

# How to host an Assembly or Quarterly Booklet

Disclaimer: This document is compiled from the experience of the Area 92 Alt Chair and past Assembly and Quarterly Committees. Everything in this document is based on this experience and in no way should be considered the only way to host one of these events. This is NOT an official Area Document. The reason we decided to not send this through the Area Motion process is because we felt that with Area 92 growing and changing the way we do things this document will need to be changed and/or added to frequently as new information and experience is available. By making this an Official Area Document it would have to go through the Motion process to change and/or add to it.

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## **DATES FOR THE ASSEMBLIES AND QUARTERLIES**

The January and July Quarterly and the October Assembly are held on the 3<sup>rd</sup> weekend of the month. The date of the April Pre-Conference Assembly should not be in conflict with the General Service Conference in New York. You **MUST** contact the Area Delegate to find out when the General Service Conference is and when the Delegate will need to leave. Try to choose the weekend before the Delegate will be leaving. The 2016 General Service Conference is April 17<sup>th</sup> thru April 23<sup>rd</sup> 2016; the 2017 General Service Conference is April 23<sup>rd</sup> thru April 29<sup>th</sup>, 2017.

## **AREA GUIDELINES**

### **2.0 AREA ASSEMBLIES**

The Area Assembly is held annually on the third weekend in October, then in April the Spring Pre-Conference Assembly is held. The Assemblies are currently a three day events. Workshop panels are scheduled on Fridays, with our sharing session (chaired by the Host Committee) and an Ask It Basket (chaired by the present Delegate) that evening. Saturday is an all-day business meeting which includes reports from committee members a sharing session, discussion and voting on old and new business motions and in April the Conference agenda items are discussed. All motions not specifying the time they will take effect, will, if passed, take effect at the end of the assembly. Saturday's conclusion will include a dinner and/or other host committee activities as per past motions. The voting body of the Assembly consists of currently serving Area Officers, elected and appointed; D.C.M.s, and G.S.R.s (or alternates in their absence). A spiritual breakfast with a speaker is scheduled for Sunday morning (chaired by the Host Committee). The recordings of the speakers at the Washington State East Area 92 Assemblies are not to be offered for sale. A detailed description of Area Committee meeting activities is outlined in the A.A. Service Manual and the Area 92 Handbook.

### **2.1 HOSTING THE AREA ASSEMBLIES**

- a. Past assembly reports be made available to the host committee to review budget cost and procedure of the previous four years of assemblies attached to the Hosting Handbook.
- b. A facility be reserved; with the Alternate Chair receiving a copy of the contract. The facility be able to comfortably hold the average of the previous eight (8) assemblies' attendance and *can* have a complete audio system with arrangements for recording all assembly functions for archival purposes.
- c. Calculate break-even expense before Assembly.
- d. The host committee have volunteers to help with making arrangements for coffee, lodging and meals. (Consideration be given to gratuities and tax on meals.)

- e. A head table with 7 places and a microphone in the center to seat the elected officers and the secretary as well as an additional table to seat the appointed committee chairs. The floor plan be discussed with the Alternate Chair to ensure adequate seating for all districts. Ensure there is a locking room available to house the Area Archives.
- f. Flyers be distributed and placed in the Newsletter in ample time for pre-registration (90 – 120 days prior). Information on flyers include, maps, contact phone numbers and information on alternate housing, and lodging (cost, location, etc.).
- g. The host committee is responsible for all bookkeeping and accounting providing the Area with final payment date after completion of the Assembly.
- h. A final report including a breakdown on attendance (G.S.R.s, D.C.M.s, Past Delegates, etc.), and a treasurer's report using the Hosting Handbook template are due to the Area and newsletter by December 1<sup>st</sup> for October Assemblies and June 1<sup>st</sup> for April Assemblies.
- i. Coordinate with the Translation Committee Chair to allow for translation equipment and translators.
- j. The host committee is responsible for having a projector screen available for assembly motions.
- k. Spring Pre-conference Assembly dates cannot conflict with the Conference dates. Coordinate with Delegate for available dates.
- l. DCM and GSR roundtables be made available for all who wish to attend, at quarterlies and assemblies. (The DCM and a GSR from the hosting district chair.)
- m. The Area 92 Committee will invite our Pacific Region Trustee to Chair the 3<sup>rd</sup> Legacy Procedure at the Election Assembly and be invited to speak at our Sunday morning spiritual breakfast. The Area 92 Committee will pay for travel, lodging, meals, and full registration for the Pacific Region Trustee from the Area 92 General Fund.

