

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.

Lets help everyone be able to attend our Quarterly's and Assemblies. Remember that our Assemblies and Quarterlies are now hybrid so this changes what we do in hosting events.

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DATES FOR THE ASSEMBLIES AND QUARTERLIES

The January and July Quarterly and the October Assembly are held on the 3rd 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 WSEA 92 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.

GUIDELINES FROM THE WSEA 92 HANDBOOK

2.0 WSEA 92 Assemblies

All WSEA 92 Assemblies, Quarterlies and Standing Committee Workshops are to be held in hybrid format. The two WSEA 92 Assemblies are held annually, typically for three days on the third weekend of April and October. Friday afternoon and evening include Workshop panels, DCM Roundtable and GSR Orientation, Sub-Committee meetings, ice cream social and an Ask It Basket (chaired by the present Delegate). A GSR Orientation will be held, provided that a sufficient number of GSRs have not attended a GSR school prior to the assembly. If a majority of the GSRs in attendance have completed a GSR school, a Roundtable session will be held. Saturday is an all-day business meeting which includes reports from WSEA 92 Elected Officers, WSEA 92 Committees and ad hoc Committees (if appointed). A GSR sharing session begins at 11:00 AM, followed by discussion and voting on unfinished and new business. At the April Pre-Conference Assembly, the General Service Conference agenda items are discussed. How can this be a pre-conference, when the conference is held in April. The GSC agenda items are out by January, having items given out in January would give DCM's opportunity to go back to their In 2022 the WSEA 92 decided by motion to hold all WSEA 92 Assemblies and Quarterlies be held in hybrid format.

At the October non-election Assembly, the WSEA 92 inventory will be held. The WSEA 92 Secretary will ensure that the minutes from the WSEA 92 Assembly are available to the WSEA 92 inventory ad hoc committee prior to December 31st of the Inventory year. A follow up report will be given at the following April Pre-Conference Assembly. The WSEA 92 Secretary will send a copy of the minutes of the inventory electronically or via regular mail to the WSEA 92 Committee, including DCMs and the DCMs will ensure that the information is forwarded to the GSRs by December 31 of the inventory year.

*WSEA 92 requires that all floor motions presented at WSEA 92 Assemblies and Quarterlies be submitted **to the Secretary by 5pm Friday** by the maker of the motion, with copies to be placed into all WSEA 92 Committee and DCM mailboxes by noon Saturday, with Spanish translations made available to Spanish speaking Districts. **The motion will be distributed electronically to those attending the event online by noon on Saturday.** All motions not specifying an effective date, if passed, take effect at the end of the Assembly at which they are passed. Saturday evening will include a dinner and/or other host committee activities. The voting body consists of currently serving WSEA 92 Elected and Appointed Officers, Standing Committee Chairpersons, DCMs, and GSRs (or alternates in their absence). A guest speaker is scheduled following the spiritual breakfast Sunday morning (chaired by the Host Committee). If business was not concluded on Saturday it will continue after the spiritual breakfast. The recordings of the speakers at WSEA 92 Assemblies are for archival purposes only. A detailed description of Assembly meeting activities is outlined in the AA Service Manual. WSEA 92 Officer reports will be five minutes at WSEA 92 Assemblies except Delegate and Treasurer which have unlimited time.*

