

Assembly Host Committee Checklist

Many Host Committees have found it very useful to use this checklist as a part of their monthly Host Committee meetings' agenda.

Prior to Bid Submission

- Contact the Area Chairperson and Alternate Chairperson for guidance and Area practices before contacting any facilities.
- Contact several facilities and tour all.
- Ensure that facility has an adequate number of break-out rooms to accommodate all agenda activities and that they can accommodate the number of attendees. (See documents called **Assembly Planning Guide, Sample Agendas and Area Business Meeting Set-up** for detailed information.)
- Ensure that rooms designated for Archives and Treasurer/Finance Committee can be locked.
- Contact the Area Chairperson for guidance and assistance in preparing a Bid Proposal, using the document called **Proposal to Host an Assembly**.
- Invite Area Chair to tour proposed facility.
- Submit bid as early as possible - a month prior to Assembly at which bid is to be awarded is recommended. Bids can be awarded up to two years prior to the actual Assembly for which the bid was submitted.

After Bid is Awarded

- Submit name, address, phone number and e-mail address of Assembly Chair (and Co-Chair if Districts are combining) to Area Registrar for inclusion in Roster.
- Establish and fill critical committee positions and sub-committee chairs. (See the document called **Host Committee Positions and Sub-Committees** for possibilities.)
- Establish a regular monthly meeting time and place. Host Committees should meet at least monthly until shortly before the Assembly, at which time meeting may be needed more frequently.
- Committee Chairs should begin formulating plans and deciding how many volunteers they will need.
- Set time frames for action items and deadlines.
- Contact the Area Alternate Chairperson to arrange for a walk-through of the Assembly facility as soon as possible so that sub-committee chairs can begin making plans based on the space available to them. The Area Alternate Chairperson will bring a sample agenda and begin assigning rooms to specific activities.
- Assign members to observe specific activities / site facilities at next Assembly. (Suggestion: have your sub-committee chairs shadow their counterparts.)
- Prepare a preliminary budget in order to decide on fundraisers. Refer to approved Assembly Bid Proposal to insure that your budget is consistent with your bid. Decide on Assembly events (raffle, dance, selling mugs, etc.).

- If Saturday lunch banquet and speaker meetings are being held, select speakers and determine expenses, if any, for your budget. Selecting a local speaker is both a cost savings and an effective tool for building local unity. **Quality sobriety and a story that focuses on alcoholism and service in AA should be a prerequisite.** If the lunch is hosted by AI-Anon and the speaker is from AI-Anon, a message that focuses on service is also recommended.
- Invite the Pacific Regional Trustee to attend the September Area General Assembly in odd numbered years (Delegate election years). The Pacific Regional Trustee travel expenses are part of the Area budget, and the Trustee often makes an excellent Assembly speaker.
- Obtain a PO Box or use District's PO Box. You will need a mailing address for registration flyers and other questions / correspondence pertaining to the Assembly.
- Obtain a checking account or establish a separate fund in District Treasury by creating a satellite account. **It is strongly recommended that two signatures be required on all checks drawn on the account. Also, Host Committees are not allowed to use the Oregon Area's Tax ID number for the purpose of establishing this account.**
- Arrange for the Assembly Chair, Co-Chair or DCM to give oral and written reports at all upcoming Assemblies. (Only the General Assembly Chair is actually funded to attend Assemblies and give reports. If Assembly Chair is not funded by Host Committee to attend upcoming Assemblies, make arrangements for DCM or another person to give the report.)
- Is it appropriate to invite AI-Anon to participate? (November is the only time AI-Anon has an Area Assembly at the same time as AA, but they may have other activities or another location planned. You may want to ask them to host the Saturday lunch.) Contact the Area Chairperson for Area practice regarding co-locating with AI-Anon.
- Begin working on a draft of the registration flyer. (See **Assembly Planning Guide** for more information and time frames.)