### **2.3 HOSTING AREA QUARTERLIES**

- a. Past quarterly reports be made available to the host committee to review budget cost and procedures of previous four years of quarterlies attached to the Hosting Handbook.
- b. The business meeting be held in a room that can handle 100 to 150 people with at least 2 microphones strategically placed on the floor.

- c. A head table with 7 places with a microphone in the center to seat the elected officers and the secretary as well as an additional table to seat the 8 appointed committee chairs Floor plan be discussed with the Alternate Chair.
- d. Have available for Friday evening enough space for roundtable discussions. Make available an A.A. meeting for people not attending the roundtable discussions.
- e. Flyers be distributed and placed in Newsletter in ample time for pre-registration (90- 120 days prior). Information on flyers include maps, contact phone numbers and information on alternate housing, lodging (costs, location, etc.).
- f. Host committees consider the number of volunteers needed for coffee making, cleaning up, registration, lunch, etc.
- g. The host committee is responsible for all bookkeeping and accounting providing the Area with final payment date after completion of the Quarterly.
- h. A final report including a breakdown on attendance (G.S.R.s, D.C.M.s, Past Delegates, etc.), and a treasurer's report using the Hosting Handbook template are due to the Area and newsletter by March 1<sup>st</sup> for January Quarterlies and September 1<sup>st</sup> for July Quarterlies.
- i. The host committee will be responsible for having a projector screen available for quarterly motions.
- j. Coordinate with the Translation Committee Chair to allow for translation equipment and translators.
- k. DCM and GSR roundtables be made available for all who wish to attend at area quarterlies and assemblies. (The DCM and a GSR from the hosting district chair).

### **AREA 92 ALT. CHAIRPERSON'S RESPONSIBILITIES**

- a. To keep this handbook up to date with current area procedures, committee job descriptions. Inform the Host Committee of the April General Service Conference dates.
- b. Make 2 copies of this handbook available to each District that is awarded an event.
- c. Be available for the Host Committee to answer questions and give suggestions.
- d. Be available for a walk through, if needed. Review the contract before it is signed.

- e. Check with the host committee 60 days out and get the panel topics and agenda for Friday night.
- f. See checklist in the back of this booklet
- g. To go over final check list 30 before event to make sure that everything has been handled such as recorder and overhead.
- h. Bring mailbox and 12 steps/12 Traditions/12 Concepts wall hangings to event and hang. (Assemblies Only)
- i. Be sure that the seating for Elected and Appointed Officers is correct.
- j. Inform the Host Committee of the April General Service Conference dates.

## **COMMITTEE CHAIRPERSONS AND JOB DESCRIPTIONS**

### **Chairperson & Co-Chair**

- a. To find reliable people to chair the committees listed below. It's always helpful if some have Assembly/Quarterly committee experience.
- b. Be sure to take the Officer/District placards from the Quarterly/Assembly before yours
- c. See checklist in the back of this booklet
- d. **VOTING ASSEMBLY ONLY:** As soon as you are awarded the bid contact the Regional Trustee and invite them to Chair the voting portion of the Assembly. If they are not available contact a Delegate from one of the neighboring areas. This person is fully funded by the committee.
- e. Chair the monthly planning meetings and be responsible for keeping the committee moving forward.
- f.. Keep in contact with all committee chairs and be aware of what is going on in each committee.
- g. Attend the Quarterlies and Assemblies and give a report. If you are unable to attend then you can ask your District's DCM to give these reports.
- h. Delegate responsibilities to the committee members
- i. Follow the Area Guidelines for hosting your event. See Area Handbook 2.0
- j. Keep in close contact with the Area Alt Chair.

- k. If problems arise that you cannot resolve, call the Area Alt. Chair or ask the Area Alt Chair to visit the next planning committee meeting.
  - l. Remember the Serenity Prayer.
  - m. Make copies of this booklet to hand out to your committee chairs. It may be helpful to have extras on hand just in case you have someone new to service.
  - n. Receive the final report from your Secretary 45 days after event and get a hard copy and electronic copy to the Area Alt Chairperson within two months after event.
  - o. To be included in final report
    - 1. Final reports from all committee chairs, including yours.
    - 2. Copy of final contract and bills.
    - 3. Copy of flyer.
    - 4. Final agenda.
    - 5. Final Treasurer's report.
    - 6. Any suggestions for the next Host Committee are appreciated.