2.1 Hosting WSEA 92 Assemblies

- A. The Spring Pre-Conference Assembly dates cannot conflict with the General Service Conference dates and need to be considerate of the Delegate's travel arrangements to the General Service Conference. The Host Committee will coordinate with the WSEA 92 Delegate for available Assembly dates.*
- B. The WSEA 92 Committee will invite the Pacific Region Trustee to Chair the 3rd Legacy Procedure at the Election Assembly and to speak at the Sunday Morning Spiritual Breakfast. The WSEA 92 Committee will pay for travel, lodging, meals, and full registration for the Pacific Region Trustee from the WSEA 92 General Fund.*
- C. The WSEA 92 Alternate Chairperson, serving as WSEA 92 Assembly Coordinator, will provide past assembly reports and compile attendance numbers of GSRs and DCMs. These numbers will be averaged and used by the new Host Committee for the purpose of reviewing budgeted cost and procedures of eight prior WSEA 92 Assemblies. A WSEA 92 Assembly planning worksheet is attached to the Hosting Handbook.*
- D. The Host Committee will reserve a facility sufficient to meet WSEA 92 Assembly hosting criteria, with the WSEA 92 Alternate Chair receiving a copy of the contract. The host facility needs to comfortably provide for the average attendees of the previous eight assemblies. The Host Committee will calculate all expenses before the WSEA 92 Assembly and try to achieve a break-even amount, taking into consideration gratuities and tax on meals. The Host Committee is responsible for all bookkeeping and accounting, providing WSEA 92 with a final payment date after completion of the WSEA 92 Assembly. The floor plan will be discussed with the WSEA 92 Alternate Chair to ensure adequate seating for all Districts. The floor plan will include a head table with 7 chairs to seat the WSEA 92 Elected Officers and the WSEA 92 Secretary. An additional table will be used with 9 chairs to seat the WSEA 92 Appointed Committee Chairs. The technology committee will place all microphones. The Host Committee will ensure that there is a secure room to house the WSEA 92 Archives.*
- E. For archival purposes, the technology committee will provide audio and visual systems with arrangements for recording all WSEA 92 Assembly functions. The technology committee will also coordinate with the Translation Committee Chair to provide audio translation equipment and translators, all while keeping the Host committee informed.*
- F. The DCM and GSR Orientations and/or Roundtables will be held in hybrid format, made available for all who wish to attend. GSR Orientations will be chaired by the WSEA 92 Alt. Delegate and DCM Orientations will be chaired by the WSEA 92 Chair, with Roundtables chaired by the hosting DCM and GSR. The technology committee should be consulted for room and equipment set up.*
- G. WSEA 92 Assembly registration flyers will be distributed and placed on the WSEA 92 Website and WSEA 92 Newsletter in ample time for pre-registration (90-120 days prior to the Assembly date). Information on flyers will include the date, pricing (registration fees, meal fees and options), mailing address for registration form, maps, contact phone numbers, lodging, and information regarding alternate housing. The registration form will also include to whom the payment will be made.*
- H. The Host Committee will have volunteers to help with making arrangements for coffee, lodging, and meals.*
- I. A final report from the Assembly Host Committee, including a breakdown of attendance (GSRs, DCMs, Past Delegates, and members of the WSEA 92 Committee) and a completed Assembly financial report, using the Hosting Handbook template, are due to the WSEA 92 Alternate Chair by December 1st for October Assemblies and June 1st for April Assemblies.*

2.2 WSEA 92 Quarterlies

Two WSEA 92 Quarterlies are held each year, one in January and the other in July. Friday afternoon and evening include Workshop panels, DCM Orientation (January), DCM Roundtable (July), Sub-Committee meetings (need to have break out rooms), and an ice cream social. A GSR Orientation

will be held in January, provided that a sufficient number of GSRs are attending and have not attended a GSR school prior to the Quarterly. If a majority of the GSRs in attendance have completed a GSR school, a Roundtable session will be held. Saturday is an all-day business meeting which includes reports from WSEA 92 Elected Officers, WSEA 92 Committees, and ad hoc Committees (if appointed). A DCM sharing session is followed by discussion and voting on unfinished and new business. The DCM and GSR Orientations and/or Roundtables will be made available for all who wish to attend. GSR Orientations will be chaired by the WSEA 92 Alternate Delegate and DCM Orientations will be chaired by the WSEA 92 Chair, with Roundtables chaired by the hosting DCM and GSR. WSEA 92 Officer reports will be five minutes at WSEA 92 Quarterlies except Delegate and Treasurer which have unlimited time.

