

# A SUGGESTED CHECKLIST FOR 1 AREA ASSEMBLIES/WORKSHOPS

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## **PREFACE**

Based upon the Southwest Texas Area Procedures manual and our

collective shared experience, this document provides a broadly based general checklist of guidelines to assist the Districts, Groups, the Host Committee Chairperson, and the AA members of the Southwest Texas Area in the planning and implementation of Area and Local Assemblies, Conferences, Workshops, and Mini-Workshops.

The following functions are held in Southwest Texas Area 68 and are hosted by a local district and/or a group of districts.

2 Quarterly Voting Assemblies  
(April and October)

2 Quarterly Workshops  
(January and July)

An Annual PI/CPC Conference  
(August or September) Public Information and Cooperation  
with the Professional Community Committee

An Annual CFC Conference  
(February) Correctional Facilities Committee

These general guidelines were originally compiled to assist the Districts with Area Assemblies and Workshops; therefore, some of the check points may not apply for District or Group Mini-Workshops. However, because all of these are similar in nature, the guidelines should provide insight and assistance.

## **I. Checklist for DCM**

- 🍏 A. Approach the District(s) and make sure there is a cooperation and participation from the Groups.
- 🍏 B. Check with the surrounding Districts and the Area Chairperson to make sure that the date of the function does not conflict with other AA activities.
- 🍏 C. Approach the Area Chairperson well in advance of the District's desire to host an Area Assembly. Many Districts approach the Area at the time that the new Area chairperson is elected so that the Area calendar can be planned in a timely way.

- 🍏 D. Inform the Area Delegate and Area Chairperson of the district's willingness to host a workshop as per SWTA Policies and Procedure Manual. Be sure that a meeting facility in your locality can accommodate at least 200-250 people. If there is more than one facility that meets the requirement(s), ask each to produce a written bid concerning pricing for their accommodations and amenities. (*See below for additional facility considerations*)
- 🍏 E. Request assistance from other experienced AA members in the community, and work with the committee to find a place to host the event. Communicate at all times with the Area Chairperson concerning all the arrangements that are made about the site that is being considered.

Once the Area Delegate and Area Chairperson have approved the request, you are ready to get to work. (**Note:** *The outgoing Area Chairperson and the outgoing District Committee Member (DCM) organize the first January Winter Workshop. Do not forget to plan this well in advance.*)

- 🍏 F. Form a small committee of willing and trustworthy people. The committee can be expanded as needed. (*See Appendix B5—SWTA Policies and Procedures Manual.*)

## II. Checklist for the Host Committee

- 🍏 A. Plans for Area Assemblies must begin immediately after receiving the approval of the Area Chairperson to host the Area Assembly. Advance confirmation of the site is preferred. Secure a site to host the workshop. This site should be able to accommodate at least 200-250 people and have the approval of the Area Chairperson. (**Note:** *The workshop attendance figures have ranged from 200-250 in the past. Also consider if this site can be partitioned off into smaller rooms, since we normally break up into small groups for Area committee meetings, service workshops, etc.*)
  - 🍏 1. A copy of the contract is sent to the Area chairperson for review. The responsibility of all debts

for an Area Assembly is to the Southwest Texas Area. Sometimes the Area Chairperson will sign the contract. This issue is left to the discretion of the individual DCM and the Area Chairperson.

- 🍏 2. Plan on guaranteeing at least 50 registered guests, 14 of whom are designated for Area Officers and Area Committee Chairpersons. For the PI/CPC and CFC Conferences, plan on guaranteeing at least 20 registered guests.

*(Note: The “BLOCKING” of rooms is not the same as the “GUARANTEEING” of rooms. Rooms can be ‘blocked’ at a negotiated higher number insuring that the facility sets aside an adequate number of rooms for those who will be making reservations.)*

Check with the facility to see if they will extend check out time to 1:30PM or later so as to allow for packing and change of clothes.

- 🍏 3. The Hotel may donate a Conference Room and a Hospitality Room if rooms are guaranteed. Negotiate on this and other items such as coffee, and/or lower room rates.

- 🍏 4. Break-out rooms are needed at each event. Check with the Area Chairperson about how many are needed because each event has different space requirements. Be prepared to negotiate.

- 🍏 B. Once the contract has been executed, the committee plans other activities.

- 🍏 1. With the exception of the Pre-General Conference, CFC, and PI/CPC Conferences, the theme of the assembly/workshop will be determined by the host committee.

- 🍏 2. The Area Chairperson will set up the assembly/workshop agendas while the PI/CPC and CFC Conference agendas will be determined by the respective planning committees.

