traditions.
3. **Planning Host Assembly Planning:** Host Districts should convene immediately following bid acceptance to form a Host Assembly Planning Committee (also possibly referred to as "Host Committee," "Planning Committee," or "Assembly Committee") and to select or elect the remaining positions to complete the Host Committee. Refer to the detailed document called ***Host Committee Positions and Sub-Committees*** available from the Alternate Chairperson and posted on the Area's website for a complete description of each possible committee and sub-committee, as well as Area practice concerning the filling of these Host Committee positions. Host committees are not limited to these positions or descriptions.
4. **Meeting once a month:** It is recommended that Host Committees meet at least monthly from that point forward until just before your Assembly, at which time you may choose to meet more frequently. Use the ***Assembly Host Committee Checklist*** document as part of your Host Committee meeting agendas.

5. **Reporting to the Area Alternate Chairperson:** The Area Alternate Chairperson should be included in all committee correspondence (minutes, e-mail lists, etc).
6. **Mailing Address:** The Host Committee will want to establish a mailing address to receive registrations and other questions/correspondence about the Assembly. Online registration has been strongly embraced by the body, so the number of mail-in registrations has diminished. Each host committee should still have a mail-in option. Some committees share the District's existing PO Box. Before submitting your registration flyer to the Area Alternate Chairperson for review, make sure that the 'Mail To' and/or 'Make Checks Payable' language on your registration flyer will work with your bank and the PO Box you plan to use.
7. **Bank Account:** The Host Committee will want to establish a bank account out of which income and expenses are drawn. **Host Committees are not allowed to use Area 58's Tax ID number for the purpose of establishing this account.** Obtain a checking account or establish a separate fund in the District Treasury by creating a satellite account. A trusted servant may need to use his/her own Social Security number if one is required by the financial institution. **It is strongly recommended that all checks drawn on the account require two signatures – several signers should be named on the account, and should include the Treasurer and other designated trusted servants, such as the Assembly Chair, the Co-Treasurer, etc.** It may be helpful to consult with past Host Committee Treasurers or review the Host Committee Experience Summaries on Treasurer.
8. After setting up a bank account, each committee should establish an online payment platform account for payment integration for online registrations. The website currently uses Stripe for all purchases. Your committee [will create a Stripe account](#) and [create a user for the IT Web Person](#). You will need to use your districts EIN or [request one for your committee](#).
9. The Host Committee should plan to attend the Assembly Planning/Bid Workshops held on Friday evening at each Area Assembly. Please encourage your Host Committee Chairs and Sub-Committee Chairs to attend as well.
10. The Host Committee should contact the Area Alternate Chairperson or the upcoming Host Committee Chair to acquire table space for their pre-registration activities at prior Assemblies.
11. The Host Committee should have a liaison to the Hybrid Committee that should plan on working with that committee to help with the tech hosting involved for the assembly. Volunteers are needed to help the hybrid committee with equipment setup, online tech support volunteers, and take down of the equipment after the assembly. Generally, 1-2 volunteers are needed for setup and teardown, but coordinate with the Alt. Chair for coordinating.

AGENDA

1. The Agenda will be developed by the Area Alternate Chairperson, and the Host Committee will receive the Final Agenda from the Area Alternate Chairperson approximately 45 days before the Assembly.
2. The Host Committee will print the approved Final Agenda in English and Spanish. (See Alternate Chairperson or Area website for Spanish translation procedure.) Before printing Agendas for the Assembly weekend, it is important to check with the Area Alt Chair to ensure no changes have been made. **This is most crucial at the March Pre-Conference Assembly, as our Delegate does not receive Conference Agenda items until right before the Assembly.**
3. Final Agenda must be distributed by the Area Alternate Chair via email to Area Officers, Area Service Committees, and DCMs at least 30 days before Assembly. The Final Agenda emailed to Districts 28, 34, 35, and 39 must be translated into Spanish. It is recommended that the Agenda be distributed to Past Delegates and Intergroups as well.
4. The Host Committee will request the Area Alternate Chairperson to post the Final Agenda on the Area website (www.aa-oregon.org) at the time of distribution (30 days before Assembly).
5. Do not put out all the Agendas on the first day of the Assembly. With only 50 copies, you'll need to distribute them evenly.
6. Generally, the Host Committee will print 50 Final Agendas in English for the pre-assembly Area Committee distribution and for use at the Assembly. 15 Spanish Final Agendas will also be necessary.

