

ASSEMBLY PLANNING GUIDE

OREGON AREA 58

An Assembly is a function of, and a service to, the Oregon General Service Area. Member Districts, in the form of Oregon Area Assembly Host Committees, are asked to serve their Area by hosting these Assemblies and to perform the various duties required for their success.

There are many requirements that have been set in place through motions passed by the voting body of the Area, as well as many practices and customs that have served the Area well. Before bidding, a District should learn what is required and be sure that they can meet those requirements. Our Twelve Traditions should always be considered when planning and carrying out the various Area Assembly functions needed.

Most of the functions at an Oregon Area Assembly have become customary or required, but there are others where there is room to be creative. Please consult the **Sample Agenda** documents for the details concerning any Assembly for which the District plans to submit a **Proposal to Host an Assembly** document.

There a wealth of information and experience available in the Area's Assembly Planning documents to help guide Assembly Host Committees. These documents have proven to be indispensable tools for the effective planning and hosting of Oregon Area Assemblies.

Feedback from the Oregon Area Committee was instrumental in the development of this document. All updates have been the function of the Alternate Chairperson, in each case with the approval of the Chairperson.

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THE BID

1. **When to ask for Area help?** Contact the Area Chairperson and Alternate Chairperson for guidance and Area practices before contacting any facilities.
2. **When is the bid submitted?** Bids for the November, February and May (Quarterly) Assemblies are awarded at the corresponding Assembly at least one-year earlier, but no more than two years in advance. The September (General) Assembly is awarded at the May Assembly 16 months earlier, but no more than two years in advance. It is asked that each District submit their bid as soon as possible and no later than a month before the Assembly when it will be awarded.
3. **To what person does the District submit the bid?** The Area Chairperson receives the bid. Proposal forms can be obtained from the Area Alternate Chairperson or the Area's website, www.aa-oregon.org.
4. **What is included in a bid?** The suggested bid proposal form called ***Proposal to Host an Area Assembly*** should be completed. The form can be obtained from the Area Alternate Chairperson and is on the Area's website. A budget of projected income and expenses should accompany the form along with other pertinent data such as lodging in the area surrounding the host facility. Also included are service resumes for your proposed Host Committee Treasurer and Chairperson. Please refer to the ***Host Committee Positions and Sub-Committees*** document.
5. **Is weather a consideration?** If your District is located in an area where weather has a higher potential of restricting winter travel, your bid may have the greatest chance of being selected for a May or September Assembly. Remember that both May and September Assemblies are awarded in May. If possible (based on the facility you have selected), it is suggested that you submit a bid for both May and September. Regardless of climate considerations, however, every District is encouraged to submit a bid to host any of the Assemblies. Always consult with the Area Alternate Chairperson on questions about the bidding process to ensure your bid submission is complete.
6. **Are there requirements the host facility must meet?** Hotels, conference/convention centers, fairgrounds, schools and community centers are all possibilities. Use the ***Sample Agendas*** found on the Area's website to determine if a particular facility has enough rooms for the various meetings, break-out sessions and workshops. Also consult the section of this document under ***Business Meeting Set Up*** and the more detailed document entitled ***Area Business Meeting Set Up*** found on the Area's website to determine if the facility's main meeting room is large enough to accommodate our needs. See also the information provided in the next section (***The Date and Facility***). Please consult with the Area Chairperson and Alternate Chairperson in this regard.
7. **If we find a good facility, do we sign a contract to reserve the space?** Never sign a contract until after your bid had been awarded and the Area Chairperson has the opportunity to review the proposed contract.