- 🍏 C. Develop a budget for the area event. (*Refer to Appendix 1.*)

### **Some Questions to Ask Yourself:**

- 🍏 1. Do you want to have a hospitality room? If you do, you need to negotiate with the hotel or other site managers about what you may or may not do. Normally, the district covers the expense of a hospitality room.
- 🍏 2. Do you want to have an AA meeting or speaker meeting?
- 🍏 3. Do you want to have entertainment (dance, ice cream social, AA Trivia, etc.)?
- 🍏 4. What fundraising activities do you want to plan? (i.e. raffle, dinner, contribution cans, etc.)
- 🍏 5. Do you want to print and distribute flyers?
- 🍏 6. Do you want to have AA literature sales? How will the literature be provided?
- 🍏 7. How do you plan to handle registration? Will you provide name badges, etc?
- 🍏 8. Do you need signs to show where the meeting rooms, the registration table, and the hospitality rooms are located?
- 🍏 9. Do you want to have your speakers recorded?
- 🍏 10. Do you need a separate checking account? Is there a district account available for this event? If not, the Host Chairperson can contact the Area Chairperson for instructions.

Make sure to find people willing to handle any additional tasks. Alternates will be needed.

***Remember, if you are unsure about what to do, go to your Area Chairperson for advice.***

Attached is an example list of committee chairpersons and their job descriptions. This is offered as a basic outline. Although you may not need all these suggested committees for your Assembly, you may find these guidelines useful.

### III. Host Chairperson

- 🍏 1. Communicates regularly with Area Chairperson. Secures the approval of the Area Chairperson when necessary. (*See checklist for host committee.*)
- 🍏 2. Appoints various chairpersons and provides copies of “Southwest Texas Area 68 A Suggested Checklist for Area Assemblies/Workshops”.
- 🍏 3. Sets up an initial budget with the help of the Host Treasurer.
- 🍏 4. Coordinates all conference activities.
- 🍏 5. Chairs and schedules regular committee meetings.
- 🍏 6. Keeps Host Committee advised of all actual and potential problems.
- 🍏 7. May select and secure speakers in agreement with Area Chairperson.
- 🍏 8. Coordinates with Treasurer to maintain accountability of funds received. The area's non-profit number is available to open a checking account if needed.

### IV. Host Co-Chairperson

- 🍏 1. Attends and participates in all committee activities
- 🍏 2. Chairs the committee meetings when the Host Chairperson is unable to attend.
- 🍏 3. Assists with the responsibilities of the Host Chairperson.

## V. Secretary

- 🍏 1. Takes minutes of all committee meetings and maintains records.
- 🍏 2. Sends out notices and other information as directed by Host Committee Chairperson to committee members and Area Chairperson.
- 🍏 3. Sends Area Chairperson copies of all minutes.

## VI. Treasurer

- 🍏 1. Coordinates with host chairperson to establish a budget and a checking account. (**Note:** *In most cases a checking account should have two signatures.*)
- 🍏 2. Based on host committee decision, a separate checking account may be necessary. (*Refer to Checklist*)
- 🍏 3. Receives all contributions for the conference.
- 🍏 4. Prepares and maintains adequate accounting records of receipts and disbursements.
- 🍏 5. Signs all checks and pays all bills.
- 🍏 6. Keeps the committee advised of financial status.
- 🍏 7. Coordinates with other Chairpersons, if needed, to insure that adequate money storage bags and change are provided.
- 🍏 8. For accounting purposes, maintains separate line items for registration, hospitality and fundraising activities.
  - A. Registration money belongs to Area 68.
  - B. Fundraising and hospitality money are District responsibilities. Any excess funds from these fundraising events may be contributed to Southwest



Texas Area 68 or any other service entity.

## **VII. Hotel Chairperson**

- 🍏 1. Secures adequate hotel accommodations. (*Refer to Host Committee Checklist*)
- 🍏 2. Ensures that hotel representative has a copy of the agenda and program.
- 🍏 3. Ensures that hotel sets up and arranges all furniture and furnishings for each event according to specifications.
- 🍏 4. Assumes total responsibility for liaison between hotel and committee members.
- 🍏 5. Keeps committee advised of all actual and potential problem areas.
- 🍏 6. Coordinates with the Entertainment Chairperson.
- 🍏 7. Coordinates with Host Chairperson and other committee chairpersons to ensure that an adequate number of tables is available. Tables (14 or more) may be needed for committee displays, head tables, etc. The hotel will usually provide tables and chairs.
- 🍏 8. Other tables may be needed. An overhead projector, screen and podium may be needed.