AREA ASSEMBLY CONTENT

1. **Area 58 Guidelines:** "Quarterly Assemblies are to be service-oriented. The agenda should be developed to encourage participants to appreciate and be involved in AA service responsibilities.
2. **The Twelve Concepts and/or Service Manual:** Reference: **Area 58 Guidelines:** "At each of the three **Quarterly Assemblies**, at least one of the Concepts, and/or the Service Manual, shall be addressed in some form. The content, format, and scheduling are to be at the discretion of the Host Committee working with the Area Alternate Chairperson and Past Delegates.
3. **District Reports and GSR/DCM Sharing:** Please refer to the Area 58 Assembly **Sample Agenda** documents and consult with the Area Alternate Chairperson for details. These agendas are also available on the Area's website, www.aa-oregon.org.
4. **March's Delegate's Pre-Conference Presentation:** Please refer to the Area 58 Assembly **Sample Agenda** documents and consult with the Area Alternate

Chairperson for details. These agendas are also available on the Area's website, www.aa-oregon.org.

5. **Delegate's Conference Panels:** There are eleven Conference panels convened after the Delegate's Pre-Conference Presentation. Please refer to the Area 58 Assembly **Sample Agenda** documents and consult with the Area Alternate Chairperson for details. These agendas are also available on the Area's website, www.aa-oregon.org.
6. **May Delegate's Post Conference Report:** (Same reference as above)
7. **Saturday Evening Banquets** are optional. If there are anticipated financial or other difficulties in providing a banquet, members can be individually responsible for meals, either in a banquet format or in other nearby eating facilities. These same criteria should apply to all meals at Assemblies. On-site meal service is a convenience, not a necessity, unless it is part of the Host Committee's contractual arrangements with the host facility.
8. **Speakers and workshop chairpersons:** Please do not select newcomers to be speakers and workshop chairpersons. **Quality sobriety and a story that focuses on alcoholism and service in AA should be a prerequisite.**
9. **The Business Meeting:** At the General Service Assembly in September, the business meeting will be on Saturday and will include elections. At the Quarterly Assemblies (March, May, and November), the business meeting will be on Saturday or Sunday at the discretion of the Alt Chair. The Agenda for the business meeting, including the dissemination of copies, is the responsibility of the Area Chairperson.

PUBLICIZING THE AREA ASSEMBLY TO AREA 58

1. **What is the deadline for developing flyers?** Reference: **Area 58 Guidelines**,
 - a. "The host DCM/Host Committee Chair is to be responsible for the dissemination of the appropriate flyers, etc., to the Area Committee and all groups in the Area no later than sixty (60) days before the date of the Assembly.
 - b. Appropriate news releases are to be given to the Area Newsletter to assure inclusion in the two (2) issues before the date of the Assembly (www.aa-oregon.org)."
 - c. The Host Committee should plan on submitting the registration flyer to the Area Alternate Chairperson for review **at least 120 to 180 days** (4-6 months) before the Assembly.
 - d. Registration flyers need to be translated into Spanish prior to dissemination to Districts 28, 34, 35, and 39. The procedure for submitting flyer text to the Translation Committee would be to email it to translation@aa-oregon.org. It is suggested to use software such as DeepL Translation or Google Translate prior to submitting to the committee. A Host Committee may find it even more convenient

to deliver the flyers to the Assembly before their own. By doing so, mailing costs are reduced and more time is allowed for pre-registration. It is also advantageous to post the approved registration flyer (in Spanish and English) on the Area's website as soon as possible. (See item 5 below)

- e. **Accessibility Information:** (See also the section called "American Sign Language Interpretation" found under "Finances and Trustee Travel" later in this document) AA members with accessibility needs should contact the Host Committee's Access Contact Person (provide name, phone number, and email address) or the Area 58 Accessibility Committee Chair by a deadline five weeks prior to the Assembly. The address for the Area 58 Accessibilities Committee Chair is access@aa-oregon.org. You may also use any of the following examples.

Example 1:

Do you need special accommodations to attend this event? If yes, please be sure to register at least 5 weeks prior to the Assembly <add date> so we can have time to meet your needs. What will you need? ☐ ASL Interpreter ☐ Spanish Translation ☐ Other (please describe)

Example 2:

If you have any accessibility needs, please indicate: ☐ ASL Interpretation ☐ Wheelchair access ☐ other (please describe). Please pre-register by <date> or contact access@aa-oregon.org.