Registration Flyer

- Send the draft Registration Flyer to the Area Alternate Chairperson for review.
- Print approved Registration Flyer in English and Spanish. (See Alternate Chairperson or Area website for Spanish translation procedure.)
- Include language stating that purchasing meals helps defray Assembly costs.
- Include language and procedure for special needs/requests (the Host Committee Access Chair should work with Area Accessibility Chair to determine procedure). There is also wording available in the **Assembly Planning Guide**.
- Include the option to make a voluntary contribution (do not set a \$ amount).
- Include meal choices/selections (always offer a vegetarian alternative).
- Include information about other hotels/motels/RV parks in the vicinity, including rates and distance from facility. A map is optional but recommended when possible.
- Include at least one name, phone number and e-mail address (if possible) as contact person for your Assembly.

- Post approved Flyer on Area website (www.aa-oregon.org) as soon as possible. See ***Assembly Planning Guide*** for distribution requirements and time frames.
- Make sure your 'Make Checks Payable To' language is consistent with bank account documentation, as well as PO Box information, if using a PO Box.

Agenda

- Receive Final Agenda from Area Alternate Chairperson.
- Print approved Agenda in English and Spanish. (See Alternate Chairperson or Area website for Spanish translation procedure.)
- Final Agenda must be distributed to Area Officers, Area Service Committees and DCMs at least 30 days prior to Assembly. Agenda mailed to Districts 28, 34 and 35 must be translated into Spanish. It is recommended that Agenda be distributed to past Delegates and Intergroups also. (Suggestion: determine if recipients will accept electronic version of Agenda in lieu of mailing; if Agenda is mailed, include one or two Registration Flyers and encourage Districts to pre-register.)
- Request Area Alternate Chairperson post Final Agenda on Area website (www.aa-oregon.org) at time of distribution (30 days prior to Assembly). Do not put out all the Agendas on the first day. Put a generous supply on the Registration table and replenish as necessary.
- Print 400 – 500 Agendas.

At Assembly Prior to Yours

- Post approved Registration Flyer on Area Website as soon as practical and at least 90 days prior to your Assembly date.
- Do you need to ask Host Committee for a pre-registration table? If so, do so early.
- Do you need to ask Host Committee for silent auction space (if applicable)? If so, do so early.
- Establish a time and have volunteers do pre-registration (if applicable).
- Bring plenty of registration flyers for pre-registration and for distribution to Districts, Area Committee, Intergroups and Past Delegates. Making the distribution at the prior Assembly will save mailing costs.
- Gather up badges, ribbons and table markers (name plates) at end of Business Meeting. Also ask Host Committee to forward sign-in books to you after they have completed their recap report.
- Ask Host Committees of Assemblies following yours if they need space for pre-registration and/or silent auctions.
- Provide a Registration Flyer and short article (electronically) to Newsletter Chair for inclusion in next Area Newsletter.
- Is it appropriate to invite our Regional Trustee or other Area trusted servants (i.e., election Assemblies).

- Note the seating order of the Business Meeting so you can reverse it at your Assembly.
- Become familiar with which counts and statistics need to be tracked and reported on after your Assembly, make notes of experiences you wish to pass on. (See Assembly Planning documents entitled **Assembly Recap Form** and **Host Experience Report Form**)
- Meet with Host Committee members who are performing the same service as you and ask about their experiences (shadow them if possible).

60 Days Before Your Assembly

- Invite local (or nearby) Intergroup to sell literature, particularly AA service manuals and service-related literature (no trinkets or non-AA literature).
- Invite Hispanic Intergroup(s) to sell AA literature (same as above).
- Invite T-Mar Tapes.
- Check to make sure you have enough Ribbons available. (See **Assembly Planning Guide** for ordering information)
- Invite past Delegates. You may also want to ask them to participate in an Ask-It-Basket and any other workshops/panels you have planned for them (Concepts?).
- Plan a session to address at least one of the Concepts or the Service Manual.
- Contact Area Alternate Chairperson and Facility Representative to schedule a Final Walk-through of the Assembly facility and encourage all Committee Chairs to participate. Area Alternate Chair has to participate in Final Walk-through.