### **Treasurer**

- a. Attend monthly planning meetings
- b. Keep track of all incoming and outgoing money and make a written report at each committee planning meeting. See Worksheet in the back of this booklet.
- c. Work with all committee chairs and reimburse money spent as needed.
- d. Have a check at the end of the event for the seed money to give to the Area Alt Treasure.
- e. Be sure that all funds balance.
- f. Track the monies from the 7<sup>th</sup> Tradition cans in the hospitality room.
- g. Have petty cash available for emergency supplies and change.
- h. Have a running balance so that, on Saturday, if we are in the red the Area Chair can pass the hat.
- i. Send any surplus funds to the Area Alt. Treasurer.

- j. Have final written report to Secretary 30 days after the end of the event. Your report must include: Total dollar amounts for: registration, each meal, any extras, like ice cream social, inflow and outflow (by your sub-committees), hospitality room contributions and a final tally. When there are excess funds, a check for the full amount of the excess needs to be submitted to the Area with the final report. If money is still needed to cover expenses, then a request for a check for the that amount needs to be submitted to the Alt. Chair and Treasure so those expenses can be paid.

**Facilities Chairperson:**

- a. Attend monthly planning meetings.
- b. Work with the host facility to secure hotel rooms at discounted rate (if possible), meals, recording equipment (if necessary), and proper arrangement of the meeting rooms.
- c. Questions to ask facility
  - o Does the facility have a sound system and overhead projector or computer projector and what is the cost? Can we provide that equipment?
  - o Does the facility (if hotel or convention center) require a specific number of rooms be booked in order to get meeting rooms free or at a discounted rate?
  - o When will the block of rooms be released? Request 30 prior to assembly.
  - o Are there any other fees that haven't been mentioned? Such as sound, stage, setup/tear down, linen, etc.
  - o Is there any overtime costs if meeting runs over?
  - o Do we get any complimentary rooms? If so how many?
  - o Can we bring in food and drinks to the hospitality room?
  - o Can we bring in/supply our own coffee on premises?
  - o When does the final meal count need to be provided to the facility?
- d. Work with the sound and projection committee and see if the facility has adequate equipment or whether the committee will need to rent something.
- e. The Archives Chair requires a lockable separate room away from activity, food and drinks. Have 6-8 tables available. Please get the room as close as possible to the main meeting room.



- f. Make sure you are the contact with the facility and the only person who can make changes with the facility. This will avoid confusion for you and the facility. It is suggested that there be one other who knows what and can be an backup contact for the facility.
- g. Before a contract is signed or a commitment is made, the Area Alt. Chair needs to tour the facility and look at the contract. You will need to make arrangements with the Host Committee Chair, Area Alt. Chair and the facility to be present for this. Please send an electronic copy of contract to Area Alt. Chair. See Area Handbook 2.1.b
- h. When you are negotiating the meal costs, remember to add tax and gratuity. This can be upwards to 24% per meal (as of 2009). Without the tax and gratuity included, there could be hundreds or thousands of dollars of overruns and unaccounted expenses.
- i. Meal Costs need to be finalized a minimum of six (6) months out and the registration committee notified of the cost so that it can be included in the registration flyer.
- j. Have final written report to Secretary 30 days after the end of the event. Include a copy of the final contract.

**Registration Chairperson:**

- a. Attend monthly planning meetings.
- b. Have a final registration form completed 5 months before event (**English and Spanish**).  
Registration form should include:
  - o Registration cost, meal(s) costs, INCLUDING TAX AND GRATITUDE, and the cutoff date for securing meals.
  - o Extra function cost (like coffee cups, ice cream social, dance etc.),
  - o Name and date of event.
  - o Name, phone number and address of facility.
  - o Local hotel/motel information (including host facility) name, address, phone number and if they are pet friendly. In warmer months you may want to include a camper/motor home park (which ones are pet friendly and any cost associated with bringing a pet).
  - o The address where registrations are to be sent.
  - o The phone number/email of Registration Chairperson and one other contact person.

- Time that registration will open on Friday and the time of the first panel
  - Any other directions the Host Committee deems necessary.
- c. Things to consider when setting the registration fee: expenses for speakers, Pacific Regional Trustee expenses (if voting assembly) registration supplies, copies, hospitality room expenses, any expenses related to recording the meeting, and any other incidental costs.
  - d. Have 200 English and 50 Spanish copies of your registration form at Assemblies and Quarterlies for distribution. Put them in the Area mailboxes for each officer and DCM and leave the rest on the flyer table.
  - e. Get a copy of each registration form to the Host Committee Treasurer.
  - f. Keep track of all registration forms and file them in such a way that all committee members can easily find a name.
  - g. Be responsible for making a list of supplies that are needed such as badges, envelopes, markers, pens, cash box and meal tickets 60 days before event.
  - h. Research and purchase all supplies required for registration 30 days before event and have the registration table set up at least one (1) hour prior to registration opening.
  - i. Prepare pre-registration envelopes fourteen (14) days prior to event: Include: name badge, meal tickets, local meeting schedule, list of restaurants close to facility and anything your committee deems important. Have extra registration forms and name badges (150+) available for walk-in registrations.
  - j. Find volunteers to man the registration table from opening on Friday and 7am through 2 pm on Saturday. (Two (2) persons at 2 hour intervals has been successful at other assemblies)
  - k. See worksheet in the back of this handbook.
  - l. Find an easy way to track total meals and extras one each badge.
  - m. Have a written report to the Secretary 30 days after the closing of event. Include in your report: total registrations, how many Area Officers, DCM's and Alts, GSR's and Alts, members, past delegates and visitors and how many for each meal.

