

HOST EXPERIENCE SUMMARY OREGON AREA 58

This summary is a collection of essays written by members who have served Oregon Area by hosting Assemblies. These servants have taken the time to “pass it on” by completing a **Host Experience Report Form** document and to help build our Assembly history. The Area is grateful for their time and diligence in sharing their experiences with us.

This summary is not a description of policy. Any reference to rules, requirements or the group conscience of Oregon Area is just part of a trusted servant’s description of what they experienced.

Each essay is a single paragraph, with the topic at the beginning. The paragraphs are ordered alphabetically by topic.

Toward the end of the document is a blank **Host Experience Report Form** which can be used by each Host Committee member to contribute to this **Host Experience Summary** on a particular topic.

Updating and providing this document to Host Committees and Committees interested in bidding for an Assembly has been the function of the Alternate Chairperson and has been aided primarily by Host Committee members and feedback from the Chairperson.

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ACCESSIBILITY: Nov 2005 – Medford – District 16 – Stuart K – One wheel chair bound individual (Al-Anon) present, hearing impaired, visually impaired. Barbara held committee meeting (State Access Chair) – mainly deaf represented in northern Oregon. Quite a few suggestions given about, 1) Districts paying for signed translators, and 2) setting up child care meetings. Make sure hotel is notified of any handicapped.

ACCESSIBILITY: Feb 2005 – Lake Oswego – District 10 – Tim D – Area Accessibility Chair was a great help in ‘showing the ropes’ to me. Also, I was able to attend the Regional Forum in Portland, summer ’04. There I learned of some websites, especially helpful for DHH (deaf and hard of hearing). The GSO website has some helpful suggestions for organizing tasks. I learned the importance of putting a place to indicate a registrant’s special needs on the registration form. I was able to contact the person, learn of specific need, greet on arrival and see that all went well for them. Very rewarding.

ACCESSIBILITY: Sept 2005 - McMinnville – District 22 – Richard B – **What worked:** 1) Planning the room layout so that there was a minimum of 42” between the backs of the chairs between tables when they are pulled back. Had we had to have a wheelchair access, this would have been the minimum necessary to provide access to the entire room for a person in a wheelchair. 2) Providing 6 additional “handicapped” parking spaces in addition to the 5 that were available on site. Every one of those parking spaces was full at least 50% of the time with a person with an ODOT pass in the window. The signs have been passed down to succeeding committees. 3) Putting a 4-week prior to the event deadline on the registration form for access requests. We received one request from a hard of hearing person to be seated next to “the speaker.” Because the registration chair was watching for these requests, the information was given to the access chair for contact which clarified that this meant that the person needed to be next to the audio speaker for better clarification through her hearing aid, as opposed to being able to lip read close to the speaker (person). We were able to flip seating so that District 17 was next to the audio speaker. In the future, attention may need to be paid to the 4-week deadline in order to access ASL interpreters at a more reasonable rate (see below). 4) Provision of a cot, pillows and blankets in the hospitality area in case of fatigue on the part of the attendees was also well received and utilized. **What didn’t work:** On Monday evening prior to the event, the access chair received notification that there had been a request for ASL interpreters so that 2 deaf persons could attend the business meeting. The chair was asked if he could pull this off. The chair used his professional contacts to generate and book 2 ASL interpreters at the last moment to provide a reasonable accommodation. The price was determined to be \$1235. On Tuesday evening, this committee chair called the state access chair to receive approval to fund this contract. After discussion, the state access chair decided that the above cost “was too expensive” and would “cause too much controversy in the assembly” and denied the request. It should be stated that previous conventions have had a cost of approximately \$400-\$600 to provide interpretation for the business meeting. This was, however, a last-minute request which causes the price to rise dramatically for a weekend, all day meeting. The professional interpreters that were booked were capable of providing legal testimony and complex interpretation for the deaf community in a court of law, however, the state access chair also stated that despite those qualifications he was unsure whether or not those interpreters would be able to properly interpret AA jargon (we are SO special). The decision not to provide reasonable accommodation because of the cost involved, especially in a group of disabled people, as opposed to doing the right thing is to say the least reprehensible in the opinion of this access chair. If we were any sort of public institution this would be grounds for a lawsuit. The Oregon Area assembly should clarify this policy. As a local access committee chair, however, yours is a position to exercise powerlessness in this area.