2.3 Hosting the WSEA 92 Quarterlies

- A. The WSEA 92 Alternate Chairperson, serving as WSEA 92 Quarterly Coordinator, will provide past Quarterly reports and compile attendance numbers of DCMs and attending GSRs. These numbers will be averaged and used by the new Host Committee for the purpose of reviewing budgeted cost and procedures of eight prior WSEA 92 Quarterlies. A WSEA 92 Quarterly planning worksheet is attached to the Hosting Handbook.*
- B. The Host Committee will reserve a facility sufficient to meet WSEA 92 Quarterly hosting criteria, with the WSEA 92 Alternate Chair receiving a copy of the contract. The hosting facility needs to comfortably provide for the average attendees of the previous eight Quarterlies. The Host Committee will calculate all expenses before the WSEA 92 Quarterly and try to achieve a break-even amount, taking into consideration gratuities and tax on meals. The Host Committee is responsible for all bookkeeping and accounting, providing WSEA 92 with a final payment date after completion of the WSEA 92 Quarterly.*
- C. The floor plan will be discussed with the WSEA 92 Alternate Chair to ensure adequate seating for all Districts. The floor plan will include a head table with 7 chairs to seat the WSEA 92 Elected Officers and the WSEA 92 Secretary. An additional table will be used with 9 chairs to seat the WSEA 92 Appointed Committee Chairs. A microphone will be placed in the center of the head table.*
- D. For archival purposes, the technology committee will provide audio and visual systems with arrangements for recording all WSEA 92 Quarterly functions. The technology committee will also coordinate with the Translation Committee Chair to provide audio translation equipment and translators, all while keeping the Host committee informed.*
- E. The DCM and GSR Orientations and/or Roundtables will be made available for all who wish to attend. GSR Orientations will be chaired by the WSEA 92 Alternate Delegate and DCM Orientations will be chaired by the WSEA 92 Chair, with Roundtables chaired by the hosting DCM and GSR.*
- F. WSEA 92 Quarterly registration flyers will be distributed and placed on the WSEA 92 Website and in WSEA 92 Newsletter in ample time for pre-registration (90-120 days prior to the Quarterly date). Information on flyers will include the date, pricing (registration fees, meal fees and options), mailing address for registration form, maps, contact phone numbers, lodging, and information regarding alternate housing. The registration form will also include to whom the payment will be made.*
- G. The Host Committee will have volunteers to help with making arrangements for coffee, lodging, and meals.*
- H. A final report from the Quarterly Host Committee, including a breakdown on attendance (GSRs, DCMs, Past Delegates, and members of the WSEA 92 Committee) and a treasurer's report, using the Hosting Handbook template, are due to the WSEA 92 Alternate Chair by March 1st for the January Quarterly and September 1st for the July Quarterly.*