**Secretary:**

- a. Attend and take minutes at all Host Committee meetings.

- b. Review minutes of the previous meeting at each Host Committee meeting and make copies available for your committee members.
- c. Maintains an up-to-date Host Committee phone/e-mail list. Please include the current Area Alt. Chair.
  - d. If possible email or mail minutes to each Host Committee member within a few days of the meeting.
- e. Have the final report to Host Committee Chairperson 45 days after the end of the event. When you are compiling the final report make sure that each sub-committee report has all the necessary information.

**Panel and Speaker Chair person:**

- a. Attend monthly planning meetings.
- b. Choose panel topics. Traditionally, panel topics have come from the upcoming General Service Conference Theme or you can choose any other AA service related topic you want. You can get the General Service Conference Theme from the Area Alt. Chairperson.
- c. Friday agenda typically includes:
  - 3pm Registration Opens
  - 4-5pm Panel or Panels
  - 5-6:30pm No Host Dinner
  - 6:30-7:30 pm Web Team, Finance Committee, Standing Committee Chairs meet
  - 7:45-8:45 pm DCM and GSR Orientation/Roundtable (separate rooms if possible)
  - 9-10pm Social hour and activities

**(The host committee decides when to start the Friday agenda)**
- d. Find volunteers to be panelists on the Friday panels. You can ask local AA member to or you can contact persons who are pre-registered. Be sure that there is ample time for questions of the panelists.
- e. Have alternate panelists prepared in case of emergency.
- f. The Sunday morning speaker (Assemblies only) should be a person who has a service history since this is a service Assembly. When the Pacific Regional Trustee is in attendance, they shall be invited to be the Sunday morning speaker. The Host Committee pays for travel, lodging and full registration for the speaker only out of seed monies or pre-registration monies.

- g. Be sure to ask speaker if he/she has any special needs: how many beds in their room, smoking or non smoking, special meal requirements, etc.
- h. Have one (1) person (must have reliable transportation) assigned to host the speaker and take them anywhere they need to go .
- i. Have final written report to Secretary 30 days after the end of the event.

**Activities Chairperson:**

- a. Attend monthly planning meetings.
- b. Get volunteers to help plan, set up and host activities for Friday and Saturday (Assembly only) nights.
- c. Coordinate and facilitate the activities
- d. Obtain all necessary supplies
- e. Arrive two (2) hours prior to the scheduled start time of the activity to coordinate set up.
- f. What type of activities you ask??? Well use your imagination. The following is a list of potential activities presented by other committees: Cover tables with butcher paper and supply crayons at all District tables, plays or skits, game or movies, a Saturday night dance.
- g. Have final written report to Secretary 30 days after the end of the event.

**Set-up/clean up Chairperson:**

- a. Attend monthly planning meetings
- b. Coordinate all set-up and clean up activities with the chair of the Facilities sub-committee.
- c. Arrive in time to assure that set-up is completed well in advance of any activity.
- d. Coordinate bringing in supplies for all other committees members and set them up in designated areas.
- e. Coordinate clean up after the closing of the Assembly/Quarterly.
- f. Make sure that the facility is left in good condition so that no additional clean-up costs are incurred.
- g. Have final written report to Secretary 30 days after the end of the event.

### **Sound and Projection Chairperson:**

- a. Attend monthly planning meetings.
- b. Obtain a list of all equipment required by Area 92 for presentations and meetings and make sure equipment is available.
- c. Let the Facilities Chair know what you will need and find out what equipment that the facility can supply and at what cost.
- d. Acquire of an overhead projector with supplies such as transparencies, pens, light bulbs, etc., or acquire a computer (with power point programming), and a projector with all other attachments that would be required. Check to see if the facility has a screen or if there is a wall that will allow projections to be seen. See Area Handbook 2.1 j & 2.3 i
- e. Contact someone to record the Saturday business meeting, from 8am to the end of business.
- f. If you need to bring in someone from out of town to record the business meeting, the Host Committee pays for mileage, lodging and registration out the seed money or pre-registration receipts.
- g. Find out ahead of time what supplies the recorder will need.
- h. If you are unable to find someone to record the business meeting, contact the Area Alt. Chair for phone numbers of reliable and experienced persons.
- i. Have a final written report to Secretary 30 days after the end of the event.