THE DATE AND FACILITY

1. The Oregon Area General Service Assembly is convened annually on the third weekend of September. Quarterly Assemblies are convened on the fourth weekend of February and the third weekend of the months of May and November.
2. Choosing a facility requires first gathering certain information about all available facilities in your area, and then approaching those that can accommodate our needs with the proposed dates of the Assembly. Before negotiating with any facility contact the Area Chairperson to insure a smooth contract process and compliance with current Area practice. The value of using the experience of the Area Chairperson and Past Area Chairs cannot be overstated. Take the appropriate **Sample Agenda** with you when you are viewing meeting space at each facility to ensure that adequate rooms are available. Use as a guideline the numbers provided on the **Sample Agenda**. The numbers for Breakfast / Lunch / Dinner depend on how many tickets you think you can sell and how many can be seated. Please consult the **Host Experience Summary** and **Assembly Recap Spreadsheet** documents for information about current and historical trends in meal pricing and counts. Providing meals at the facility is at the discretion of the Host Committee. If your site does not allow for or does not have adequate facilities for catering, attendees can be on their own for meals.
3. Hotels: If you are considering submitting a bid to host an Assembly at a hotel, you may find it advantageous to approach more than one. Each hotel will commonly put together a proposal that will waive or significantly reduce the cost of meeting room space if certain numbers of meals and / or guestrooms are purchased. Please consult with the Area Chairperson and Alternate Chairperson in this regard. The Area may have experience with many of the hotels in your locale, which may prove to be invaluable in negotiations.
4. Meal count deadlines for hotels: It is important that the hotel know of the traditionally low pre-registration rate. It will be in the best interest of Oregon Area to have the final meal count deadlines as late as possible. If those deadlines are earlier than Friday afternoon, the Host Committee is forced to rely entirely upon pre-registrations to predict meal counts. Review the Host Experience Data Spreadsheet to see averages, as they tend to vary in resulting from variables like price, location, type of meal, etc.
5. Non-hotel locations are another option. Rent is paid for the meeting space and income is generated by fundraising to meet those and other expenses. If meals are provided, a caterer is generally hired. Meal count deadlines may be such that only those who pre-register will be guaranteed an on-site meal.
6. Lockable room for Archives: The Host Committee should make every effort to secure a lockable room for the Archives display, regardless of what type of facility is selected. The Archivist must be notified at least a month in advance when such an area is not available. (September 1988 motion)
7. A lockable room is also used by the Finance Committee.

AFTER YOUR BID IS AWARDED

1. The Area Alternate Chairperson becomes your contact and advisor.
2. Host Committees are responsible for:
 - a) For meeting the goals set in the approved Proposal to Host document, including any fundraising activities needed to achieve a self-sufficient Assembly.
 - b) Choosing topics and panels for optional sharing sessions.
 - c) Publicizing your Assembly via flyers and the Area's website.
 - d) Distributing approved registration flyers.
 - e) Choosing a Speaker Meeting Chairperson and speaker(s) for the Saturday lunch and Saturday evening banquet/meeting, if held.
3. Host Districts should convene immediately following bid acceptance to form a Host Assembly Planning Committee (also possibly referred to as "Host Committee," "Planning Committee" or "Assembly Committee") and to select or elect the remaining positions to complete the Host Committee. Refer to the detailed document called **Host Committee Positions and Sub-Committees** available from the Alternate Chairperson and posted on the Area's website for a complete description of each possible committee and sub-committee, as well as Area practice concerning the filling of these Host Committee positions. Host Committees are not limited to these positions or descriptions.
4. It is recommended that Host Committees should meet at least monthly from that point forward until just before your Assembly, at which time you may choose to meet more frequently. Use the **Assembly Host Committee Checklist** document as part of your Host Committee meeting agendas
5. The Area Alternate Chairperson should be included in all committee correspondence (minutes, e-mail lists, etc.)
6. The Host Committee will want to establish a mailing address to receive registrations and other questions / correspondence pertaining to the Assembly. Renting a post office box for the subsequent 12 to 24 month period is recommended. Some committees share the District's existing PO Box. Either method is acceptable. Prior to submitting your registration flyer to the Area Alternate Chairperson for review, make sure that the 'Mail To' and/or 'Make Checks Payable' language on your registration flyer will work with your bank and the PO Box you plan to use.
7. The Host Committee will want to establish a bank account out of which income and expenses are drawn. **Host Committees are not allowed to use the Oregon Area's Tax ID number for the purpose of establishing this account.** Obtain a checking account or establish a separate fund in the District Treasury by creating a satellite account. A trusted servant may need to use his/her own social security number if one is required by the financial institution. **It is strongly recommended that all checks drawn on the account require two signatures – several signers should be named on the account, and should include the Treasurer and other designated trusted servants, such as the Assembly Chair, the Co-Treasurer, etc.**

8. The Host Committee should plan to attend the Assembly Planning / Bid Workshops held on Friday evening at each Area Assembly. Please encourage your Host Committee Chairs and Sub-Committees to attend as well.
9. The Host Committee should contact the Area Alternate Chairperson to acquire table space for their pre-registration activities at prior Assemblies.