1. **Maps and lodging information:** Publicity/registration flyers should include a list of motel/hotel and RV facilities with rates and phone numbers. It is recommended that the Host Committee also provide maps indicating the location of the Assembly in relation to accommodations. **Suggestion:** The flyer has the date, place, and registration information on one side with a map and hotel/motel and RV information on the other side.
2. **Websites:** If a Host Committee decides to establish a website, it is important that the *Twelve Traditions* be studied and applied. If there are links on the website, particular attention should be given to Tradition VI. The following sentence is a sample disclaimer for non-AA or nonofficial AA website links: "The links on this website are not endorsed or approved by Alcoholics Anonymous. Linking to non-AA or unofficial-AA websites does NOT imply endorsement, or affiliation, regardless of the contents."
3. **Online Registration:** Please contact the Area Alternate Chairperson and IT Web Chair two assemblies before your assembly to connect your Stripe account to the website. You will be required to have online registration approved by the Area Alt. Chair two weeks before the assembly, before yours. Online registrations should be made in both English and Spanish. Having the online registration forms and payment set up in advance of the Assembly before yours is advised.

4. **Area 58 Website:** The Host Committee will want to send an electronic copy of the publicity/registration flyer to the IT Web Chairperson for placement on the Area's website as early as practical and after it has been approved by Area Alt. Chair. You should also request that Assembly information be posted on the Events Calendar.
5. **See the *Assembly Host Committee Checklist* document for more tips on Registration Flyers.** This form can be obtained from the Area Alternate Chairperson or the Area's website: www.aa-oregon.org.

FINANCES AND TRUSTEE TRAVEL

1. The objective is for the Assembly to be self-supporting. **In the event that the Assembly is not self-supporting, that is to say, income does not meet expenses, Area 58 is responsible for the deficit. The same principle is true if there is a profit. Any excess income over expenses shall be passed on to Area 58. No part of Assembly profits may be set aside and retained by the Host District or used for non-Assembly functions or expenses, including funding a post-Assembly party/event. Any questions concerning the use of excess income should be directed to the Area Alternate Chairperson.**
2. Since large sums of money will pass through the Host Committee's bank account, it is strongly recommended that two signatures be required on all checks drawn on the account. (See also the section called "After Your Bid is Awarded" on page 5 for more information about bank accounts.)
3. **What is "seed money or advance?"** It is that money which is loaned to the Host Committee by Area 58 to cover up-front expenses such as deposits required by host facilities, caterers, etc.
4. **American Sign Language Interpretation:** Area 58 will provide ASL interpretation at each Assembly. Please reach out to the Area Translation Committee to ensure they are arranging ASL Interpretation for the needed events at your assembly.
5. **Additional consideration for the General Assembly in odd-numbered years:** In September of odd-numbered years, the Delegate is elected. Area 58 automatically extends an invitation to the Pacific Region Trustee to attend the General Assembly in that year. The District hosting the Assembly should send the invitation, on behalf of the Area, to the Trustee about a year in advance, using the address in the Area Roster. Travel, meals, and lodging expenses are covered by a line item in the Area's budget, so special financial considerations are not a concern of the Host Committee. The Area Chair will set aside time during the Saturday business meeting for the Trustee to present a report, so extra meeting rooms or time commitments on the Assembly Agenda are generally not necessary. This is a wonderful opportunity, however, for the Host Committee and the Assembly attendees to take advantage of the Trustee's experience, strength, hope, and knowledge about AA general service. Host Committees may want to invite the Trustee to be the Saturday evening banquet speaker and/or participate in other events, workshops, etc.

ASSEMBLY FUNDING

All four assemblies are to be funded (by Area 58 or registration fees when needed), covering only facilities' fees and other expenses to support the functioning of assemblies. The facilities fees would include, but not be limited to:

- Venue rental
- Fees for AV/technology
- Chairs/tables
- Stage rental
- Other venue-related expenses as required by the Area

Other expenses to support the functioning of assemblies would include, but not be limited to:

- Printing/postage for registration
- Ribbons/lanyards,
- Meals/lodging for assembly speakers if necessary.

Items not included in Area assembly funding **are food, beverage, travel, and lodging for attendees.** (May 2021 Motion). This includes coffee, hospitality, and meals.

Other Sources of Income/Contributions:

1. Seventh Tradition.
2. The Marathon meetings have sometimes exercised the Seventh Tradition, at the discretion of the Host Committee.
3. Voluntary Contributions. Include the option to make a voluntary contribution on the registration flyer. An Area 58 motion mandates this practice without specifying the amount (Assembly_Planning_Guide.doc 10 Last Revision: 10/31/2009). Another option is a sign and a voluntary contribution can or basket on the registration table.
4. Meal sales. Meals can be sold to AA members for a profit. Some Assemblies have relied upon Host Committee members to cook meals, e.g., spaghetti feeds and pancake breakfasts, as a means of reducing costs to attendees.
5. Quarters for Quarterly: Some Host Committees ask groups in the Hosting District to pass a can separate from the 7th Tradition asking for quarters or loose change to help with fundraising needs of the Committee. Make sure the can is clearly marked as per the purpose, i.e., Assembly theme, month, Date, District Hosting.