ACCESSIBILITY: Nov 2006 - Clackamas – District 15 – Steve N – I began lobbying the Deaf community of AA in April of 2006 to attend this Assembly. In spite of PAC’s last minute decision to attend, the [meeting] went smoothly and without a hitch, as I knew it would. What I see as a problem is the confusion in AA about what ‘accessibility’ means. The Baby Boomers are approaching their 60’s. I think the next ten years will go far to define what we can do to meet this looming problem. We should do what we can now.

ACCESSIBILITY: May 2009 - Roseburg – District 13 – Rick S – The Access Sub-Committee met 4 times before the Assembly. We focused on wheelchair access for parking and during Assembly sessions. No Hearing impaired services were required. Spanish Districts provided their own interpreters. We obtained a loaned wheelchair from the VA for a temporarily disabled person.

AGENDA: Feb 2001 - Portland – District 23 – Victor N - I had a great time with the committee. I helped create the agenda for the assembly. The good news is that there is a sample agenda. The bad news is that there still is some work to do in coordinating the program with the hotel/facility. It was a great help to use the Alternate Chairperson. Thanks for letting me be of service.

AGENDA: May 2004 - Beaverton - District 23 - Michael S - In regards to the agenda, we added a workshop on the AA Group Pamphlet that was held for the GSRs and others not attending the orientation or Area Committee Sharing (Friday evening). Also, we had a different format for the Delegate's Report. My experience from performing the duties of this position is that when sending out the agendas 30 days prior to the assembly, the electronic mailing had a number of incorrect email addresses and the regular mail only had one incorrect address that was obtained from the Roster. All incorrect addresses were sent to the Area Alternate Secretary.

AGENDA, OPTIONAL PROGRAMMING: Feb 2001 - Portland – District 23 – Amy S - The Big Book Trivia was fun. A little late in the evening, but fun none the less.

AL-ANON, COOPERATION: Nov 1999 - Albany – District 21 – Jeanette T – Alcoholism and recovery are a family concern. We wanted to include Al-Anon in our assembly and hoped to be able to afford them the space they needed. We include members of Al-Anon in our planning meetings but there was a breakdown of communication from the beginning. I'm ashamed to say that some of the members of our planning committee gave members of Al-Anon the impression that their needs were secondary. Also, the amount of room they needed was more than they first thought and later they decided to hold their Assembly elsewhere. We asked that they join us for the Saturday luncheon and asked for an Al-Anon speaker, but they chose not to be part of this either.

AL-ANON: May 2001 - Portland – District 26 – Eric K – Oregon Area Alternate Chair – It was reported to us that Al-Anon decided at this assembly to change the schedule of their future assemblies. The new schedule does not include any common dates with Oregon Area. Until we receive new information, host committees will not be able to coordinate with Al-Anon in planning

ARCHIVES: Nov 2006 - Clackamas – District 15 – Larry C – As host committee archivist, I found it helpful to save any and all documentation. This included any documents relevant, or possibly relevant to the planning of the upcoming assembly (i.e. host committee meeting minutes, treasurer reports, fundraiser flyers, etc). Once the assembly was over, I then waded through and evaluated the significance and value of the documentation collected. One problem I encountered was collection chronological business meeting minutes. Our secretary quit during the process, which left a gap in creating a comprehensive record of our business meetings. But I organized and compiled what I had collected and it all worked out. It was rewarding to be of service to Oregon Area and AA.

ASK-IT-BASKET: Feb 2002 – District 8 – DJ - We had not planned for an Ask It Basket. But due to its popularity, we added it in on Saturday. So save yourself some worry, and add it from the beginning. There are "Ask it Basket" junkies who will haunt you.

ASSEMBLY, CHAIRING: Feb 2005 – Lake Oswego - District 10 – Suzanne B – What an experience! When our host facility fell through at the ½ way mark I panicked. However my wonderful committee pulled it together and found the perfect site. I let them have their lead and all was decided through the committee.