AGENDA

1. The Agenda will be developed by the Area Alternate Chairperson and the Host Committee will receive the Final Agenda from Area Alternate Chairperson approximately 45 days prior to the Assembly.
2. The Host Committee will print the approved Final Agenda in English and Spanish. (See Alternate Chairperson or Area website for Spanish translation procedure.)
3. The Final Agenda must be distributed to Area Officers, Area Service Committees and DCMs at least 30 days prior to Assembly. The Final 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.)
4. The Host Committee will request the Area Alternate Chairperson to post Final Agenda on Area website (www.aa-oregon.org) at time of distribution (30 days prior to Assembly).
5. Do not put out all the Agendas on the first day of the Assembly. Put a generous supply on the Registration table and replenish as necessary.
6. Generally the Host Committee will print 400 – 500 Final Agendas in English for the pre-Assembly Area Committee distribution and for use at the Assembly. About 100 Spanish Final Agendas will also be necessary.

ASSEMBLY CONTENT

1. **Oregon Area 58 Guidelines:** “Quarterly Assemblies are to be service oriented. The agenda should be developed to encourage participants to appreciate and be involved in AA service responsibilities.”
2. **The Twelve Concepts and/or Service Manual:** Reference: **Oregon Area 58 Guidelines:** “At each of the three Quarterly Assemblies, at least one of the Concepts, and/or the Service Manual, shall be addressed in some form. Content, format, and scheduling to be at the discretion of the Host Committee working with the Area Alternate Chairperson.”
3. **District Reports and GSR and DCM Sharing:** Please refer to the Oregon Area Assembly **Sample Agenda** documents and consult with the Area Alternate Chairperson for details. These agendas are also available on the Area’s website, www.aa-oregon.org.
4. **February Delegate's Pre-Conference Presentation:** Please refer to the Oregon Area Assembly **Sample Agenda** documents and consult with the Area Alternate Chairperson for details. These agendas are also available on the Area’s website, www.aa-oregon.org.
5. **May Delegate’s Post Conference Report:** (Same reference as above)

6. **Delegate's Conference Panels:** There are eleven Conference panels convened after the Delegate's Pre-Conference Presentation. Please refer to the Oregon Area Assembly **Sample Agenda** documents and consult with the Area Alternate Chairperson for details. These agendas are also available on the Area's website, www.aa-oregon.org.
7. **Saturday evening banquets** are optional. If there are anticipated financial or other difficulties in providing a banquet, members can be individually responsible for meals, either in a banquet format, or in other nearby eating facilities. These same criteria should apply to all meals at Assemblies. On-site meal service is a convenience, not a necessity, unless it is part of the Host Committee's contractual arrangements with the host facility.
8. **Speakers and workshop chairpersons:** Please do not select newcomers to be speakers and workshop chairpersons. **Quality sobriety and a story that focuses on alcoholism and service in AA should be a prerequisite.**
9. **The Business Meeting:** At the General Service Assembly in September, the business meeting will be on Saturday and will include elections. At the Quarterly Assemblies (February, May and November) the business meeting will be on Sunday. The Agenda for the business meeting, including the dissemination of copies, is the responsibility of the Area Chairperson.

PUBLICIZING THE ASSEMBLY TO OREGON AREA

1. **What is the deadline for developing flyers?** Reference: **Oregon Area 58 Guidelines**, "The host DCM is to be responsible for the dissemination of the appropriate flyers, etc., to the Area Committee and all groups in the Area no later than sixty (60) days prior to the date of the Assembly. Appropriate news releases are to be given to the Area Newsletter to assure inclusion in the two (2) issues prior to the date of the Assembly (www.aa-oregon.org).” Plan on submitting your registration flyer to the Area Alternate Chairperson for review at least 120 to 180 days prior to the Assembly. Registration flyers need to be translated into Spanish prior to dissemination to Districts 28, 34 and 35. The procedure for submitting flyer text to the Translation Committee can be found at (<http://www.aa-oregon.org/translation.htm>). A Host Committee may find it even more convenient to deliver the flyers to the Assembly prior to their own. By doing so, mailing costs are reduced and more time is allowed for pre-registration. It is also advantageous to post the approved registration flyer (in Spanish and English) on the Area's website as soon as possible. (See item 5 below) Some Committees have increased last minute pre-registration by including one copy of the registration flyer with the mailing of the Agenda to the Area Officers and DCMs 30 days in advance of the Assembly.
2. **Accessibility and Special Needs Information:** (See also the section called "American Sign Language Interpretation" found under "Finances and Trustee Travel" later in this document) It is very helpful to include information on the registration flyer that deaf and hard-of-hearing AA members or members with other accessibility needs should contact the Host Committee's Access Contact Person (provide name, phone number and email address) or the Oregon Area Accessibility Committee Chair by a deadline five weeks prior to Assembly. The address for the Oregon Area Accessibility Committee Chair is access@aa-oregon.org. You may also use any of the following examples. **Example 1:** Do you need special accommodations to attend this event? If yes, please be sure to register at least 5 weeks prior to the Assembly <add date> so we can have time to meet