REGISTRATION FEES

Area-funded Assemblies are a temporary solution when the Area's cash position (Refund Fund + 3-month operating expenses) is in a surplus. In a situation where our cash position is in a deficit, Area Assemblies will be funded through registration fees. The Area Treasurer will notify the body of our total cash position and also note if registration fees are needed for upcoming assemblies. Registration fees will be determined by the total expenses for hosting the assembly (approved expenses above in the Assembly Funding Section) divided by the average number of registrations to each assembly. Registration fees will be the same for both in-person and online attendees.

SEED MONEY/ASSEMBLY ADVANCES

Seed Money is provided by the Area to the host committees for future years' Assemblies. Assembly advances are made to the host committees for the current year's assembly expenses. These two terms have the same meaning to the host committee, but the distinction is important for Area treasury practices. Seed money/Assembly advances are made to the committee to cover the expenses covered by the Area (approved expenses above in the Assembly Funding Section). The Host Committees request the seed money/advances from the Area Treasurer through the **Assembly Reimbursement** form. Reconciliation will happen at the end of the assembly; receipts will be required to reconcile any money spent on approved expenses, and any excess will be returned to the Area. **The seed money/advances are to be returned no later than thirty days after adjournment of the Assembly, along with a final financial statement to the Area Treasurer, Area Chairperson, and the Area Alt. Chair.** Reference: See **Area 58 Guidelines** regarding seed money practices.

MARATHON MEETINGS

Marathon AA meetings usually run from early morning to late in the evening, but should not be scheduled to run during the Area Business Meeting. Current practice is to hold bilingual Marathon AA Meetings either by alternating time slots or a separate room if space is available.

HOSPITALITY AND GREETING

1. The Host Committee should provide volunteers with 'Host' ribbons for identification to greet members and give help when necessary.
2. Some Host Committees have a separate room or space set aside for 'hospitality', which might have couches and chairs for members who wish to rest or fellowship with others. Some committees provide/sell snacks, water, pop, and other items. Some host committees have groups in their district that sponsor 2-hour blocks where they provide the snacks and volunteers to run the hospitality during their room block. Always check with the facility's liaison. Any monies collected from contributions or sales of items in the hospitality suite are considered part of the Host Committee's funding efforts and, as such, must be included in the final accounting of income and expenses rather than retained by the host committee to cover those expenses. Remember, hospitality is not

one of the Area-funded expenses and is not required. If the host committee chooses to do a hospitality space, that will need to be covered by the host committee.

INTERGROUPS

1. All English-speaking and Hispanic-speaking Intergroups in the Area have a standing invitation to present a report at Quarterly Assemblies. Intergroups give their reports during the same session as District reports (Saturday mornings). District and Intergroup reports are not given orally at the General Assembly in September, but written reports are encouraged and should be given to the Area Secretary for the minutes.
2. It is valuable to have an Intergroup at all Assemblies selling the *AA Service Manual* and other service-related AA literature. The Host Committee should invite its local Intergroup to provide this service. If there is no local Intergroup, a neighboring District's Intergroup may be willing to provide the service. Reference: **Area 58 Guidelines**, "Only AA and Al-Anon published literature and AA and Al-Anon speaker tapes may be displayed at Assemblies. AA literature and AA speaker tapes are to be displayed separately from Al-Anon literature and Al-Anon speaker tapes."

SOUND SYSTEM AND RECORDINGS

Area 58 has two essential needs with respect to sound equipment:

1. Recording our business meeting, and
2. Using amplification and video equipment at several sessions throughout the weekend

Some examples of the larger sessions are:

- a. GSR schools,
- b. District reports,
- c. Speaker meetings,
- d. Business meeting, etc.

These sessions are typically always in the same room, so a single setup for sound equipment can be achieved.

The area owns its own equipment to provide sound amplification whenever facility-based equipment is either not available or is too expensive. Coordinating the inclusion of this sound equipment typically occurs during the bid negotiation process, which allows for plenty of time to decide if we will use our own amplification equipment or not. Recording the business meeting is typically done by the Area Secretary, using either a standalone recorder that the Area owns or a recording function that is integrated into the Area-owned amplification equipment, depending on whether we are using facility-based amplification equipment or not. Here are the two scenarios:

Option 1 – Facility-based equipment:

1. Amplification: The Area 58 Chair and/or Alternate Chair is encouraged when negotiating a contract for any facility to always try and have the facility provide and set up the following equipment with reduced or no cost in the main meeting room (coordinate with Area Alt Chair for room location):
 - a. Standing floor microphones w/2-Mics (1-wireless) spaced equally in the main room for floor discussions.
 - b. 1-Podium w/Microphone
2. Business Meeting Recording: The secretary would use the area-owned Zoom recorder that is in their possession to patch into the house sound system to record the business meeting.