During the Final Walk-through:

- Check each meeting room, verifying room setup (# tables and chairs, setup style, etc.). See **Assembly Planning Guide** and **Area Business Meeting Set-up** documents for detailed information.
- Check microphone set-up and other equipment that may be needed (i.e., easels, chalk boards).
- Ask about water stations and table cloths/table skirts.
- Check number of tables and chairs available.
- Is there a Projection Screen available for the Areas' Digital Projector? (Used for the Business Meeting, and is sometimes used for the Delegates Reports in Feb and May, as well as GSR Schools.
- Set aside space for Past Delegates.
- View space for Archives and Finance; make sure it can be secured.
- View space for Grapevine display.
- View space for Intergroups and T-Mar Tapes.
- View space for AI-Anon (if appropriate).
- View space for silent auctions.
- Is there first-aid available?
- Does the facility allow members to bring 'outside' food and beverages into the meeting rooms (especially the Business Meeting)?

- View / review coffee serving procedures and space.
- Are there access issues to any of the meeting rooms / sleeping rooms?
- Does committee have access to hotel/facility 'on site' safe?
- Does committee have access to a photocopier? Review costs involved.
- Has facility named person(s) for us to contact with questions/problems throughout the weekend?
- Check on times Committees can begin setting up on Friday.
- Make sure that Area Alternate Chairperson has access to Area Business Meeting room at 6:30 AM on day of Business Meeting.

45 Days Before Your Assembly

- Continue communication with Area Alternate Chairperson regarding Final Agenda.
- Consider holding Host Committee planning meetings more frequently.

30 Days Before Your Assembly

- Approved Agenda and approved Registration Flyer must be e-mailed / mailed to Area Committee (including DCMs).
- Distribute the Spanish version to Spanish Districts. (It is recommended that the Agenda be distributed to Intergroups and Past Delegates also.)
- Print 400 - 500 English agendas - approximately 100 are mailed out and the remaining Agendas are placed on the Registration table during the Assembly. Do not put them all out on Friday night of the Assembly. Put some out Friday, some on Saturday and save a few for Sunday morning.

During Your Assembly

- Bring 200+ copies of the Registration Flyer information section for onsite registrations and tracking sales.
- Keep a running count of registrants, meals sold, mugs sold, dance tickets sold, etc. (Have each committee record recap data as they go.)
- If being held in a hotel, check to see how many rooms have been rented by AA participants and the rate break down.
- Have Treasurer update spreadsheet statistics constantly.
- Have Treasurer collect cash frequently.
- Have Treasurer take cash to safe (or make bank deposits) frequently - do not let it accumulate.
- Has Treasurer determined the need to pass the basket? Consult with Area Alternate Chairperson.
- Assign volunteers to count the number of attendees at each of the various workshops/panels/meetings throughout the weekend and give counts to Assembly Chair for the recap summary.

- Work with Accessibility Chairperson to accommodate attendees with special needs whenever/wherever possible.
- Make sure an 'Ask-It-Basket' box of some kind is available at the Registration area and other convenient locations during the Assembly.
- Have each Host Committee and Sub-Committee Chair complete a **Host Experience Report** form for their Committee. (This can be done after the Assembly, but many find it easy to accomplish if they can find a few spare minutes during the event.)

After Your Assembly

Schedule a Host Committee Wrap-up Session (Assembly proceeds are not to be used for this purpose):

- Have each Committee and Sub-Committee Chair complete a **Host Experience Report Form** for their Committee, if they weren't able to do so during the Assembly.
- Have the Assembly Chair and/or Treasurer complete the **Assembly Recap Form** (7 pages). Involving the Registration Chair may be useful here.
- Return seed money to Area Treasurer and provide a final financial statement to Area Chairperson within 30 days.
- Submit completed forms, final **Assembly Recap Form** (income/expenses and statistics) to Area Alternate Chairperson within 30 days. **Submitting your completed Host Experience Report Form and Assembly Recap Form to the Area Alternate Chairperson is your gift of experience to the Area and to future Assemblies.**
- Return any additional money left over to Area Treasurer.
- Prepare an oral and written report; give oral report at Assembly following yours and give the written report to Area Secretary at that Assembly.