“Expect a Miracle” was the perfect theme. Our fundraisers were HUGE successes as were the dance and mugs. I note that we were overcharged on the mugs but we made so much money that the point seemed moot. We had some minor problems with certain committees (personality clashes, no follow through). But all in all what a great experience. I was nervous all the way through, but God took care of all. Not sure I’d recommend chairing when going through a divorce and sitting on Area committee. I spread myself thin. But look how much weight I lost!

ASSEMBLY, IN GENERAL: May 2004 - Beaverton - District 23 - Anne C - As a group, I wish we had taken past experience reports more seriously; we could have minimized some of the “small” problems we had. Would have been helpful to have two people on the facility committee. We had only one and that person wasn’t feeling well; back up is important. Have a better handle on Hospitality monies; with just donation cans it was hard to project. Maybe even just have hotel do coffee with a mark up.

ASSEMBLY, IN GENERAL: Feb 2005 – Lake Oswego - District 10 – Suzanne B – All went well. No schedule conflicts, all volunteers showed up to chair, greeters greeted with jokes, candy and hugs. Audio was good and Marylhurst is “the bomb” for the business meeting. Couldn’t ask for better. Forgot to count heads in all the hub bub. We had a major glitch when our registration computer crashed. We didn’t have an accurate tally after that and our recap reflects backward math to come up with a meal figure. Some complaints about being on multi levels in hotel, but, oh well. Always have a back up plan (we lost our original facility 6 months in and scrambled to come up with an answer. Brought the whole district together – especially the fundraisers.

ASSEMBLY, IN GENERAL: Sep 2007 – Pendleton – Districts 3 and 29 – Shawn H – If you co-host an assembly (and use a facility that is remote from both host districts), it is way beneficial to have a person from the city that the assembly is in to serve as the greeter chair. We took the left-over pre-registrations and asked the DCM’s and GSR’s that were present to contact the individual and find out what they want to do with their meals and mugs. We did not have contracts with any hotels, and some of them changed their prices. We did not have effective communication with the caterer, and that hurt us in meal prices and vegetarian options. We were constantly going back and forth from thinking we were in the red to in the black. An updated and accurate budget would be very effective. Trust God!!

ASSEMBLY, IN GENERAL: Sep 2007 – Pendleton – Districts 3 and 29 – Guy M – Choose people who are committed to committee people. When someone opts out, find someone as soon as possible to take their place. Have faith that your higher power will bring you through. Brainstorm to come up with good systems, like for registration, for example. Don’t change horses mid stream. Keep up with volunteers as you get closer to assembly time. Figure out a good way to keep track of meals.

ASSEMBLY WEEKEND, FACILITY STAFF: Feb 2001 - Portland – District 23 – Amy S - There were a couple of staff members that were in the program. One hadn't been to meetings for a few months, and was re-inspired. Another one was in the security department. We had people available early Sunday morning, so we were set up by business meeting time. There were a couple of technical difficulties that the hotel staff was able to address for us in a timely fashion.

ASSEMBLY WEEKEND, NUMBERS: Feb 1999 - Portland – District 24 – Barbara L – I would recommend that you have one or two people who like working with numbers. There is money to count, registrations to calculate, meals to keep track of and of course the final settling of the account at the close of Sunday’s business. We also found it helpful to cross-reference our registration list with the hotel guest list to make sure we reached our quota of rooms and meals.

ASSEMBLY WEEKEND, NUMBERS: Sept 1999 - Portland – District 9 – Jonathan P – TO BEST UNDERSTAND, READ THIS PARAGRAPH IN CONCERT WITH ONE TITLED, “HOTEL CONTRACT” – For Saturday breakfast, we ended up selling the last six tickets for half price half an hour into

mealtime. At least all the dinner tickets were sold. During dinner, the hotel informed us that they had served all the chicken dinners we had ordered, but that there were still people with chicken tickets waiting to be served. It is possible that the hotel ordered or counted wrong. But it is more likely that we somehow had more than 96 chicken tickets for exactly 96 chicken dinners. The hotel buys and prepares five percent overage for all meals, and a few people decided at the last minute to switch to steak or pasta. Probably we served more than the 191 dinners we bought, but the hotel fortunately didn't charge for extra meals. There were 25 Sunday breakfasts left unsold. Coffee sales were extremely low – only \$635. This means that our total revenue for meals and beverages was less than our \$5500 target. So when we got the final bill for Sunday, there was \$500 charged for room rent. Fortunately, we had picked up some more rooms between Tuesday and Friday. Our total was 122 room nights (64 on Friday, 57 on Saturday and one Sunday). When I pointed this out to the hotel, they gladly dropped the charge. Most hotels want to be paid on Sunday, but the Holiday Inn decided to send us a bill and let us mail a check. This was great because it gave us time to double-check our numbers.