your needs. What will you need? [] ASL Interpreter [] Spanish Translation [] Other (please describe) **Example 2:** If you have any accessibility needs, please indicate: [] ASL Interpretation [] Wheelchair access [] Other (please describe) Please pre-register by <date> or contact access@aa-oregon.org. **Example 3:** Deaf and hard of hearing AA members please contact Oregon Area Access Chair by <date> to arrange for an Interpreter. Email access@aa-oregon.org. Do you have other accessibility needs? If so, please describe.

3. **Maps and lodging information:** Publicity / registration flyers should include a list of motel/hotel and RV facilities with rates and phone numbers. It is recommended that the Host Committee also provide maps indicating the location of the Assembly in relation to accommodations. **Suggestion:** The flyer has the date, place and registration information on one side with a map and hotel/motel and RV information on the other side.
4. **Websites:** If a Host Committee decides to establish a web site, it is important that the *Twelve Traditions* be studied and applied. If there are links on the web site, particular attention should be given to Tradition VI. The following sentence is a sample disclaimer for non-AA or nonofficial AA website links: "The links on this website are not endorsed or approved by Alcoholics Anonymous. Linking to non-AA or unofficial-AA web sites does NOT imply endorsement, or affiliation, regardless of the contents."
5. **On-line Registration:** If you plan to use an on-line registration option, please contact the Area Alternate Chairperson and plan to make provisions for covering the costs of this option including any fees associated with registration purchases.
6. **Oregon Area Website:** The Host Committee will want to send an electronic copy of the publicity / registration flyer to the Area's Webmaster for placement on the Area's website as early as practical. You should also request that Assembly information be posted on the Events Calendar.
7. **See the *Assembly Host Committee Checklist* document for more tips on Registration Flyers.** This form can be obtained from the Area Alternate Chairperson or the Area's website, www.aa-oregon.org.

FINANCES AND TRUSTEE TRAVEL

1. The objective is for the Assembly to be self-supporting. **In the event that the Assembly is not self-supporting, that is to say income does not meet expenses, Oregon Area is responsible for the deficit. The same principle is true if there is a profit. Any excess income over expenses shall be passed on to Oregon Area.** The purpose of Assembly fundraising is to meet the necessary expenses of hosting the Assembly and/or to reduce costs paid by attendees, not to generate profits. **No part of Assembly fundraising profits may be set aside and retained by the Host District or used for non-Assembly functions or expenses, including funding a post Assembly party/event. Any questions concerning the use of excess income should be directed to the Area Alternate Chairperson.**
2. Since large sums of money will pass through the Host Committee's bank account, it is strongly recommended that two signatures be required on all checks drawn on the account. (See also the section called "After Your Bid is Awarded" on page 5 for more information about bank accounts.)