WSEA 92 ALT-CHAIRPERSON'S RESPONSIBILITIES

- A. Keep this handbook up to date with current area procedures and 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. Review the final checklist 30 before the 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 the event to display them. (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. Find reliable people to chair the committees listed below. It's always helpful if some have Assembly/Quarterly committee experience.
- B. Make sure to collect the Officer/District placards from the Quarterly/Assembly before your event, along with miscellaneous supplies like lanyards and hospitality items to help lower your hosting expenses. These supplies must be picked up at the event preceding yours (e.g., July Quarterly supplies should be collected at the April Assembly).
- C. See checklist in the back of this booklet
- D. VOTING ASSEMBLY ONLY: As soon as you are awarded the bid contact the Delegate to invite the Regional Trustee 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 Area committee.
- E. Chair the monthly planning meetings and be responsible for keeping the committee moving forward.
- F. Maintain contact with all committee chairs and stay informed about their progress.
- 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 committee members.
- I. Follow the WSEA 92 Guidelines for hosting your event. See WSEA 92 Handbook 2.0
- J. Keep in close contact with the WSEA 92 Alt-Chair.
- K. If problems arise that you cannot resolve, call the WSEA 92 Alt-Chair or ask the WSEA 92 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 the event and get a hard copy and electronic copy to the WSEA 92 Alt-Chairperson within two months after the event.
- O. To be included in final report:
 - a. Final reports from all committee chairs, including yours.
 - b. Copy of final contract and bills.
 - c. Copy of flyer.
 - d. Final agenda.
 - e. Final Treasurer's report.
 - f. 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 WSEA 92 Alt-Treasurer. Be sure that all funds balance.
- E. Track the monies from the 7th Tradition cans in the hospitality room.
- F. Have petty cash available for emergency supplies and change.
- G. Have a running balance so that, on Saturday, if we are in the red the WSEA 92 Chair can pass the hat.
- H. Send any surplus funds to the WSEA 92 Alt-Treasurer.
- I. Have a final written report to the 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 WSEA 92 with the final report. If money is still needed to cover expenses, then a request for a check for that amount needs to be submitted to the WSEA 92 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:
 - a. Does the facility have a sound system and overhead projector or computer projector and what is the cost? The Area has this equipment as well, but it is always good to find out if they have the equipment for free.
 - b. Work with the Technology Committee (technology@area92aa.org) to schedule a walk-through by the Tech Committee to determine **if** the location will handle the hybrid needs.

- c. 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?
 - d. When will the block of rooms be released? Request 30 prior to the assembly.
 - e. Are there any other fees that haven't been mentioned? Such as a setup/teardown fee, linen, etc.
 - f. Are there any overtime costs if the meeting runs over?
 - g. Do we get any complimentary rooms? If so, how many?
 - h. Can we bring in food and drinks to the hospitality room?
 - i. Can we bring in/supply our own coffee on premises?
 - j. When does the final meal count need to be provided to the facility?
- D. Procure a hotel room and registration for the WSEA 92 Technology AV/Sound person. This expense is part of the Hosting Districts costs.
 - 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. Ensure you are the primary contact with the facility and the only person to make changes. This will avoid confusion for you and the facility. It is suggested that there be one other who knows what and can be a backup contact for the facility.
 - G. Before a contract is signed or a commitment is made, the WSEA 92 Alt-Chair needs to tour the facility and look at the contract. You will need to make arrangements with the Host Committee Chair, WSEA 92 Alt-Chair and the facility to be present for this. Please send an electronic copy of the contract to WSEA 92 Alt-Chair. See WSEA 92 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. 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 a final written report to the Secretary 30 days after the end of the event. Include a copy of the final contract.
 - K. Tables are needed for Grapevine/Literature, mailbox, translator and AV. Contact the Alt-Chair for more information.

Registration Chairperson:

- A. Attend monthly planning meetings.
- B. Have a final registration form completed 5 months before the event (**English and Spanish**). Contact the WSEA Translation Chair for assistance in translating the registration. translation@area92aa.org.
- C. Registration form should include:
 - a. Registration cost, meal(s) costs, INCLUDING TAX AND GRATUITY, and the cutoff date for securing meals.
 - b. Extra function cost (like coffee cups, ice cream social, dance etc.).
 - c. Name and date of event.
 - d. Name, phone number and address of facility.