ASSEMBLY WEEKEND, TEAMWORK: Feb 1999 - Portland – District 24 – Barbara L – Of course nothing can prepare you for THE BIG WEEKEND and here's where being able to delegate comes in handy. On Friday we started out with the hotel double booking our area with another group so we had a set up a makeshift registration for the first few hours while people were arriving. I know I spent some of the weekend trying to remember what my DCM said, "We're doing this to have fun!" Have someone who is big and bossy like me, who's willing to make quick decisions. Have someone who can tell the hotel staff that the women's bathroom is out of toilet paper or who enjoys delegating. "Oh my God! We need someone at the door to take tickets. Could you do that?" Lastly and probably most importantly, you must just trust that all will go well and that God is in control. By Saturday of our assembly, things were running much more smoothly and we got the hang of contacting the event supervisor as problems came up. Finally, by Sunday morning we were able to sit back to enjoy the FUN that we helped create.

ASSEMBLY WEEKEND, TEAMWORK: Nov 2003 - Grants Pass - District 7 - Lisa P - The committee was fun for me plus a very educational event personally and socially. It taught me that I need not back down so quickly when someone is angry at me but to remember I'm a servant. It taught me to speak up when I'm bothered by so many changes but to remember I'm a servant. It taught me that so many different opinions, ways and thinking can come together and pull off a big event but to remember I'm a servant. I think everyone did the best they could and it served the need. I would pick a larger facility for the next one. I was much honored to serve with such a talented, cooperative group.

BANNERS AND SIGNS: Sept 2001 - Redmond - District 5 - Robin P – We didn't do banners, but did have someone do a few signs, including the agenda we could post.

BANNERS, HOW MUCH TO SPEND: May 2000 - Hood River – District 14 – Joan U – Fancy banners look great but can be expensive and are only used once. In retrospect, it seems that \$100 was too much to spend on one-time-use banners. They could have been even more expensive but we had an AA member do the painting once we bought plain canvas banners. He would have been happy to paint on paper (like newsprint you can get from your local newspaper). It was something we did because "everyone else does banners" and if we'd thought more about it, we could have used the money more wisely on something else.

BANNERS: May 2001 - Portland – District 26 – Phoebe – We have acknowledged people that have gone beyond the "call of duty." An example is our artist friend who made our beautiful logo and banners, including the satin one to be auctioned at the May 2001 assembly. We voted to buy her a gift certificate for her favorite store, worth \$50.

BIDDING FOR AN ASSEMBLY: Feb 1999 - Portland – District 24 – Eric K – I was still a GSR awaiting the DCM elections when I proposed that we bid for an assembly. There were those in District 24 who spoke against the idea because we had very low participation at the district meeting. This was true, as we had

averaged about 2 1/2 groups represented at each district meeting for the previous two years. However, the Alternate Chairperson had told me that having a weak district was a wonderful reason to host an assembly. She said that it would invigorate our district and increase enthusiasm for service. At the district meeting where we made the decision, I told the GSRs that I was making a personal commitment to do whatever work was necessary to make the assembly happen. I told them that no one would be pressured to do more than they wanted. I said I would go out to the groups, spreading the message that we did not want anyone to volunteer to help with the assembly planning unless it was to accept a job that they would find fun and fulfilling. The vote was unanimous to submit the bid, and it's a good thing too, because it would have only taken a few votes to defeat it. We chose as a theme, "We absolutely insist on enjoying life." This theme guided us as we started having host committee meetings; every contribution accepted with gratitude, every voice heard with respect, every meeting a celebration.

BUSINESS MEETING, SET-UP: May 2004 - Beaverton - District 23 - Terry A - It's a good idea to review the facility set-up sheets for both things that are included and things you'll need in place that have been inadvertently excluded. If this is not done you can end up adding tables for the business meeting an hour before it starts, just like we did.