3. **What is "seed money?"** It is that money which is loaned to the Host Committee by Oregon Area to cover up-front expenses such as deposits required by host facilities, caterers, etc. **It is to be returned within thirty days after adjournment of the Assembly along with a final financial statement to the Area Treasurer and Area Chairperson.** Reference: See ***Oregon Area 58 Guidelines*** regarding seed money practices.
4. **American Sign Language Interpretation:** Oregon Area will provide funding for each Assembly (based on request) with the submission of a request one month prior to the Assembly. (See also the section called "Accessibility and Special Needs Information" under "Publicizing the Assembly to the Oregon Area") The amount funded for each Assembly is determined by the Area Accessibility Committee Chair and is based on the available budget.
5. **Additional consideration for the General Assembly in odd numbered years:** In September of odd numbered years, the Delegate is elected. Oregon Area automatically extends an invitation to the Pacific Region Trustee to attend the General Assembly in that year. The District hosting the Assembly should send the invitation, on behalf of the Area, to the Trustee about a year in advance, using the address in the Area Roster. Travel, meals and lodging expenses are covered by a line item in the Area's budget, so special financial considerations are not a concern of the Host Committee. The Area Chair will set aside time during the Saturday business meeting for the Trustee to present a report, so extra meeting rooms or time commitments on the Assembly Agenda are generally not necessary. This is a wonderful opportunity, however, for the Host Committee and the Assembly attendees to take advantage of the Trustee's experience, strength, hope and knowledge about AA general service. Host Committees may want to invite the Trustee to be the Saturday evening banquet speaker and/or participate in other events, workshops, etc.

FUNDRAISING

1. The following is a list of fundraising ideas that have been used at past Assemblies. **All donated items to be raffled, auctioned or sold should come from AA members to avoid Seventh Tradition conflicts. An effort should be made to have only AA members participate in silent auctions and the purchase of raffle tickets.** Further guidance about fundraising can be found by utilizing: a) the Area Chairperson and Alternate Chairperson, b) the ***Host Experience Summary***, c) past Assembly Committee Chairs, and d) Area Past Delegates.
 - a) Seventh Tradition.
 - b) Passing the Basket: The Seventh Tradition (passing the basket) is appropriate at least once, preferably at the Saturday evening meeting. Good accounting procedures will determine if the basket is to be passed more than once.
 - c) The Marathon meetings have sometimes exercised the Seventh Tradition, at the discretion of the Host Committee.
 - d) Voluntary Contributions. Include the option to make a voluntary contribution on the registration flyer. An Oregon Area motion mandates this practice without specifying

the amount. Another option is a sign and a donation can or basket on the registration table.

- e) Meal sales. Meals can be sold to AA members for a profit. Some Assemblies have relied upon Host Committee members to cook meals, e.g. spaghetti feeds and pancake breakfasts, as a means of fundraising and also reducing costs to attendees.
- f) Coffee mug Sales. If income from coffee mug sales is needed to achieve a self-sufficient Assembly, an attractive cup and cup design are a good idea.
- g) Raffles. (See also item 1 above in this section)
- h) T-Shirt Sales. If income from t-shirt sales is needed to achieve a self-sufficient Assembly, an attractive t-shirt and t-shirt design are a good idea.
- i) Silent Auctions. Items or collections of items are sold using written bids. Some Districts have prearranged to get donations from AA groups from all over Oregon Area. Others have relied upon the resources in their own District. Most silent auctions have been conducted at an Assembly in advance of the Assembly that the income will support.
 - 1) Ending time: Effectiveness is greatly increased when there is a well-publicized closing time. The most common closing time has been Saturday just after the last meeting ends and before the banquet starts.
 - 2) Coordination between Host Committees: It is helpful to contact (as soon as possible) the Host Committee Chairperson of the Assembly where you intend to conduct a silent auction, asking that the ending time be included in the Agenda. Contact the Area Alternate Chairperson to request the number of tables and space required to display the items you intend to auction, as there may be space limitations for that Assembly.
 - 3) Collecting the money: If you have been effective in publicizing the closing time and scheduling an adequate number of volunteers to complete the sale, you should have little difficulty collecting all the money when the auction ends. Silent auctions should remain silent. Every effort should be made to avoid announcements of winners to the larger body. If it is necessary to do so, prepare a list of people who have won the bidding and read it. Please do not detail the items. Please say nothing other than the fact that these people have items to pay for and pick up.

MARATHON MEETINGS

Marathon AA meetings usually run from early morning to late in the evening, but should not be scheduled to run during the Area Business Meeting. Current practice is to hold bilingual Marathon AA Meetings.

HOSPITALITY AND GREETING

1. The Host Committee should provide volunteers with 'Host' ribbons for identification to greet members and give help when necessary.