Option 2 – Area-owned equipment:

1. Amplification: The area, either through an existing committee (e.g., IT committee) or a dedicated volunteer/trusted servant, will store and bring to the assembly the amplification equipment, and set up the following in the main meeting room (coordinate with Area Alt Chair for room location)
 - a. Standing floor microphones w/2-Mics (wireless) spaced equally in the main room for floor discussions.
 - b. 1 Microphone at podium (wireless)
 - c. Speakers and stands that accompany the Fender Venue system, as well as the third 'Alto' speaker and stand, if additional amplification is needed for coverage in the main room.
2. Business Meeting Recording: The secretary would plug a USB drive (included) into the recording inlet in the Fender Venue and record the business meeting, or use the area-owned Zoom recorder, depending on their preference.

REGISTRATION

1. **Registration area:** Should be spacious enough to allow individuals to register conveniently. Adequate volunteers should be assigned to the registration station so as to avoid lines as much as possible.
2. **Name tags and ribbons:** When appropriate, the following are to be given to registrants. The color of each ribbon is based on the registrant's service position.
 - a. GSR = red;
 - b. DCM = royal blue;
 - c. Area = White;
 - d. Host = Yellow;
 - e. Past Delegate = multi-colored
 - A good rule is to have on hand 300 GSR ribbons, 75 DCM ribbons, 50 Area

ribbons, 6 – 8 past Delegate ribbons, and a sufficient number of Host ribbons for your committee. 500 badges should be more than sufficient.

- The ribbons can be purchased from a variety of online vendors. Here are a few:
 - <https://www.namebadgeproductions.com/product/4650/6-vertical-ribbons>
 - <https://www.marcopromos.com/product/2-x-6-vertical-ribbon-custom-title/v2-custom>
- 3. A member of the Assembly Host Committee should at all times remind Assembly attendees to register and sign in with the Assembly Sign-In Book. The sign-in book is what is used to determine seating for the business meeting.
- 4. Arrangements should be made in advance for the Host Committee Treasurer to collect monies at frequent intervals so large amounts of cash do not accumulate at the registration station. This also applies to other locations where money is exchanged (mug sales, hospitality, marathon meetings, etc.) The Treasurer should make regular bank deposits during the course of the Assembly, or perhaps can make arrangements with the facility to deposit monies in their safe.
- 5. It may be beneficial to have information on hand at the registration area regarding a local business where members can go to make copies (of motions, reports, etc.), a grocery store, coffee shops, etc. Directions to the location would also be helpful.

BUSINESS MEETING SET UP

1. Well in advance of your Assembly, consult the document entitled **Area Business Meeting Set Up** to become familiar with all requirements. The specific details for setting up the room for the Area Business Meeting are contained in that document. Only a few requirements are mentioned here. The detailed **Area Business Meeting Set Up** document can be obtained from the Alternate Chairperson and is also on the Area's website.
2. Cooperate with the Area Alternate Chairperson by providing the updated sign-in books from the registration table. Count the number of GSRs and DCMs who have signed in. These numbers are used as a guide for how many seats each District will need for the Area 58 Business Meeting. (For the September Assembly, you may need to use the Roster or the last Assembly's figures, as many GSRs do not sign in until Saturday morning.)
3. The Business Meeting room should be set up with an appropriate number of tables and chairs the night before the Meeting, whenever possible. The name plates and other details can be left until the morning of the Business Meeting.

4. The Host Committee must assign volunteers to **meet the Alternate Chair at 7:00 a.m. the morning of the Business Meeting, stay at lunch on Saturday, or on Saturday evening after all events** to assist in checking the room setup, testing microphones, placing District numbers on tables and name plates in front of Service Committees and Officers' seats, etc. An inventory should already have been completed to ensure that all name plates and District numbers were passed on from the prior committee. These items can be stored under the head table skirting until needed. The September Assembly has additional requirements, such as scratch paper for voting, just in case digital votes can't be made, and around volunteers (2) to collect votes.
5. **Past Delegates Seating:** There are usually 4-6 past Delegates who are customarily seated at a table at the back of the room. With auditorium seating, a table may not be possible, but a special section is always reserved for them.
6. Any District having a hearing-impaired GSR will need special accommodation. They are generally seated close to the podium and to one side so the Interpreter can see both the hearing-impaired member(s) and the microphones.