BUSINESS MEETING, SET-UP: May 2004 - Beaverton - District 23 - Christy S - Set-up = 35 tables of 10 each. It appeared the seating around the perimeter of the room was used as well. My estimate, after talking with registration, determined a count of at least 375 to 380 present. Preparedness was the key! The site visit was extremely useful with my district. Our business meeting layout had multiple use spaces. To accommodate the dance on Saturday night the breakfast set up was set up in the hospitality suite. This was to allow the room to be broken down for business. I made sure the need to have this broken down before 6:30 am was stressed and later confirmed by me through our district 23 contact. The morning of the meeting, none of that was done. The hotel manager was understaffed running the breakfast himself. The wall divider was still up in the assembly room and as a matter of fact, he was assuming an old set up from a previous assembly, not seeing the job order. It became apparent to me the situation was urgent for our timing! I firmly, but calmly communicated to the manager, as well as, the front desk what was about to ascend upon us. He said he would take care of it. Due to insurance policies, we were still unable to assist with setting up the tables. All my volunteers who had arrived early waited, working on the number set up, making the path for wheel chair layout was about all we could do without the chairs. It was basically set up in 30 minutes, then we cracked a whip, insisting on helping with chairs, water, scurrying to get signs set and microphones placed. Added 8 extra tables and extra chairs. Everything was fine...whew! When the first person tried to speak from the floor, there was no juice from the microphones on the floor. They had not been tested, so I had to run and find the manager who had just left. All this was done with calm grace and dignity. The moral to this story: Don't panic, roll with the punches...but make the punch!

CATERING: Sept 2005 - McMinnville - District 22 - Penny H - I called a few catering companies that came highly recommended. I told them what we were doing and that I was calling other catering companies to get bids on their menu items and we ourselves were under a tight budget and hoped that they would work with us on that. Always remember than when you are working w/catering companies you can get them to sometimes lower their prices. If they want your business bad enough they will come down; especially if they know that you are looking at their competitors. Once we chose our caterer it is most important that you keep in contact w/them, make sure that you look over the contract and the fine print and the cost of everything. Bon Appetite was great to work with and very flexible w/our needs. Also remember even though they have contracts already set up regarding payment -- they most always are willing to be flexible with that also.

COFFEE: Feb 2001 - Portland - District 23 - Shelli S - I am very impressed with how this process works. The great number of volunteers, all with varying degrees of comfort with policy (i.e. \$ charge for refills of coffee) caused a slight amount of confusion. Overall the hotel was responsive to our needs and providing of coffee to our members went very smoothly.

COFFEE: May 2001 - Portland – District 26 – Bill and Eve S – Refer to the information they submitted under the title, “Hospitality.”

COFFEE: Nov 2004 - Medford – District 16 – Rob S – Make sure coffee is available for sale and people to take care of coffee and ticket sales, water, tea, etc. Volunteer coordinator did a very good job and all volunteers did a wonderful job and Red Lion staff took very good care of the coffee service for us.

COFFEE: Nov 2004 - Medford – District 16 – Bill S – Saturday morning about 9 am we ran out and the kitchen was slow getting fresh coffee. Almost had a riot! Be prepared, do not run out of coffee. Get Volunteer Coord. and keep lots of volunteers.

COFFEE, HANDLING THE MONEY: May 2000 - Hood River – District 14 – Joan U – Selling tickets is a good idea, but the money needs to be away from other registration and money areas. Our coffee income got mixed in with all of our other money and was hard to separate out. If space allows (ours didn't) keep coffee money totally separate from all other areas (raffle, mugs, dance, etc.).

COFFEE MUGS: May 2001 - Portland – District 26 – Bill and Eve S – Refer to the information submitted under the title, “Hospitality.”