2. Plenty and continuous coffee and hot water (for tea) should be provided within the Hospitality area and nearby the meeting areas.
3. Some Host Committees have a separate room or space set aside for 'hospitality' which might have couches and chairs for members who wish to rest or fellowship with others. Some committees sell snacks, water, pop and other items for donation or profit if the facility allows such activity. Always check with the facility's liaison. Any monies collected from donations or sales of items in the hospitality suite are considered part of the Host Committee's fundraising efforts and, as such, must be included in the final accounting of income and expenses rather than retained by an individual or the District.

INTERGROUPS

1. All English speaking and Hispanic Intergroups in the Area have a standing invitation to present a report at Quarterly Assemblies. Intergroups give their reports during the same session as District reports (Saturday mornings). District and Intergroup reports are not given orally at the General Assembly in September, but written reports are encouraged and should be given to the Area Secretary for the minutes.
2. It is valuable to have an Intergroup at all Assemblies selling the **AA Service Manual** and other service-related AA literature. The Host Committee should invite their local Intergroup to provide this service. If there is no local Intergroup, a neighboring District's Intergroup may be willing to provide the service. Reference: **Oregon Area 58 Guidelines**, "Only AA and AI-Anon published literature and AA and AI-Anon speaker tapes may be displayed at Assemblies. AA literature and AA speaker tapes are to be displayed separately from AI-Anon literature and AI-Anon speaker tapes."

AUDIO TAPING

The Oregon Area has historically invited one or more taping vendors to our Assemblies. In accordance with AAWS Guidelines, these vendors have recorded some of our sessions and speakers; and they are permitted to sell tapes and other audio recordings consistent with **Oregon Area Guidelines**.

REGISTRATION

1. The registration area should be spacious enough to allow for individuals to register conveniently. Adequate volunteers should be assigned to the registration station so as to avoid lines as much as possible.
Name tags and ribbons when appropriate are to be given to registrants. The color of each ribbon is based on the registrant's service position. (GSR = red; DCM = royal blue; Area = White; Host = Yellow; Past Delegate = multi-colored). The Area has an established a working relationship with a vendor that can make up ribbons on request. Allow 2 weeks 'lead time,' and they also ask that we order a minimum of 25 of each color when we order. The current price is .33 each. Contact Hugh at Riverwood Industries, P O Box 175, Eagle Creek, OR. 503-637-6588. They have samples on hand, so the order can be handled over the phone.

2. A member of the Assembly Host Committee should at all times remind Assembly attendees to register and sign in with the Assembly Sign-In Book.
3. Arrangements should be made in advance for the Host Committee Treasurer to collect monies at frequent intervals so large amounts of cash do not accumulate at the registration station. This applies also to other locations where money is exchanged (mug sales, hospitality, marathon meetings, etc.) The Treasurer should make regular bank deposits during the course of the Assembly or perhaps can make arrangements with the facility to deposit monies in their safe.
4. It may be beneficial to have information on hand at the registration area regarding a local business where members can go to make copies (of motions, reports, etc). Directions to the location would also be helpful.

BUSINESS MEETING SET UP

1. Well in advance of your Assembly, consult the document entitled ***Area Business Meeting Set Up*** to become familiar with all requirements. The specific details for setting up the room for the Area Business Meeting are contained in that document. Only a few requirements are mentioned here. The detailed ***Area Business Meeting Set Up*** document can be obtained from the Alternate Chairperson and is also on the Area's website.
2. Cooperate with Area Alternate Chairperson by providing the updated sign-in books from the registration table. Count the number of GSRs and DCMs who have signed in. These numbers are used as a guide for how many seats each District will need for the Oregon Area Business Meeting. (For the September Assembly, you may need to use the Roster or last Assembly's figures as many GSRs do not sign in until Saturday morning.)
3. The Business Meeting room should be set-up with appropriate number of tables and chairs the night before the Meeting, whenever possible. The name plates and other details can be left to the morning of the Business Meeting.
4. The Host Committee must assign volunteers to **meet the Alternate Chair at 6:30 a.m. the morning of the Business Meeting** in order assist in checking the room set up, testing microphones, placing District numbers on tables and name plates in front of Service Committees and Officers, etc. An inventory should already have been completed to ensure that all name plates and District numbers were passed on from the prior committee. Assign one of the volunteers the responsibility for bringing those items to the main meeting room at 6:30 a.m. The September Assembly has additional requirements such as a white board for voting, scratch paper, etc. Assign a volunteer to ensure those items are brought to the main meeting room before the start of the business meeting.
5. **Past Delegates Seating:** There are usually 4-6 past Delegates who are customarily seated at a table at the back of the room. With auditorium seating a table may not be possible, but a special section is always reserved for them.
6. Any District having a hearing impaired GSR will need special accommodation. They are generally seated close to the podium and to one side so the Interpreter can see both the hearing impaired member(s) and the microphones.