## **VIII. Registration Chairperson**

- 🍏 1. Assembles or orders supplies needed for registration table:
  - A. Area registration sign-in sheets (*ask Area Secretary.*)
  - B. Felt tipped pens, stapler, scissors, tape, ink pens, pencils & note paper.
  - C. Adequate number of name badge holders and name badges.\*

- D. Signs to designate Registration and/or Sign-In (and for the Fall Assembly a sign for Pre-registration), Sign for Information.
- E. Packets (optional and if provided by the city) of local restaurants, sites, maps, etc.

\*For voting assemblies use either two different colored badges for voting and non-voting members, or use colored dots for badges of voting members. The Area Secretary brings the badges for the Past Delegates, DCMs, Area Officers and Committee Chairs for all Assemblies.

- 🍏 2. Works with the Publicity Chair to draw up a registration form for the Fall Assembly/Conference.
- 🍏 3. At the Fall Assembly/Conference, where money is collected, coordinates with the Treasurer to insure that adequate money bags and change are provided.
- 🍏 4. Works with the Treasurer in receiving Pre-registration forms for the Fall Assembly/Conference.
- 🍏 5. Works with the Hotel Chairperson to insure adequate tables and chairs are present for registration/information staff at all assemblies.
- 🍏 6. Sets up a schedule for the registration/information table and mans it with volunteers. Registration/Information table should have Area information only at all assemblies.
- 🍏 7. Keeps count of registrations and reports that number three times to the Area Chairperson at all assemblies: Friday night, Saturday night, and the final count on Sunday morning.
- 🍏 8. Returns all sign-in sheets to the Area Secretary at all assemblies.
- 🍏 9. Makes sure everything is picked up at the end of all

assemblies. Anything with names and/or phone numbers should be shredded on site or given to the Area Secretary for shredding.

## **IX. District Program Chairperson**

- 🍏 1. Coordinates district program with Host Chairperson.
- 🍏 2. With approval from the host committee, utilizes local and/or nearby speakers to help keep costs down.  
NOTE: (Fall Assembly speakers are arranged by Area.)
- 🍏 3. Arranges for transportation and hosting of speakers if necessary.
- 🍏 4. Works with hotel chairperson if rooms need to be secured for speakers.
- 🍏 5. Arranges for a gift basket. (Optional)
- 🍏 6. Selects chairperson(s) for meetings.

NOTE: (Chairperson(s) will want to spend time with speakers to get acquainted with them prior to introducing them.)

- 🍏 7. Choose speaker times in cooperation with the Host Chairperson.
- 🍏 8. Chooses any other desired meetings. (*For example: late night or early bird discussion meetings*)

## **X. Art and Decorations Chairperson**

- 🍏 1. Selects committee members.
- 🍏 2. Prepares a decoration plan. Estimates costs and submits a plan to host committee for approval.
- 🍏 3. Coordinates with hotel chairperson to ensure that decorations are completed prior to meeting times.
- 🍏 4. Designs all art, posters and fliers needed for the

conference Examples: Speaker room banner, registration signs, smoking area/non smoking area sign, hospitality signs, and /or registration sheets. . (**Note:** *Fliers should be translated into Spanish.*)

- 🍏 5. Coordinates with the printing chairperson and committee so everything is printed and produced well in advance of the event.
- 🍏 6. Submits all material to host committee for approval. Before printing, the host committee chairperson then submits material to Area Chairperson for approval.

## **XI. Printing Chairperson**

- 🍏 1. Selects committee members.
- 🍏 2. Coordinates with other committee chairpersons.
- 🍏 3. Coordinates with host committee for approval of the types of copies, formats, paper stock, process, and cost of materials.
- 🍏 4. Provides the host committee with a budget for printing.
- 🍏 5. Arranges for printing of registration sheets, tickets, fliers, programs, brochures, and all other materials.
- 🍏 6. Coordinates with Registration Chairperson about the printing of badges.

## **XII. Hospitality Chairperson**

- 🍏 1. Selects committee members to serve as Greeters and Hospitality Room attendants.
- 🍏 2. Establishes setup and teardown crews.
- 🍏 3. Ensures that the Hospitality Room is staffed and kept clean.

🍏 4. Encourages all AA groups to participate.

A. Makes every effort to contact AA groups to contribute food, drinks, coffee and workers at appropriate times.

B. Just prior to the event, reminds groups about items to be delivered and when the items are needed.

🍏 5. Greeters:

A. Meet and greet those attending the event.

B. Monitor areas in hotel used for social activities.

C. Acquaint themselves with all facilities in the hotel and of tourist attractions in the local area.

D. Furnish ushers for meetings and to assist participants in locating where activities are taking place.

E. Staff information table.

### **XIII. Literature Chairperson**

🍏 1. Selects committee members and schedules volunteers to sell AA literature (AAWS and Grapevine).