COFFEE MUGS: May 2001 - Portland – District 26 – Geoff L – Everything went well with the selling of T-shirts and coffee mugs at our assembly. We ordered 15 oz. coffee mugs, which we planned to sell for \$7. We ended up with 11 oz. mugs that were sold at \$5 each, which included one cup of coffee. This was probably a blessing from HP, because the price of coffee at the hotel was so high that we would have lost lots of money filling those 15 oz. mugs. Everything worked out well at the hotel concerning coffee prices! The price per gallon was \$22.50 (highway robbery). We were lucky that they only charged us for part of the coffee we used. They would take off at least a third of the gallons that they served when they tallied the bill, and then filled us up with more for free! We really lucked out at the hotel! We had great hotel employees to work with, two from 12-Step programs. We sold all of the 250 mugs, which were more expensive to have made. The mugs were multicolored, which meant extra charges from the manufacturer. Each color requires a silk-screen that is a separate charge, plus another charge to apply each color. Then a shipping charge! I personally recommend a one-color mug, silk-screened by a local company. No local companies did 15 oz. mugs so we went out of town, but they ended up 11 oz. anyway. At least the manufacturer made up the difference in price plus a little off the shipping. I would recommend searching the web for a local business to make coffee mugs. There are at least five companies in the Portland metro area.

COFFEE MUGS: Sept 2001 - Redmond - District 5 - Robin P – We sold all but 12 coffee mugs (they came with unlimited refills). We got a good deal on the price but gouged on the shipping. Watch out for unexpected charges. We had a blank sheet of stick-on address labels we used to label the purchased mugs. That way if they got set down somewhere people could identify them. We also had a lost and found behind registration for misplaced mugs to rest until they were claimed.

COFFEE MUGS: Feb 2004 - Welches - Districts 11 & 25 - Larry W - We sold all but 3 of the mugs. (We held some back for pre-registration.) We sold a couple of dozen before the Assembly. The mugs were well liked and we could have sold more (total of 174). We had a misspelling (keeping in the AA tradition) of the Area website (my fault). People will pay \$5.00 partly to help out with the fund-raising. Having a person at the mug table helps registration a lot - they do need to be close to each other. We ordered early in October. We paid \$2.50 each. The T-shirts we ordered were like too and could have sold at least a couple of dozen of them. We worked closely with The Resort on our needs for location and tables. Along with registration, 3 other volunteers were utilized for mug sales at the Assembly.

COFFEE MUGS: Feb 2007 - Eugene – Districts 6,19,20,33 – Ric H. – Although we might have saved a few dollars ordering online, we chose a local source, Eugene Silkscreen, which I highly recommend. It was very

helpful to have a live person handle our order. As of this writing, the company orders its mugs from a screen printer in Idaho that has a minimum order quantity of one case (36 mugs). This left us great flexibility in order quantity (many online order minimums are 144). At every turn I could make a single phone call and speak with the rep who 'owned' our order – very reassuring, especially when our graphics submission was due. When the mugs arrived at their store, they unpacked to check each mug for breakage – another perk of a local source.

COFFEE MUGS: Feb 2008 - Medford – District 16 – Ralph T – Suggests seeing a sample of both the ink colors and the cup in person first. Check vendor website for the ability to print out swatches.

COFFEE MUGS, HOW MANY TO BUY: May 2000 - Hood River – District 14 – Joan U – It can make sense to buy more mugs than you feel you can sell. Once we found our best deal on mugs we had to decide how many to buy. Our best deal meant buying by the gross. We felt very sure we could sell 144 and make about \$350. Using past Assembly information, it looked like we could probably sell over 200 if we had them to sell, but we had to buy 288. By having more to sell we were able to increase our profit by over \$100 and all the groups in the District got a couple of the remainders as souvenirs of the weekend.

COMMITTEE: Feb 2007 - Eugene – Districts 6,19,20,33 –Matthew C. – Like AA, our Assembly tried to be all inclusive. Our Committee was comprised of four Districts making up the Eugene/ Springfield area. We tried to make sure that everyone interested got a job. We held fundraising events (i.e. BBQ, Breakfasts, Dances, etc) of epic proportions, where we raised over \$6000! We had a volunteer coordinator who amassed a large number of free-ranging drunks to man the event. Especially crucial to the successful assembly is an adequate supply of awesome cups (we sold 288), and plenty of meals (200 dinners were not enough). Finally two things to remember: Rule #62 and God is in Charge!

COMMITTEE: May 2009 - Roseburg – District 13 – Joe C – Having served as Host Committee Chair has given me more insights in AA service work and working with others. This was a great experience; and I encourage others to give it a try.

