

**\*\*\*\* ASSEMBLY RECAP \*\*\*\***

**PURPOSE:**

To provide compact and accurate information regarding past Assemblies and to allow hosting Districts to better plan and negotiate prices with hotel facilities and convention centers based upon past Assembly performance. This form is simple and easy to fill out, yet provides all the basic information to better plan an Area Assembly.

**WHO COMPLETES THIS FORM:**

Host DCM and/or Assembly Chair to complete the form with figures provided by Host Committee members.

**SEND COMPLETED FORM TO:**

Area Alternate Chairperson (within 30 days of Assembly)

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**DATES OF ASSEMBLY**

\_\_\_\_\_

**HOTEL/FACILITY**

\_\_\_\_\_

**LOCATION**

\_\_\_\_\_

**HOSTING DISTRICT(S)**

\_\_\_\_\_

**COINCIDING AL-ANON CONFERENCE?**

YES

\_\_\_\_\_

NO

\_\_\_\_\_

**WEATHER**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*\*\* PRE-REGISTRATION \*\*\*\***

Number Pre-Registered for:

Saturday Breakfast \_\_\_\_\_ Saturday Dance \_\_\_\_\_  
Saturday Lunch \_\_\_\_\_ Sunday Breakfast \_\_\_\_\_  
Saturday Dinner \_\_\_\_\_ Mug \_\_\_\_\_  
Total Members Pre-Registered \_\_\_\_\_

**\*\*\*\* MEALS \*\*\*\***

| <u>Meal</u>    | <u>#Guaranteed</u> | <u>#Served</u> | <u>\$ Actual Cost</u> | <u>\$ Mark Up/Down</u> |
|----------------|--------------------|----------------|-----------------------|------------------------|
| Sat. Lunch     | # _____            | # _____        | \$ _____              | \$ _____               |
| Sat. Dinner    | # _____            | # _____        | \$ _____              | \$ _____               |
| Sun. Breakfast | # _____            | # _____        | \$ _____              | \$ _____               |

Description (what were menu selections, did actual cost shown above include gratuity, how was gratuity handled, etc.):

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**\*\*\*\* DANCE \*\*\*\***

Tickets Sold # \_\_\_\_\_ Cost \$ \_\_\_\_\_  
Live Band Yes \_\_\_\_\_ No \_\_\_\_\_ Disc Jockey Yes \_\_\_\_\_ No \_\_\_\_\_  
Cost \$ \_\_\_\_\_ Net Income \_\_\_\_\_

Description:

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**\*\*\*\* RAFFLE \*\*\*\***

Tickets Sold # \_\_\_\_\_ Cost per Ticket \$ \_\_\_\_\_  
Net Income \$ \_\_\_\_\_ Number of Items Raffled \_\_\_\_\_

Highlight Items

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**\*\*\*\* HOTEL FACILITIES \*\*\*\***  
**\*\*\*\* ROOMS \*\*\*\***

| <u>Available</u>          | <u>Occupied</u>                  | <u>Rate</u>         |
|---------------------------|----------------------------------|---------------------|
| # Single _____            | _____                            | \$ _____            |
| # Double _____            | _____                            | \$ _____            |
| # Triple _____            | _____                            | \$ _____            |
| # Quad _____              | _____                            | \$ _____            |
|                           | Person)                          | \$ _____ (Ex        |
|                           |                                  | \$ _____ (Rollaway) |
| Total Room Nights _____   | Total Rm Nights Guaranteed _____ |                     |
| Hotel Occupancy (%) _____ | Total Room Revenue \$ _____      |                     |

**\*\*\*\* MEETING FACILITIES \*\*\*\***

Description (size of main meeting room, how many break-out rooms were occupied, what was the cost of meeting space, etc.)

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**\*\*\*\* BANQUET REVENUES \*\*\*\***

(how much your committee received from meal sales)

|                    |          |
|--------------------|----------|
| Saturday Breakfast | \$ _____ |
| Saturday Lunch     | \$ _____ |
| Saturday Dinner    | \$ _____ |
| Sunday Breakfast   | \$ _____ |
| Other              | \$ _____ |
| Total Food Revenue | \$ _____ |

**\*\*\*\* COFFEE MUGS / T-SHIRTS / OTHER \*\*\*\***

(Please separate statistics if mugs and shirts and/or other items were sold)

|                          |                                |
|--------------------------|--------------------------------|
| Number Purchased # _____ | Total Cost of Product \$ _____ |
| Number Sold # _____      | Sold at What Price \$ _____    |
| Total Revenue \$ _____   |                                |

Description:

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**\*\*\*\* COFFEE SERVICE \*\*\*\***  
 (If Provided / Served by Hotel / Facility)

Tickets Sold # \_\_\_\_\_ Cost Per Ticket \$ \_\_\_\_\_  
 Hotel / Facility Coffee Charges (Describe below) \$ \_\_\_\_\_  
 Cups/Gallons Consumed \_\_\_\_\_  
 Net Coffee Income \$ \_\_\_\_\_

Description:

