

## **FULL AREA ASSEMBLIES HOSTING SUGGESTED GUIDELINES**

### **Why rotate the location of Full Area Assemblies?**

The location of the Assemblies is rotated in an attempt to connect local AA's, AA groups and the individual districts to Area 70. By rotating the locations we hope to encourage participation of as many AAs and groups as possible in becoming a part of AA's conscience as a whole.

### **HOSTING GUIDELINES**

**Purpose: To provide the host district with our shared experiences that help make past assemblies a success.**

Try to involve as many people as possible. There is nothing like involvement to help raise the interest of members. The entire district committee and all AAs will make great committee members.

**Host District (Budget provided by Area 70 is up to \$1200 – in advance if needed)**

- Provide a large enough hall for the Assembly (expect 100 +, check fire code limits)
  - Kitchen facilities required.
  - Adequate parking.
  - Provide appropriate space for DCM/Delegate meeting, Service Information workshop and Committee meetings.
  - Ensure that the facility provides strong, stable wireless internet connectivity
- Ensure that the facility is available early enough for setup (8:00 AM) and late enough for cleanup (6:00 PM).
- Provide refreshments: coffee, pastries and hot lunch.
- Keep food costs within budget, filling and appealing.
- Supplies needed.
  - Name tags and markers (red tags for newcomers)
  - Coffee: Regular, decaf and tea (enough pots for each)
  - Sugar, sugar substitute and milk/half and half
  - Napkins, stirrers or spoons, coffee cups (hot cups)
  - Plates, knives, forks and spoons
  - Soda (including diet) and water (cold cups)
  - Paper towels and trash bags
  - Cigarette butt receptacles for outside (if smoking allowed on premises)

- Tables and seating setup:
  - Provide two tables in front of assembly for officers.
  - Provide 1 table for Grapevine materials
  - Provide 1 table for Literature materials.
  - Provide 1 table for Archive Committee.
  - Provide 1 table for each of the other committees.
  - Provide 1 table at entrance for registration and nametags
  - Provide 10 tables with chairs for 80 – 100 members
- Assist in setting up Area sound system.

### **General District Activities:**

- Hosting DCM should act as link with Area.
- Coordinate Assembly planning.
- Report all progress to Area.
- Provide a written report to include food and supplies purchased, used and left over. Provide a brief report on what was successful as well as mistakes made.
- Provide receipts to Area treasurer.

### **Suggested Committee Activities:**

- Coffee/refreshment committee:
  - Get supplies needed.
  - Start coffee early and monitor throughout the day.
  - Set up trashcans, clean up.
- Lunch committee:
  - Plan menu and purchase supplies.
  - Prepare lunch, serve and clean kitchen.
- Facility committee:
  - Set up tables and chairs.
  - Break down after event.
- Registration committee:
  - Greet arriving attendees and provide nametags.
  - Direct attendees to committee tables, coffee, and restrooms.

### **Area Involvement:**

- DCM will act as contact person as to arrangements.
- Area 70 will reimburse districts' expenses **up to \$1,200.00**. Districts are expected to provide receipts.
- Election Assembly: Area chair provides whiteboard and markers, pencils and paper. (Note: a blackboard or flipchart may be used.)
- The Area chair is responsible for the Area sound system