THE ASSEMBLY JUST BEFORE YOURS

1. Consult the document entitled **Assembly Host Committee Checklist**, in the "At Assembly Before Yours" section, to become familiar with all the tasks recommended at this time. Only a few requirements are mentioned here. The **Assembly Host Committee Checklist** document can be obtained from the Alternate Chairperson and is also on the Area's website.
2. At the end of the business meeting, gather the ribbons, badges, District table markers, Committee name plates, and signs. This task will be made easier by communicating with the Host Committee before the end of the business meeting and arranging for volunteers to take responsibility for these duties. There will be other items to take with you, such as unused Registration supplies, sign-in books, donation cans, banners, etc. Always check with the Host Committee to see what is being passed on from one Host Committee to the next.
3. At your next Host Committee meeting, have a volunteer inventory the contents of the containers you secured at the prior Assembly. Check to make sure all the District table markers, name plates, signs, etc., were passed on. If any are missing, please contact the immediate past Assembly Chairperson and Registration Chair to determine if some of the missing items have remained with their Host Committee and not been passed on to your Host Committee. If any items are still missing, arrange replacements. You will also want to inventory the badges and ribbons, as these items may need to be ordered well in advance. (**See Name Tags & Ribbons under Registration for ribbon inventory**)

AFTER THE ASSEMBLY

Final Report: A "final report"/recap data, including income and expenses, and the return of seed money/advances is to be provided to the Area Chairperson, Area Alt. Chair and

the Area Treasurer **within thirty (30) days** after the adjournment of the Quarterly Assembly.

*

COMMITTEE POSITIONS:

CHAIRPERSON

CO-CHAIR

TREASURER

REGISTRATION

SECRETARY

FACILITY LIAISON

CONTRIBUTION CHAIR

VOLUNTEER CHAIR

IT CHAIR

RE-CAP CHAIR

ARCHIVIST

PRAYER CHAIR

SUB-COMMITTEES:

ACCESSIBILITY

DANCE/ENTERTAINMENT

GREETERS

HOSPITALITY

MARATHON AA MEETINGS

SPEAKERS

THEME & DECORATIONS

COMMITTEE POSITIONS

CHAIRPERSON:

- Prepare the ***Proposal to Host an Assembly*** document, and work closely with the Area Chairperson to negotiate with facilities.
- Becomes well-informed about the contents of all Area Assembly Planning documents and guidance.
- Serves as the Assembly Agenda liaison to the Area Alternate Chairperson.
- May select Committee positions and Chairpersons for Sub-Committees.
- Chairs the monthly Host Committee meetings.
- Oversees Sub-Committee Chairpersons to ensure that all is proceeding smoothly.
- Is available to Committee Chairs for problem-solving.
- Reports progress of assembly planning to Area 58 at all Assemblies following bid acceptance through the end of the Assembly after the one being hosted (written and oral reports are given).
- Ensures that all financial obligations (to the host facility and other vendors) are covered.

- Ensures that seed money/advances and any monies in excess of Assembly expenses are returned to the Area Treasurer within 30 days following the Assembly (an accounting is required).
- Ensures that **Assembly Recap Form** information and **Host Committee Experience Form** Reports are submitted to the Area Alternate Chair within 30 days following the Assembly.

CO-CHAIR:

- Back-up position to the Chairperson.
- Steps in when the Chair is unable to attend meetings and lends a hand when necessary.
- Could serve other roles also.

TREASURER:

- Opens a checking account with Area seed money. **Host Committees are not allowed to use Area 58's Tax ID number for the purpose of establishing this account.**
- Sets up an account requiring dual signature on all checks (**strongly recommended**).
- Creates a Stripe account and shares it with the Area IT-Web Chair.
- Rents a post office box with 2 keys or determines the address for checks & registrations to be sent.
- Deposits all contributions/income, and pays all expenses.
- Prepares preliminary budget, using the Bid Proposal accepted by the Area Alternate Chairperson as the basis for this budget.
- Maintains a spreadsheet of income and expenses and adjusts the preliminary budget accordingly.
- Works closely with the Host Committee Registration Chair and Area IT-Web Chair to set up online registration and link Stripe to the bank account.
- Reports monthly host committee meetings and forwards these financial status reports to the Area Alternate Chairperson.
- Works closely with the Host Registration Chair and the Registration Committee.
- During the Assembly, must be able to inform the Host Committee Chair and Area Alternate Chairperson at any time where the committee stands in meeting its obligations to the facility. Specifically, once all main financial obligations are met, we turn off registration fees.
- Uses the Assembly Reimbursement Form to request seed money/advances from the Area Treasurer.
- Uses the Assembly Reimbursement Form to reconcile any Area seed money/advances that were spent on approved Area-funded Assembly expenses. (see Assembly Funding section in Assembly Planning Guide)
- Submits final accounting and all Assembly proceeds money to the Area 58 Treasurer, Area Chair, and Area Alt Chair within 30 days of the Assembly.
- Closes checking account after all Assembly expenses have been paid.