### **Housing Chairperson**

- a. Attend monthly planning meetings.
- b. Acquire a list of hotels close to event and give the list to the Host Committee Chair and the Registration Chair. You will need to include name, address, phone number and rate and map or distance from the host facility. Be sure to inquire about any reduced rate that may be available.
- c. Acquire a list of members and their phone numbers that are willing to open their homes to out of town GSR's whose home groups are unable to provide lodging money for the event.
- d. Call and verify available lodging at each facility at least two (2) weeks prior to the event.
- e. Have final written report to the Secretary 30 days after the event.

## **Volunteer and Hospitality Chairperson:**

- a. Attend monthly planning meetings.
- b. See worksheet in the back of this booklet
- c. Find enough volunteers to work in 2 hour shifts to be greeters and to staff the hospitality room. For October voting Assemblies, you will need at least 5 non-voting runners to pick up votes and take them to the vote counters. You will need empty coffee cans or similar containers and approximately 7000 small pieces of paper for ballots.
- d. Plan for extra help on schedule in case some people don't show-up. Yes it does happen.
- e. Call volunteers two (2) weeks prior to the event and two (2) days prior to event to remind them of their schedule and where they should report.
- f. Make a list of and obtain supplies such as water, soda, coffee, (regular and decaf), hot tea, cream, sugar, cups, stir sticks, cookies, fresh fruit, muffins, napkins, plates, coolers, ice, etc.
- g. Buy supplies a day or so before the event and have them close to or at the facility. Make sure that coffee is ready before the opening of registration. Alcoholics can deal with almost anything, but we have to have our coffee.
- h. Have volunteers available to take tickets for meals and activities.
- i. Have donation cans available at the coffee and in the hospitality room.
- j. Some committees have asked local home groups to bring cakes, cookies and fruit and veggie trays in order to reduce costs.
- k. Have a written schedule with phone numbers available and coordinate shifts for greeters and hospitality. Check with registration to see if they need any volunteers or runners.
- l. Have final written report to Secretary 30 days after the end of the event.

## **Runners**

- a. Attend monthly planning meetings.
- b. Must have a reliable vehicle(s) available at event.
- c. Be available for the duration of the Assembly/Quarterly to get needed supplies.

- d. Obtain petty cash from Treasurer as needed and return receipts to Treasurer.
- e. Be available to assist where needed.
- f. Have final written report to Secretary 30 days after the end of the event.

**RESPONSIBILITY FOR ALL**

PLEASE KEEP IN CONSTANT COMMUNICATIONS. IN ORDER FOR THINGS TO RUN SMOOTHLY THE COMMITTEE CHAIR NEEDS THE HELP OF ALL COMMITTEE MEMBERS AND COMMUNICATION IS THE BASIS FOR THAT. KEEP THE CHAIRPERSON INFORMED OF ALL INFORMATION PERTAINING TO THE ASSEMBLY. IF YOU HAVE ANY COMMENTS OR CONCERNS PLEASE CONTACT YOUR COMMITTEE CHAIR. IF THERE ARE ISSUES THAT CANNOT BE RESOLVED BY THE HOST COMMITTEE, CONTACT THE AREA ALT. CHAIR.

## **12 MONTH TIMELINE**

### **12 Months out**

- Begin to finalize the location of the host facility.
- Get menus and begin discussing meals if applicable. Get costs of coffee and meals if possible.
- At the Committee Meeting start filling the committee chairs.
- Begin enlisting volunteers for the sub-committees.

### **11 Months out**

- Finalize contract for the facility.
- Contact Alt. Chair to tour host facility, if needed, and e-mail copy of contract to Alt. Chair before signing.
- Decide on meals and what coffee service. Get an update on the quest and meeting rooms.

### **10 Months out**

- Finalize meal costs, including tax and gratuity
- Start looking at all costs and begin calculating on how much to charge for assembly registration.
- Visit and compile a list of local hotels/motels, including name of facility, address, phone number and room rate. In warmer months you may want to contact an RV park and include this information in the registration flyer.
- Decide what type of activities you will have and start looking at any expenses of activities.

### **9 Months out**

- Begin to complete cost analysis in order to calculate the cost of individual registration.
- Finalize hotel/motel list for registration flyer.
- Finalize activities and associated costs. Provide that information to the registration chair to be included on the flyer.