COMMITTEE Co-Chair: Feb 2008 - Medford – District 16 –Patty F – The Chairperson is very busy during the Assembly. Having an effective helper insures that all the little things get done. This person should be well informed about all the activities in the Assembly, especially Hospitality, and should be a people person and a problem solver.

COMMITTEE COMMUNICATION – EMAIL: Nov 1999 - Albany – District 21 – Jeanette T - Using the email system was such an important tool for us. We were able to keep in touch with Bruce, the Oregon Area Alternate Chair, as well as other members of the planning committee. Other districts we turned to for experience also used email for sharing information. Email kept costs down and eliminated phone tag.

COMMITTEE COMMUNICATION – EMAIL: Feb 2001 - Portland – District 23 – Kristi P – I prepared the signs for use at the assembly. I feel there was adequate communication between the volunteers on the committee, via phone, e-mails and meetings. Everyone put in 110 percent and I was very impressed by the morale expressed by everyone pulling together. The most useful tool was probably the List-bot on email (group sharing of emails). I think it was very important/valuable to meet every week as we got closer to the assembly.

COMMITTEE COMMUNICATION: Feb 2000 - Medford – District 16 – E. L. – It was a very helpful type of service work. Many GSRs were able to attend and participate. Many groups were asked to help with hospitality, coffee, registration, decorations and the raffle. The table decor committee had 12 members and another 10 people came in to participate with the decorations. Our common goal was to generate interest in Oregon Area meetings and many AA members were encouraged to participate. This had many rewards. We shared the success and have learned how to work together in planning and decision-making, often agreeing to

disagree. We learned to work out a solution in a loving respectful way. It has been very difficult for Groups to help GSRs with expenses and this really helped local members better understand what this is all about.

COMMITTEE COMMUNICATION: Nov 2007 - Welches – Districts 11 & 25 – Troy K – Communications was the biggest factor. We stayed in contact and passed messages back and forth. We used Robert's Rules for our Committee Meetings and it helped keep things from getting out of hand, usually. There were lots of opportunities for growth. The seasoned veterans helped the new comers along the way.

COMMITTEE, GETTING STARTED: Feb 1999 - Portland – District 24 – Barbara L – For District 24, it was wonderful to have an assembly planning committee meeting to invite home group members to attend. We started by grouping together some general tasks such as, 1-Communication with the hotel, 2- Registration and agenda, 3-Dance, raffle and speaker team. We then got a chairperson for each area. Later, we divided those groups even more, so that we could have more of the committee members involved in doing separate tasks. The committee met for seven months before the assembly but the real work started with just a month to go. That last month we had weekly committee meetings so we could support each other and hopefully tie up loose ends. I would recommend you get as many people involved as possible. You need volunteers for registration, marathon meetings, coffee host people, selling raffle tickets and sometimes crowd control. Yes, it pays to organize.

COMMITTEE, GETTING STARTED: May 2001 - Portland – District 26 – Phoebe S – First let me say that making this assembly happen has been much more fun than I ever imagined. I was in FEAR at first with the RESPONSIBILITY!!! But I have found that the key word is “delegate” “delegate,” “delegate”. My service sponsor Madeline H keeps encouraging me to delegate and she is right. Getting people excited about the assembly is important, and we have no lack of enthusiasm here. I asked the GSRs what committees they wanted to be on and they picked and have done a great job!! At our first “Assembly Meeting” we had a potluck and I made a huge pot of spaghetti and we all sat around comfortably and talked about the upcoming assembly in a relaxed and loving spirit. We have cake at all of our district meetings where there is a birthday, and we sing happy birthday and have a feeling of unity.

COMMITTEE, GETTING STARTED: Sept 2001 - Redmond - District 5 - Robin P – We started meeting one year before the assembly and I wouldn't suggest beginning any later. We had some problems at the very beginning, as the Fairgrounds management went through some very difficult times and we had to redo our contract with them at least twice. This made the planning process depend greatly on higher power strength and more than likely helped all of us in our program. The best advice I would have for anyone is form as many committees as you can possibly think of and then trust in them to get their jobs done. This is definitely a time to put delegating skills to work. These days many people have email addresses. Get them on a master list and use it to keep everyone on the same page and reminders for meeting. Try to make meetings fun, the suggestion of having food there was a good one. We had one potluck bbq the next to the last meeting and had our biggest turnout! I think having the meeting regularly scheduled and at the same place eliminates confusion.