REGISTRATION CHAIR:

- Shares responsibility with the Treasurer for collecting mail from the post office box.
- Obtains a list of accommodations around the facility, including campsites and RV parking, if any.
- Works with Publicity and Area Alternate Chair in designing registration forms so all required information is included in both **English and Spanish**.
- Prepares name badges and ribbons (obtains recycled badges and ribbons from the host committee of prior Assembly and orders additional supplies as needed).
- Recruits and trains volunteers for pre-registration and on-site registration.
- Works closely with Treasurer.
- Works closely with the Host Committee Treasurer and Area IT Web Chair to set up online registration in **English and Spanish**.
- Maintains a spreadsheet of all registration data to be shared and balanced against the Treasurer's budget and expense spreadsheet.
- During Assembly, provides accurate and up-to-the-minute accounting of meal tickets and other items sold and income received.
- Checks with facility liaison for all matters relating to meals, space, and other on-site needs.
- Communicates with Host Committee Chair and Treasurer to ensure that meal quantities are capped when necessary to avoid financial losses.
- Preserves and has available during the Assembly all written Registrations to ensure proper Assembly functioning in case of electronic record failure at the Assembly.

SECRETARY:

- Attends monthly host committee meetings and takes minutes.
- Types up minutes and sends to host committee chairs, the Area 58 Archivist, and the Area 58 Alternate Chairperson.
- May also act as host committee Archivist to ensure the preservation of copies of all pertinent committee documents.

FACILITY LIAISON:

- Communicates with the host facility regarding meeting space, meal & room guarantees, needed equipment and supplies, coffee service, and other services needed based on the approved Bid Proposal.
- Works with all committees in arranging for meeting space, equipment, room setup, etc.
- Is the exclusive contact with facility personnel (All contacts with the facility are made through the Host Committee Facility Liaison, which makes for clearer communication between the Area, the Host Committee, and the facility).
- Contact the Area Alternate Chairperson to schedule a walk-through of the facility for host committee chairs immediately after bid acceptance and again 45-60 before the Assembly. Also, make sure that a facility representative is in attendance at the Final walk-through.

CONTRIBUTION CHAIR:

- Only needed if optional events or meals are planned. Otherwise, all required functions are covered by Area or Area registration fees.
- Contributes ideas to the full Host Committee for meeting the contribution/income goals outlined in the approved Bid Proposal. (See Assembly Funding section of Assembly Planning Guide)
- Once the committee decides which to use, it sets up sub-committees for each.
- Works closely with the Treasurer to report income and be reimbursed for expenses.
- Collects all funds and promptly turns them over to the Treasurer.
- Schedules progress expectations for each fundraising event with the Assembly Chairperson.
- Reports to the host committee on the progress of each event.

VOLUNTEER CHAIR:

- Works closely with all sub-committee chairpersons.
- Gathers information from each sub-committee as to the number of volunteers needed.
- Gathers names and phone numbers of people willing to help at the Assembly. Will need to visit as many of the groups in the District (s) to make announcements and gather names.
- Assigns volunteers to various committees 2 weeks to a month before the Assembly.
- Calls volunteers, gives them a committee assignment, and gets a commitment to attend.
- Has 'extras' waiting for last-minute assignments and/or recruits more volunteers during the Assembly for unexpected needs.
- Calls volunteers after the Assembly and thanks them for their service.

IT CHAIR

- Works with the Area IT Committee to plan for the Assembly.
- Attends Area IT Committee meetings. (Contact Area IT Chair)
- If requested by the IT Team, finds volunteers to help with Tech Hosting during all sessions of Assembly. (1-2 per session, but 2 minimum for Business Meeting)
- Finds Volunteers to help with the setup and teardown of Area Hybrid Equipment. (2-3 volunteers, Thursday Evening/Friday Morning of the Assembly, and at the end of the assembly)

RE-CAP CHAIR:

- Gathers information needed to complete the Data Spreadsheet that is received from the Area Alternate Chair from various sub-committee chairpersons (Pre-registration, total registration, meal counts and pricing, expenses, etc.)
- Gather attendance counts during the Assembly weekend from each session on the Agenda.
- Return completed data spreadsheet to Area Alt Chair within 30 days after Assembly.
- Gather information needed to complete the Assembly Recap Document and work with the Host Committee Chair / DCM to complete the Recap and return it to the Area Alt Chair.

ARCHIVIST:

- Gathers and preserves the original (when possible) of each pertinent document about committee activities.
- Organizes and arranges documents in a notebook or some other format for eventual transfer to the Area 58 Archivist.
- Maintains a copy for the District Archives.