### **8 Months out**



- Finalize registration form (English and Spanish). Send copies to the Area Alt. Chair.
- Make sure there is a last day for meal purchase on registration form.

### **7 Months out**

- Print registration forms and send electronic copy to Area Alt. Chair to be posted on website.
- Have tracking system in place for registration forms received.

### **6 Months out**

- Hand out registration forms at next Area Assembly/Quarterly.
- Start compiling supplies list.

### **5 Months Out**

- Confirm all necessary accommodations, equipment and set up with the host facility.
- Recruit volunteers and set up volunteer schedule.

### **4 Months out**

- Decide on what is going to go into the registration packets.
- Send pre-registration figures to Area Alt. Chair.

### **3 Months out**

- Discuss possible "worst case scenarios" and have a plan.
- Discuss topics for the Friday Night Panel.
- Make signs for various rooms: Archives, Hospitality.

### **2 Months out**

- Start weekly planning meetings.
- Decide what topics will be for the Friday Night Panel and e-mail them to the Area Alt Chair for inclusion on the agenda.
- Finalize the Friday/Saturday night activity schedule(s).
- Schedule a walk-through with the Area Alt. Chairperson, Committee Chair, Facility Chair and Facility Representative to discuss set up main meeting room.

- Things that need to be discussed at this meeting:
  - Placement of overhead, head tables, literature table, translation table and recorders table, podium, registration table and sound system.
  - Types of tables used: rounds or long and placement.
  - Any facility issues.
  - How will the meals be served?
  - Where will Hospitality Room and Archives be?
- Have someone make signs for the Host Facility directing attendees to registration table, hospitality room, archives, etc.

### **Month of Event**

- Take a deep breath, remember the Serenity Prayer.
- Deal with any last minute problems with registration.
- At the meeting before event have an envelope stuffing party.
- Finalize schedules for each sub-committee chair and volunteers.
- Call volunteers a couple of days prior to event to remind them of their duty and time.
- Set Post Assembly meeting place and time. Remind everyone about their final reports. E-mail them if possible.

### **After Assembly**

- Have rap up meeting immediately after the Assembly/Quarterly.
- Give check to Area Treasurer for the return of the seed money.
- Have post meeting within the next two weeks.
- Things to discuss:
  - Are there any concerns?
  - Get any final reports and remind those who are not done so that they are due 30 days after event-email copy of report so an electronic file can be made
  - Address any financial issues?

## **Committee Chairs Checklists and Items For Final Report**

The following is a list of the suggested items that would be helpful for future committees to know as they are planning their event. Please be thorough and specific

### **Chairperson and/or Co-Chair:**

- When did you start planning?
- When did you locate a facility?
- When did you switch from monthly meetings to weekly meetings?
- How often and when did you tour the facility with the committee and/or Area Alt. Chairperson
- Did you have any mid-planning Committee Chair changes and how did you solve them?
- Did you find working with the Area Alt. Chair helpful? What concerns did you need to take the Area Alt. Chair and how were they solved?
- How was the communication between Committees? How did you solve any concerns that were voiced?
- A copy of the entire weekends agenda
- How did you solve any problems that your committee faced? Do you have any suggestions for the next committee chairperson?

### **Treasurer:**

- Number of pre-registered, pre-purchased meals and any other pre-purchased items. Such as cups, dances, Friday night events and totals.
- Number of walk-in registration, walk-in meal purchased and any other at the door purchases. Such as cups, dances, Friday night events and totals.
- Exact numbers of Area Officers, DCM's and Alt's, GSR's and Alt's, District officers, members and others attending.
- Detailed financial account of income and expenses of the event.
- How much in petty cash did you start with when registration started?

- How often did you pick up the monies from registration table and hospitality room?
- When did you open a checking account? Did you encounter any difficulties? If so what were they and how did you solve them?
- A copy of the final bill from the facility and any caterers you may have used. Misc. expenses receipts for things like office expenses and hospitality purchases should be copied and included.
- How did you solve any problems that your committee faced? Do you have any suggestions for the next committee chairperson?

### **Registration Chairperson:**

- What expenses were included in the registration cost?
- What supplies did you purchase and when did you purchase them?
- When did you start working on the flyer (s)? What difficulties did you encounter?
- When did you get the flyer to the Area event prior to yours and when did you get it to the Area Alt Chairperson?
- How often did you get the monies to the treasure?
- When did you open a PO Box? Did you use a person's address?
- What did you include in the registration packets? How many Friday agendas did you make?
- When did you start finding volunteers to help with the registration desk?
- A copy of the entire flyer.
- How did you solve any problems that your committee faced? Do you have any suggestions for the next committee chairperson?