- e. 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/motorhome park (which ones are pet friendly and any cost associated with bringing a pet).
 - f. The address where registrations are to be sent.
 - g. The phone number/email of the Registration Chairperson and one other contact person.
 - h. Time that registration will open on Friday and the time of the first panel.
 - i. Any other directions the Host Committee deems necessary.
- D. 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.
 - E. Have 200 English and 50 Spanish copies of your registration form at Assemblies and Quarterlies for distribution. Put them in the WSEA 92 mailboxes for each officer and DCM and leave the rest on the flyer table. The flyer should be sent to support@area92aa.org for inclusion to the WSEA 92 website.
 - F. Distribute a copy of each of the registration forms to the Host Committee Treasurer.
 - G. Organize all registration forms so that committee members can easily access them.
 - H. WSEA 92 Technology Committee AV/Sound person registration.
 - I. 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 the event.
 - J. Research and purchase all supplies required for registration 30 days before the event and have the registration table set up at least one (1) hour prior to registration opening.
 - K. Prepare pre-registration envelopes 14 days prior to the event, including name badges, meal tickets, local meeting schedules, a list of nearby restaurants, and other relevant materials. Have extra registration forms and name badges (150+) available for walk-in registrations.
 - L. Find volunteers to man the registration table from opening on Friday and 7am through 2pm on Saturday. Two (2) persons at 2 hour intervals have been successful at other assemblies.
 - M. See worksheet in the back of this handbook.
 - N. Find an easy way to track total meals and extras one each badge.
 - O. Have a written report to the Secretary 30 days after the closing of the event. Included in your report: total registrations, how many WSEA 92 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. Maintain an up-to-date Host Committee phone/email list. Please include the current WSEA 92 Alt-Chair.
- D. If possible, email or mail minutes to each Host Committee member within a few days of the meeting.

- E. Submit the final report to the 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 come from the upcoming General Service Conference Theme, but you can choose any other AA service-related topic. You can get the General Service Conference Theme from the WSEA 92 Alt-Chairperson.
- C. Friday agenda typically includes:
 - 3:00 pm Registration Opens
 - 4-5 pm Panel or Panels
 - 5-6:30 pm 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)
 - 9-10 pm Social hour and activities

(The host committee decides when to start the Friday agenda, these are just suggested)
- D. Find volunteers to be panelists on the Friday panels. You can ask local AA members to or you can contact persons who are pre-registered. Ensure 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 the speaker if he/she has any special needs: how many beds in their room, 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 a final written report to the 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. Wondering about activities? 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 tables, plays or skits, games or movies, a Saturday night dance.
- G. Have a final written report to the 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 Facilities Subcommittee Chair.
- 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 committee 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 a final written report to the Secretary 30 days after the end of the event.

Housing Chairperson

- A. Attend monthly planning meetings.
- B. Compile a list of nearby hotels and provide it 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. This is called alternative housing. Find local campgrounds or members willing to allow RV's to be parked at their homes.
- D. Call and verify available lodging at each facility at least two (2) weeks prior to the event.
- E. Have a 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 and two (2) days before the event to remind them of their schedule reporting location.
- 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 a final written report to the Secretary 30 days after the end of the event.

Runners

- A. Attend monthly planning meetings.
- B. Must have a reliable vehicle(s) available during the event.
- C. Be available for the duration of the Assembly/Quarterly to get needed supplies.
- D. Obtain petty cash from the Treasurer as needed and return receipts to the Treasurer.
- E. Be available to assist where needed.
- F. Have a final written report to the 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 WSEA 92 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 the host facility, if needed, and email a 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 WSEA 92 Alt-Chair. ➤
Make sure there is a last day for meal purchase on registration form. 7 Months out
- Print registration forms and send electronic copies to WSEA 92 Alt-Chair to be posted on the WSEA 92 website.
- Have a tracking system in place for registration forms received.

6 Months out

- Hand out registration forms at the next WSEA 92 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 a volunteer schedule.

4 Months out

- Decide on what is going to go into the registration packets.
- Send pre-registration figures to WSEA 92 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 email them to the WSEA 92 Alt Chair for inclusion on the agenda.
- Finalize the Friday/Saturday night activity schedule(s).
- Schedule a walk-through with the WSEA 92 Alt-Chairperson, Committee Chair, Facility Chair and Facility Representative to discuss setup 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 the Hospitality Room and Archives be?
- Have someone make signs for the Host Facility directing attendees to the 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 the event, have an envelope stuffing party.
- Finalize schedules for each sub-committee chair and volunteers.
- Call volunteers a couple of days prior to the event to remind them of their duty and time.
- Set Post Assembly meeting place and time. Remind everyone about their final reports. email them if possible.

