

HOSTING AREA ASSEMBLY GUIDELINES

- Host Committee Organization: The DCM from the host district should form a steering committee, consisting of a chair, registrar, housing and transportation committee chair, treasurer, and numerous helpful volunteers for set-up, break-down, coffee table, décor, snacks.
- Host Committee Meetings: Six months prior to the assembly, the host committee should meet once a month. As the Assembly nears (4-6 weeks prior), meeting once per week is recommended.
- Seed Money: Up to \$500 in seed money is available from the Alaska Area Committee to allow the host district to begin planning. This seed money, recovered from registration receipts and collected 7th Tradition monies, will be returned to the Area at the end of each Assembly.
- Location: Choose a meeting place large enough to accommodate at least 80 people for meeting purposes. Area suggests choosing a central location, near lodging, airport, etc., to minimize transportation concerns. The meeting location should be accessible to those with mobility issues.
- Think Outside the Box: Finding a location like a school gym, senior center, Elks club that has availability from Friday afternoon through noon on Sunday would allow us to have a potluck instead of having to cater the meals.
- Registration Flyers: Flyers should be prepared and include: dates, location, lodging information (prices and reservation phone numbers), AA contacts (first names, last initials), and a registration form with cost of registration, dinner and breakfast. It is suggested that the cost of registration be separate from any meals so that attendees have the option of whether or not to buy meals. The number for Alaska Airlines Convention and Group Dept. for airfare discounts is 1-800-445-4435. Flyers should be available to the membership at the preceding assembly (Since there is no Election Assembly planned in the even-numbered years, flyers for Pre-Conference Assembly should be available at the even year Summer Assembly.) When flyers are made up, please send copies to the Area Secretary and Area Chair for review to make sure they are web/anonymity compatible and so additional mailings can go out. Flyers that are to be posted on websites or in meeting rooms should not have personal e-mails, phone numbers, or addresses on them. Instead, use Intergroup, District or Area contact information. Flyers to be distributed to members of the Area Assembly and not posted can have personal phone numbers, e-mails and addresses on them.
- Housing: The housing committee should cooperate with hotel/meeting hall staff to coordinate food, meeting rooms, set up of tables & chairs, etc. Hotels may offer reduced rates on rooms for lodging if a certain number of bookings can be guaranteed (each facility is different). Be sure to share the schedule of the Area Assembly with the facilities personnel to enable them to adequately cover our event. Ask about food being brought in, whether we may sell our own coffee, smoking areas, and our need for anonymity. There is also the option of having attendees stay with members of the local Fellowship, also known as home stay. This option should be presented as early as possible so that attendees can secure lodging early on and not have to book a hotel or other room as backup.
- Coffee: Is generally expensive in most hotels. We've found that a simple coffee donation can or basket placed by the coffee service and marked as such can be helpful. The registration committee can check this during the day as needed.
- Workshops: Work with the Area Chair on determining which Standing Committee Chair (SCC) your district would like to put on a workshop Friday afternoon and/or Sunday afternoon. The Area funds each SCC once during the two-year panel so that's always a good place to start. You or the Area Chair can also invite other trusted servants to host a workshop.

- 7th Tradition Collections: Other baskets provided by the hosting committee are: ask-it basket, Friday dinner donation baskets and plenty of 7th Tradition baskets.
- Registration and Name Tags: It's been found helpful to have a registration table set up early on Friday of assembly weekends. Pre-printed name tags are helpful for pre-registered individuals. It is customary to pass on plastic name tag holders to the next hosting district to cut costs. Past experience has shown that members of the fellowship have varying degrees of comfort with their names being displayed on name tags. Some want only their first name shown, some are okay with first and last names, and some may prefer no name tag at all. It is recommended that the method of display is asked on pre-registration forms as well as by people working at the registration desk during the event
- Archives Display: Given the specific facility and handling requirements of Archives displays, it is the responsibility of the hosting committee to request Archives participation at the assembly at whatever level can be supported by that assembly. A request is made by submitting the Archives Display Request form (see Appendix A) to the Archives Steering Committee for approval. The cost of Archives participation, including secure facilities and shipping, as well as Archivist travel, registration and meals should be included in and covered by the assembly budget.
- Speakers: Hosting committees are asked to choose A.A. members, preferably those with a general service background, to speak at the Saturday night and Sunday morning speaker meetings as well as have a group chairing each of these meetings. Exceptions to this responsibility are the Election Assembly, when the Saturday night speaker is the Pacific Region Trustee who facilitates the election and the Sunday morning meeting chair is the incoming delegate. Hosting committees should ask an A.A. member who they know is attending, and while not required, might consider covering the costs of the speaker – registration, travel and housing. At the Election Assembly, it is the hosting committee's responsibility to cover the registration, travel and housing of the Pacific Region Trustee.
- Literature Display: Coordinate with the Area Literature chair to ensure there is a Literature display, Area or District provided, and that Service Manuals are purchased for sale at the assembly (regular and large print).
- Announcements: During the assembly, it is often smoother to pass along all announcements to the Secretary or Chair for reading at the beginning of the day, before or after breaks or adjournment.

Here is a list of items needed for the meeting hall/display areas during an assembly

- Registration Table(s)
- Extra Tables for Handouts and Flyers (usually four - five 8 ft tables around the periphery of the room)
- Tables for Displays- Archives, Literature, Grapevine
- Chairs and Tables for Attendees
- Podium
- Microphones – one at podium and one for the audience to pass around (or if hall is big, two audience microphones and stands)
- Water on Tables
- Table Next to Podium for Area Chair and Secretary, another table on the other side of the podium for other Area officers
- VCR, TV, laptop or power point projector as needed for viewing visual materials
- Three-hole punch and stapler

In addition for voting assemblies

- Chalkboard/Overhead Projector
- Paper Ballots
- Ballot Collectors (not voting members)
- Baskets for Ballots
- Check with the Area Chair for any additional requests.

Important Note for Round-Up/State Convention Planning Committees

In the even-numbered years, when no election assembly is held, there shall be a state convention. Said convention shall not be at the expense of Area committee, rather it shall be self-supporting and the responsibility of the hosting community. This Convention (or Round-Up) has none of the committee meeting and business session requirements of the assemblies. The committee may establish whatever workshop/speaker/meeting format they feel will best serve the Area fellowship. At the Summer Assembly in 2013, it was voted that State Conventions may request seed money of up to \$500. This seed money recovered from registration receipts and collected 7th Tradition monies, will be returned to the Area at the end of each Assembly.

ARCHIVES EXHIBIT REQUEST FORM

Checkout Information:

Event:
Location:
Date of Event:

Trusted Servants

	Name	Telephone #	E-mail	Pickup/Return Date
Person Requesting Exhibit				
Person Picking Up Exhibit				
Person Returning Exhibit				

Size and Nature of Exhibit:

	Exhibit to be checked out	# of tables	Nature of material (Be specific)
	Copies		
	Originals		
	Workshop / presentations		

Security measures:

Expenses:

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Transportation \$	Registration \$	Other \$
Lodging \$	Meals \$	

Notes:

Signatures:

	Signature:	Date:
Request submitted by:		
Request recv'd by:		
Items Returned by: (Archives Committee Member)		

To request an exhibit, please contact the Archives Steering Committee Chair - (Alt. Delegate from Alaska Area 02 roster)

To arrange check-out of a display, contact our Area Archivist - (Alaska Area 02 roster)