### **Facilities Chairperson:**

- Drawn out copy of the floor plan.
- Copy of the final contract.
- When did you start looking for a facility? How long did it take to find a suitable facility?

- When were the hotel rooms unblocked?
- Were there any special discounts on the meeting rooms if a specific number of meals purchased or hotel rooms booked?
- Who supplied the coffee? If the facility did what was the cost?
- What were the per meal cost, including tax and gratuity?
- How did you solve any problems that your committee faced? Do you have any suggestions for the next committee chairperson?

**Secretary:**

- Copies of each meetings minutes.
- Ask your committee if you can include a copy of the Committee Chairperson list so that if a future committee chair has a question that they can be contact them directly. Include only those who say that you can share their information.
- How did you solve any problems that your committee faced? Do you have any suggestions for the next committee chairperson?

**Panel and Speaker Chairperson:**

- How did you choose the panel topics?
- How did you choose the panel presenters?
- When did you contact the presenters to ask them if they would like to participate in the panel?
- How did you assign the topics to the presenters?
- Did you give the presenters any guidelines? Such as time limit?
- How many alternate presenters did you have?
- A copy of your panels, presenters and facilitators.
- If you are an assembly panel chair, how did you determine who the Sunday speaker would be?
- When did you contact them? How frequent was your contact?
- How did you solve any problems that your committee faced? Do you have any suggestions for the next committee chairperson?

### **Activities Chairperson:**

- What special activities did your committee plan? How did they go?
- How were these activities decided?
- When were the final preparations made for the activities?
- How did you solve any problems that your committee faced? Do you have any suggestions for the next committee chairperson?

### **Set-up/clean up Committee:**

- What supplies did you need?
- How did you solve any problems that your committee faced? Do you have any suggestions for the next committee chairperson?

### **Sound and Projection Chairperson:**

- What equipment did your committee need to supply? When and where did you locate it? Did the facility supply these items?
- Who did your recording of the business meeting and when did you contact them?
- What supplies did the recorder need?
- How did you solve any problems that your committee faced? Do you have any suggestions for the next committee chairperson?

### **Housing Chairperson:**

- When did you start contacting local motels/hotel?
- How close were these to the facility?
- How many rooms did you block?
- Were you able to get discounted prices at these hotels? Where any pet friendly?
- When did the hotels release the blocked rooms? Did you need to call to unblock the rooms?
- When did you start looking for local AA members to who would supply alternate housing? Did you have any problems locating alternate housing?
- Were there any requests for Alternate housing, if so, how many?

- How did you solve any problems that your committee faced? Do you have any suggestions for the next committee chairperson?

### **Volunteer and Hospitality Chairperson:**

- Include a list of items purchased and quantity and any donated items and the quantity.
- When did you start looking for volunteers? How did you find these volunteers?
- When and how often did you call to remind the volunteers of their time and date commitments?
- What was the time frame that a person could volunteer for?
- How many worked as general volunteers, in the hospitality room and meals?
- How did you solve any problems that your committee faced? Do you have any suggestions for the next committee chairperson?

### **Runners**

- What were the duties of the runners?
- How many runners were there and how were they assigned?
- Was there one or two items that had to be constantly restocked?
- How did you solve any problems that your committee faced? Do you have any suggestions for the next committee chairperson?

### **Area Alt Chair Checklist**

- Hand out 2 copies of the “How To” Guide to the DCM/Event Chairperson.
- Contact the Event Chairperson to let them know you are available and ask them if they had any questions on the “How To” Guide and to offer your guidance if they need it.
- Go over the Alt Chair job is for the Event (ie review the contract before it is signed).
- Read and approve contract. Contact Event Chairperson if you have any questions or concerns about contract.
- Be available to tour facility, if needed, and review contract **before** it is signed.

- Check in with Event Chairperson 6 months before date to see how it is going.
- Check with Event Chairperson 3 months before date to see if the following has been done:
  - Event Recorder booked.
  - Locked room for Archives is reserved (Assemblies Only).
  - Over head projector and screen is available for use on Saturday.
  - If Assembly that the Sunday speaker arrangements have been made and who it is to be forwarded to the Area Chair to be included on the Agenda.
  - Talk about the Set up of the room (ie Delegate, Chair, Alt Chair and Sec on a raised stage with a podium and tables for other Area officers with Treasure and Alt Treasure at the far right of tables).
  - Be sure that there are ample tables in the back for Literature (4 for Quarterlies and 6-8 for Assemblies ), Translation/Special Needs needs 1 table, the Recorder needs 1 table and the Mailbox table.
  - 8 tables for Archives in a locked room (Assembly Only).
  - 60 days before event get the Panel Topics and Friday agenda from Event Chairperson and forward them to the Area Chairperson to be included in the Final Agenda.
  - Starting day of event show up 2 hours before registration (if possible) to insure set up of tables are correct, overhead secured, fires put out and encourage committee.
  - Attend the Wrap-up meeting after event (if possible) and encourage committee chairs to get their final report to Event Chair. The longer they wait the less likely they will do it
  - Receive final report 60 days after event.