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**\*\*\*\*COFFEE SERVICE\*\*\*\***  
 (If Provided by Hosting District)

| <u>ITEM</u>       | <u>QUANTITY</u> | <u>COST</u> | <u>ACTUAL USE</u> |
|-------------------|-----------------|-------------|-------------------|
| Coffee            | _____ lbs       | \$ _____    | _____ lbs         |
| Decaf             | _____ lbs       | \$ _____    | _____ lbs         |
| Cups              | # _____         | \$ _____    | # _____           |
| Sugar             | _____ lbs       | \$ _____    | _____ lbs         |
| Sugar Sub         | _____ lbs       | \$ _____    | _____ lbs         |
| Stir Sticks       | # _____         | \$ _____    | # _____           |
| Creamer           | _____ lbs       | \$ _____    | _____ lbs         |
| Tea               | # _____         | \$ _____    | # _____           |
| Misc.             | _____           | \$ _____    | _____             |
| <b>Total Cost</b> | <b>\$ _____</b> |             |                   |

Tickets Sold # \_\_\_\_\_ Cost Per Ticket \$ \_\_\_\_\_  
 Coffee Revenue \$ \_\_\_\_\_ Net Revenue \$ \_\_\_\_\_

Description:

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**\*\*\*\* RECAP OF ALL INCOME / EXPENSES \*\*\*\***

**INCOME:**

Seed Money Received: \$ \_\_\_\_\_  
Meals Sold: \$ \_\_\_\_\_  
Raffle Tickets Sold: \$ \_\_\_\_\_  
Coffee Sales: \$ \_\_\_\_\_  
Dance Tickets Sold: \$ \_\_\_\_\_  
Mug Sales: \$ \_\_\_\_\_  
Shirt Sales: \$ \_\_\_\_\_  
Voluntary Contributions: (see prev pg) \$ \_\_\_\_\_  
7<sup>TH</sup> Tradition (see prev pg) \$ \_\_\_\_\_  
Group Donations: (see prev pg) \$ \_\_\_\_\_  
Other: (see prev pg) \$ \_\_\_\_\_

**TOTAL INCOME \$ \_\_\_\_\_**

**EXPENSES:**

Seed Money Returned To Area \$ \_\_\_\_\_  
Meal Costs (include gratuity) \$ \_\_\_\_\_  
Raffle Costs \$ \_\_\_\_\_  
Coffee Costs \$ \_\_\_\_\_  
Dance Costs (set-up, DJ, Band, etc.) \$ \_\_\_\_\_  
Coffee Mugs (include freight) \$ \_\_\_\_\_  
T-Shirt Costs \$ \_\_\_\_\_  
Registration Supplies (ribbons, badges, etc.) \$ \_\_\_\_\_  
Printing, Flyers, Postage \$ \_\_\_\_\_  
Misc. Hotel or other Meeting Charges \$ \_\_\_\_\_  
Guest Speaker Expenses \$ \_\_\_\_\_  
Misc. Stationary / Office Supplies \$ \_\_\_\_\_  
Pre-Assembly Meeting Room Rental \$ \_\_\_\_\_  
Decorations / Banners \$ \_\_\_\_\_  
Refunds \$ \_\_\_\_\_  
Other (please itemize): \$ \_\_\_\_\_  
Other (please itemize): \$ \_\_\_\_\_

**TOTAL EXPENSES \$ \_\_\_\_\_**

**INCOME** \$ \_\_\_\_\_  
Less Expenses: \$ \_\_\_\_\_

**NET INCOME** \$ \_\_\_\_\_ **CONTRIBUTED TO OREGON AREA**

**\*\*\*\* MEETINGS / WORKSHOPS \*\*\*\***

**\*\*Assembly Attendance\*\***

# GSRs \_\_\_\_\_ # DCMs \_\_\_\_\_ # Area \_\_\_\_\_ # Past Delegates \_\_\_\_\_  
# AA Members \_\_\_\_\_ # Al-Anon \_\_\_\_\_  
Other \_\_\_\_\_

**\*\*\*\* Workshop/Panel/Meeting Attendance \*\*\*\***

|                                       |                                       |
|---------------------------------------|---------------------------------------|
| Area Committee Meeting # _____        | DCM Sharing # _____                   |
| GSR School # _____                    | Area Inventory # _____                |
| Concepts Workshop # _____             | Service Committee Roundtables # _____ |
| Assembly Planning Workshop # _____    | Delegate's Conference Panels # _____  |
| Proposals Workshop # _____            | Ask-It-Basket # _____                 |
| Other Workshop # _____                | Delegate's Report # _____             |
| District / Intergroup Reports # _____ | Area Business Meeting # _____         |
| GSR Sharing (English) # _____         | Marathon Meetings # _____             |
| GSR Sharing (Spanish) # _____         |                                       |

**\*\*\* CONVENTION OVERVIEW \*\*\***

Please recap overall view of workshops, meetings, sharing sessions, roundtables, etc.

Suggestions, concerns, notes of interest, forgotten items, better ideas