After Assembly

- Have a wrap up meeting immediately after the Assembly/Quarterly.
- Give check to WSEA 92 Treasurer for the return of the seed money.
- Have a 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 the event, email a copy of the 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 WSEA 92 Alt. Chairperson
- Did you have any mid-planning Committee Chair changes and how did you solve them?
- Did you find working with WSEA 92 Alt-Chair helpful? What concerns did you need to take the WSEA 92 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 WSEA 92 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 money from the 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 WSEA 92 event prior to yours and when did you get it to the WSEA 92 Alt-Chairperson?
- How often did you get the money 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:

- Draw out a 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 were purchased or hotel rooms booked?
- Who supplied the coffee? If the facility did what was the cost?
- What was 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 meeting 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 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 a 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/hotels?
- How close were these to the facility?
- How many rooms did you block?
- Were you able to get discounted prices at these hotels? Were 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 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?

WSEA 92 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 (i.e. review the contract before it is signed).
- Read and approve contracts. Contact the Event Chairperson if you have any questions or concerns about the contract.
- Be available to tour the facility, if needed, and review the contract before it is signed.
- Check in with the 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).
 - Overhead projector and screen is available for use on Saturday.
 - If the Assembly that the Sunday speaker arrangements have been made and who it is to be forwarded to the WSEA 92 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 WSEA 92 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 Area AV/Sound person needs 1 table and the Mailbox table.
 - 8 tables for Archives in a locked room (Assembly Only).
- 60 days before the event, get the Panel Topics and Friday agenda from the Event Chairperson and forward them to the WSEA 92 Chairperson to be included in the Final Agenda.
- Starting the day of the event, show up 2 hours before registration (if possible) to ensure the set up of tables are correct, overhead secured, fires put out and encourage the committee.
- Attend the Wrap-up meeting after the event (if possible) and encourage committee chairs to get their final report to the Event Chair. The longer they wait the less likely they will do it
- Receive final report 60 days after the 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 _____ Saturday Breakfast _____

Saturday Lunch _____ Saturday Dinner _____ Sunday Breakfast _____

Walk-in Registration

Area Officers _____ DCM's/Alt's _____

GSR's/Alts _____ District officers _____

Members _____ Other _____

Walk-in Meals

Friday Night Social _____ Saturday Breakfast _____

Saturday Lunch _____ Saturday Dinner _____ Sunday Breakfast _____

Total Meal Count:	#Guaranteed	#Served	\$Actual Cost
Friday Social	_____	_____	_____
Saturday Lunch	_____	_____	_____
Saturday Dinner	_____	_____	_____
Sunday Break	_____	_____	_____
Totals	_____	_____	_____

Other	Purchased	Sold	Cost
Cups	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

TREASURER'S WORKSHEET

REGISTRATIONS _____

Pre-Registered	\$ _____	Friday Social	\$ _____
Saturday Breakfast	\$ _____	Saturday Lunch	\$ _____
Saturday Dinner	\$ _____	Sunday Break	\$ _____
Sub-total			\$ _____

7th Tradition from Hospitality Room \$ _____

Walk-in Registration	\$ _____	Friday Social	\$ _____
Saturday Breakfast	\$ _____	Saturday Lunch	\$ _____
Saturday Dinner	\$ _____	Sunday Break	\$ _____
Sub-total			\$ _____
Total income			\$ _____

Out-Going Monies

Area Alt-Chair Expense	\$ _____	Registration	\$ _____
Hospitality Room	\$ _____	Refund Reg	\$ _____
Facility room rental	\$ _____	Meals Cost	\$ _____
Area AV/Sound Room	\$ _____	Total Facility Cost	\$ _____
Other _____	\$ _____		
Other _____	\$ _____		
Other _____	\$ _____		

Total Outflow	\$ _____
Total Inflow	\$ _____
Subtracted Total Outflow	\$ _____
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)

7th Tradition Taken in \$ _____