PRAYER CHAIR:

- Remembers to invite God into the Host Committee meetings.
- Opens and closes the Host Committee meeting with a prayer of choice.
- Speaks up if the discussion gets heated, asks for a moment of silence, followed by the prayer of choice.

II. SUB-COMMITTEES**ACCESSIBILITY:**

- Works closely with the Area 58 Accessibility Committee Chair.
- Works closely with Registration to gather information about special needs requests.
- Works with the facility liaison for any special needs accommodations (seating, wheelchair access, other assistance).
- Greets people with special needs.

DANCE / ENTERTAINMENT:

- Previews and brings ideas for entertainment to the Host Committee.
- Previews and brings to the committee the names of 2 or 3 bands, if dance is decided on.
- Checks into the possibility of having a DJ instead (final selection may rest with the full Host committee or may be made by this committee).
- Reviews and signs the contract (when approved by the full host committee) and makes necessary arrangements.
- Works with the facility liaison for setup, refreshments, etc.
- Recruits volunteers.
- Purchases or makes dance decorations.
- If a dance is not planned, some other entertainment or social activity may be scheduled. Some ideas from past Assemblies include an AA-based skit, Big Book trivia, Games, and professional entertainers. Check with the Area Alternate Chairperson to ensure appropriateness of entertainment for an Area Assembly, as well as Area practice concerning any merchandise display requests by professional entertainers.

GREETERS:

- Recruits greeters, approximately 30-60 days before the Assembly.
- Maintains volunteer contact list and contacts volunteers to assure participation.
- Plans the method for greeting attendees, hugs them, and shakes their hands.

- Keeps up enthusiasm amongst the host committee at the Assembly (lots of “Atta boys/girls” and back slapping)
- Is responsible for candy/sticker/doodad distribution during Assembly (whatever applies).
- Works with the Accessibility Chair to greet and help facilitate people with special needs.

HOSPITALITY:

- Recruits volunteers or Groups for the Hospitality room approximately 30-60 days before the Assembly.
- Researches prices and submits budget request to Treasurer for coffee, tea, condiments, cups, and other needed supplies (if provided).
- Research the possibility of selling some food items (if allowed by the facility). Presents ideas to the host committee for final decision.
- Solicits groups to donate the use of large coffee urns, coffee, tea, etc., if appropriate (and allowed by facility)
- Assigns shift schedules to volunteers (have backups).
- Assigns a clean-up crew for the hospitality room on Sunday.

MARATHON AA MEETINGS:

- Sets schedule for weekend marathon meetings.
- Finds Chairpersons for meetings, including backups, approximately 30-60 days before the Assembly.
- Sets up a meeting format to be reviewed by the host committee.
- Make a list of topics for meetings (bear in mind the theme).
- Make sure all meetings go as planned.
- Obtains AA literature for meetings.
- Collects 7th Tradition from each meeting (if collected) and promptly turns it over to the Treasurer.

PUBLICITY:

- Designs and prints information flyer for distribution at Assemblies.
- Designs and prints the Registration Flyer so it is ready to send out to the Area Alternate Chairperson for review. Refer to the ***Assembly Host Committee Checklist*** document.

SPEAKERS:

- Makes recommendations for selection of AA speakers for Saturday luncheon, Saturday evening banquet (whichever applies). Careful consideration should be given to the financial aspects of speaker involvement and adherence to any possible budgetary constraints. **Careful consideration should be given to the Speaker’s *quantity and quality*** of sobriety, and a story that focuses on alcoholism and service in AA.

- If the Saturday luncheon is hosted by Al-Anon, it works closely with Al-Anon in selecting a speaker with a service-related message.
- Chooses and makes all necessary arrangements for speakers (including transportation if necessary).
- Ensures that speakers are reimbursed for expenses.
- Selects gifts for speakers, if appropriate (Host Committee decision).
- Greets and escorts speakers to assembly events they attend.
- Provides speaker names, city, and speaking times to the Area Alternate Chairperson.

THEME & DECORATIONS:

- Recruits volunteers.
- If desired by the host committee, conduct a contest with home groups to select a theme for the Assembly (decision on final theme may rest with the full host committee).
- Creates simple decorations around the theme for luncheon, banquet, hospitality, and registration areas (whichever apply).
- May assist with dance decorations.
- If desired and provided for in the Host Committee budget, create a theme banner for the Assembly.
- Works closely with the Treasurer to stay within budget.
- Creates signs for registration tables, hospitality room, Archives, and Finance rooms (some signs may be passed on from prior Assembly).
- Makes signs for all events/meetings (some signs may be passed on from prior Assembly).

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 AI-Anon and the speaker is from AI-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 AI-Anon to participate? (November is the only time AI-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 AI-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) 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) 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.