🍏 2. Determines location of literature display.

🍏 3. Secures supply of AA literature from the General Service Office, Intergroup or District.

🍏 4. Coordinates with Treasurer to maintain accountability of funds related to obtaining and selling AA literature.

🍏 5. Remits all sales proceeds to Treasurer.

🍏 6. Returns all unsold literature to the appropriate AA entity.

#### **XIV. Fundraising Chairperson**

- 🍏 1. Selects committee members.
- 🍏 2. Selects types of activities to be held. (*For Example: dinner, raffle, barbeque.*)
- 🍏 3. Determines the dates and location of fundraising activities. Some fundraising activities may take place prior to Area events and some may take place during the Area event.
- 🍏 4. Determines scope of fundraising activities based on budgets provided by Host Committees.
- 🍏 5. Coordinates with Treasurer to maintain accountability of all funds.
- 🍏 6. Coordinates with Publicity Chairperson about fundraising events.
- 🍏 7. Encourages all AA groups to contribute and participate.

#### **XV. Publicity Chairperson**

- 🍏 1. Selects committee members.
- 🍏 2. Coordinates with Fundraising Chairperson to publicize local fundraising activities related to Area events.
- 🍏 3. Compiles a mailing list of individuals, AA Groups, AA Districts and Intergroup Offices to be used for distributing and publicizing information about the Area event.
- 🍏 4. Following approval of Area 68 Chairperson, notifies the below AA entities and/or individuals listed below:
  - A. AA Grapevine ( *3 months in advance of the event*) Address: 475 Riverside Drive, Room

1040,

New York, NY 10163.

B. La Vina (3 months in advance of the event)

Address: 475 Riverside Drive, Room 1040,

New York, NY 101063.

C. Box 4-5-9 (6 months in advance of the event)

Address: P.O. Box 459 Grand Central Station,  
New York, NY 10163.

D. District Newsletters

E. District Committee Members (DCMs) in Area 68

F. Southwest Texas Area 68 Area Chairperson: for  
posting on Area website and Area newsletter  
by\_\_\_\_\_ (Date).

G. Whenever possible, publicizes the event through  
personal contact with groups and districts.

## **XVI. Entertainment Chairperson**

- 🍏 1. Selects committee members.
- 🍏 2. Selects activities and times of events. (*For Example: dance, ice cream social, games*)
- 🍏 3. Submits a budget to the Hosting Committee.
- 🍏 4. Purchases supplies and submits receipts to Treasurer.
- 🍏 5. Schedules volunteers' work. (*For Example: setup, cleanup, teardown*)
- 🍏 6. Ensures delivery of supplies at designated times.
- 🍏 7. Turns in contributions to the Treasurer.



**XVII. Appendix 1.**

**Proposed Budget:**

Coffee: \$ \_\_\_\_\_

Hotel Guest Rooms: \$ \_\_\_\_\_

Hotel: \$ \_\_\_\_\_

Hospitality: \$ \_\_\_\_\_

Raffle: \$ \_\_\_\_\_

**TOTAL:** \$ \_\_\_\_\_

NOTE: This list is meant to depict an example only.

**(Example of Flier Format)**

(This example is meant only to depict an example of information to be included. Layout, Graphic Pictures or Clipart, Types of Font [Typeset] and the addition of other information are choices to be made by the Committee in charge of design.)

**Name of the Event**

“THEME OF EVENT”

January 1-3, 2010

1:00 – 5:00 PM

AT (NAME OF PLACE -111 STREET, (NAME OF CITY)

(DIRECTIONS OR MAP)

(HOTEL RESERVATION INFORMATION)

“(NAME OF TOPIC)”

JOHN D. of (Name of Town) – PRESENTER

=====

( ) \$5.00 PreRegistration **Mail to: (EVENT) Treasurer**

( ) \$7.50 (Registration at Event) **c/o deion A.**

( ) \$3.00 Coffee for Entire Weekend **P.O. BOX 000, City, TX 00000**

\$\_\_\_\_\_ **Total Enclosed (000) 000-0000**

( ) GSR ( ) DCM **email:\_\_\_\_\_**

( ) Area Officer/Chair

( ) NonVoting AA Mbr

**Badge Name:**\_\_\_\_\_

**Please Print: Name**\_\_\_\_\_

**Address**\_\_\_\_\_ **City** \_\_\_\_\_ **State**\_\_\_\_\_

ZIP \_\_\_\_\_