7. **Projectors:** Our digital projector should be available for the business meeting, as well as a projection screen. This is for projecting motions as an aid to area business. You may need to rent the screen, but the Areas' digital projector is usually brought by the Delegate or Chairperson. At September Assemblies (elections), a separate projector, along with a screen, should be provided as an aid to the elections process. The projector used for elections can be the 'overhead' type, to be used with dry-erase transparencies. A second option for the elections screen could be a large dry-erase board.

THE ASSEMBLY JUST BEFORE YOURS

1. Consult the document entitled **Assembly Host Committee Checklist**, in the "At Assembly Prior to Yours" section, to become familiar with all the tasks recommended at this time. Only a few requirements are mentioned here. The **Assembly Host Committee Checklist** document can be obtained from the Alternate Chairperson and is also on the Area's website.
2. At the end of the business meeting, gather the ribbons, badges, District table markers, Committee name plates and signs. This task will be made easier by communicating with that Host Committee before the end of the business meeting and arrange for volunteers to take responsibility for these duties. There will be other items to take with you such as unused Registration supplies, sign-in books, donation cans, banners, etc. Always check with the Host Committee to see what is being passed on from one Host Committee to the next.
3. At your next Host Committee meeting, have a volunteer inventory the contents of the containers you secured at the prior Assembly. Check to make sure all the District table markers, name plates, signs, etc., were passed on. If any are missing, please contact the immediate past Assembly Chairperson and Registration Chair to determine if some of the missing items have remained with their Host Committee, and not passed on to your Host Committee. If any items are still missing, make arrangements for replacements. You will also want to inventory the badges and ribbons as these items may need to be ordered well in advance. A good rule of thumb is to have on hand 300 GSR ribbons, 75 DCM ribbons, 50 Area ribbons, 6 – 8 past Delegate ribbons and a sufficient number of Host ribbons for your committee. 500 badges should be more than sufficient. The Area has an established a working relationship with a vendor that can make up ribbons on request. Allow 2 weeks 'lead time,' and they also ask that we order a minimum of 25 of each color when we order. The current price is .33 each. Contact Hugh at Riverwood Industries, P. O. Box 175, Eagle Creek, OR. 503-637-6588. They have samples on hand, so the order can be handled over the phone.

AFTER THE ASSEMBLY

1. **Final Report:** A "final report" including income and expenses and the return of seed money is to be provided to the Area Chairperson and the Area Treasurer **within thirty (30) days** after the adjournment of the Quarterly Assembly.

2. **Recap Report:** Please complete the **Assembly Recap Form** and provide the original to the Area Archivist and a copy to the Alternate Chairperson within 30 days after the adjournment of the Assembly. The form can be obtained from the Area Alternate Chair and is also posted on the Area's website. Working with your Committees' Treasurer and Registration Chair may prove very helpful in completing the Recap Form, as they will have easy access to all of the data, as well as familiarity with it. A copy of the Recap Form should also be retained in the District's archives. Along with the recap information, each Host Committee Chair and sub-committee Chair is asked to complete a **Host Experience Report Form** for inclusion in the **Host Experience Summary** document. Completing these documents has proven extremely beneficial for passing on information from one Host Committee to the next. Any experiences (bad or good) shared and carried forward may save a future committee time and money and prevent potential setbacks and problems. Many Committees have found it very useful to have a 'Wrap-Up' meeting, or a potluck gathering of some kind, as a way to gather together again in order to complete the **Host Experience Reports**.
3. **Assembly Planning:** Future Assembly planning can be aided greatly by the things you and your Committee have learned. See above for the documents used to provide this information. All forms can be obtained from the Alternate Chair or the Area's website. Submitting your completed **Host Experience Report Form** and **Assembly Recap Form** to the Area Alternate Chairperson and Archivist is your gift of experience to the Oregon Area and to our future Assemblies.