## REGISTRATION WORKSHEET

### Pre-Registration-

Event name and date: \_\_\_\_\_ -  
 Area Officers \_\_\_\_\_ - DCM's/Alt's \_\_\_\_\_  
 GSR's/Alts \_\_\_\_\_ District officers \_\_\_\_\_  
 Members \_\_\_\_\_ Other \_\_\_\_\_

### Pre-Registration Meals

Friday Night Social \_\_\_\_\_ Sat. Breakfast \_\_\_\_\_  
 Sat. Lunch \_\_\_\_\_ Sat. Dinner \_\_\_\_\_ Sun Break \_\_\_\_\_

### Walk-in Registration

Area Officers \_\_\_\_\_ - DCM's/Alt's \_\_\_\_\_  
 GSR's/Alts \_\_\_\_\_ District officers \_\_\_\_\_  
 Members \_\_\_\_\_ Other \_\_\_\_\_

### Walk-in Meals

Friday Night Social \_\_\_\_\_ Sat. Breakfast \_\_\_\_\_  
 Sat. Lunch \_\_\_\_\_ Sat. Dinner \_\_\_\_\_ Sun Break \_\_\_\_\_

<u>Total Meal Count:</u>	<u># Guaranteed</u>	<u>#Served</u>	<u>\$Actual Cost</u>
Fri. Social	_____	_____	_____
Sat. Lunch	_____	_____	_____
Sat. Dinner	_____	_____	_____
Sun. Break	_____	_____	_____
Totals	_____	_____	_____

<u>Other</u>	<u>Purchased</u>	<u>Sold</u>	<u>Cost</u>
Cups	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

# TREASURER'S WORKSHEET

## REGISTRATIONS-

Pre-Registered \$ \_\_\_\_\_

Friday Social \$ \_\_\_\_\_

Sat Break \$ \_\_\_\_\_

Sat Lunch \$ \_\_\_\_\_

Sat Dinner \$ \_\_\_\_\_

Sun Break \$ \_\_\_\_\_

**Sub-total \$ \_\_\_\_\_**

7<sup>th</sup> Tradition from Hospitality Room

\$ \_\_\_\_\_

Walk-in Reg \$ \_\_\_\_\_

Friday Social \$ \_\_\_\_\_

Sat Break \$ \_\_\_\_\_

Sat Lunch \$ \_\_\_\_\_

Sat Dinner \$ \_\_\_\_\_

Sun Break \$ \_\_\_\_\_

**Sub-total \$ \_\_\_\_\_**

**Total in-flow \$ \_\_\_\_\_**

## Out-Going Moneys

Area Alt Chair Expense \$ \_\_\_\_\_

Registration \$ \_\_\_\_\_

Hospitality Room \$ \_\_\_\_\_

Refund Reg \$ \_\_\_\_\_

Facility room rental \$ \_\_\_\_\_

Meals Cost \$ \_\_\_\_\_

Other Facility Cost \$ \_\_\_\_\_

**Total Facility Cost \$ \_\_\_\_\_**

Other \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Total Out Flow \$ \_\_\_\_\_

Total Inflow \$ \_\_\_\_\_

Subtracted

Total Out Flow \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Subtracted Seed Money \$ \_\_\_\_\_

**Profit passed on the Area \$ \_\_\_\_\_**

## Hospitality Worksheet

Items purchased

Cups\_\_\_\_\_ Plates\_\_\_\_\_ Silverware\_\_\_\_\_

Coffee\_\_\_\_\_ Decaf\_\_\_\_\_ Tea\_\_\_\_\_

Water\_\_\_\_\_ Soda\_\_\_\_\_ Pastries\_\_\_\_\_

Fruit\_\_\_\_\_ Other\_\_\_\_\_ Other\_\_\_\_\_

Total \$\_\_\_\_\_

Gallons of Coffee used\_\_\_\_\_

Gallons of Decaf\_\_\_\_\_

Items donated by home groups (if any)

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7<sup>th</sup> Tradition Taken in

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