COMMITTEE, GETTING STARTED: Feb 2008 - Medford – District 16 –Barbara D – We followed the suggestions of the Area Alternate Chairperson about starting out small and building our Committee as we went along and as needed. We started out with a Chairperson, Co-Chair, Registration Chair, Treasurer, Facilities Chair and Secretary. We reviewed the *Host Committee Positions and Sub-Committees* document and decided which positions we needed and the timeline for bringing them on board. As the time got closer to the Assembly we began to announce our planning meetings and added nine more Chair positions. This gradual building of our Committee kept everyone involved and enthusiastic; and it made decision-making much easier.

COMMITTEE, KEEP WORKING YOUR PROGRAM: Sept 2000 - St. Helens – District 18 – Jack B – There is this fact: Be certain that you are going to experience God's will, it's that thing you keep banging your head upon. It will be a constant. Don't be afraid of bringing new ideas to the table in terms of attracting

people into discovering the depth of the program in day to day living. Trace's effort at levity in the Big Book Quiz was a fine effort.

COMMITTEE, MEETINGS: May 2006- Hood River – District 14 –Susan L – The most important part of hosting the assembly was our regular committee meetings. We got started right away with filling the positions and compiling a current contact list. It is important to have a chair that has some leadership abilities and knowledge of the traditions. Newcomers are great as volunteers, but should chair a committee.

COMMITTEE, MEETINGS: Feb 2008 - Medford – District 16 –Barbara D – Incorporated the *Assembly Host Committee Checklist* document into the agenda of every planning meeting. We marked things off the checklist as we went along and assigned tasks as needed using the suggested timelines in the *Checklist*. We stayed on schedule and everything got done on time.

COMMITTEE, SCHEDULING MEETINGS: Nov 1999 - Albany – District 21 –Jeanette T – Once we were awarded the bid we begin meeting once per month. This was one year prior to our assembly. These meetings were primarily to set up committees and Chairpersons and share groundwork information. As the months passed, we begin meeting every two weeks. The last six to eight weeks we met weekly until the time of the assembly. Between meetings we were in frequent contact through email and phone.

COMMITTEE, SCHEDULING MEETINGS: May 2000 - Hood River – District 14 –Joan U – Meetings need to be timed so interest peaks just before the assembly. Don't have too many meetings too early! Also, always have specific work to accomplish (an agenda) at each meeting or else why have a meeting? Meeting attendees want to take part and should have a vote on things like the theme, money raising ideas, deciding on a band or a DJ, etc. They don't care about the details that don't affect them. Keep them from getting bored and they'll be there for you at the assembly time when you need them.

COMMITTEE, SUGGESTIONS and CONCERNS: Nov 2001 - Roseburg – District 13 – Carl M - It is suggested to start monthly meetings from the time the bid is awarded. Create as many sub committees, as there are jobs to do. Encourage all to participate, especially as greeters on hospitality committee. Always expect the unexpected and accept it. We cannot and do not control everything

COMMITTEE, STAY FLEXIBLE: May 2000 - Hood River – District 14 –Joan U – All the planning in the world can't prepare you for last-minute changes and glitches. Just as soon as you think everything is taken care of and you're ready to go, the fun really begins! Do as much as you can do in advance, because the assembly weekend is full of last-minute questions and minor adjustments. Know that they are going to happen and you can deal with them as soon as they come up. Stay flexible and open to suggestions. Ask questions. Oregon Area people are available (thanks especially to the Alternate Chairperson!). Don't forget rule No. 62! Have fun! Keep smiling! Take the Monday after the assembly off from work to rest!

COMMITTEE, WORKING TOGETHER: Feb 2001- Portland – District 23 – Amy S – My experience taught me how important it is to have a Facility's Liaison and a Chairperson who are available and accessible to the Committee Members throughout the year, as well as during the event. Our Treasurer really utilized the previous assembly budgets, so we had a good idea of where we would be by the end of the assembly. We had a ROCKING Registration Chair who was professional, courteous and provided a great welcoming atmosphere. All of our Committee Chairs (Coffee, Registration, and Marathon Meetings) double booked their shifts, so we had plenty of help. When the committee members were available (and not in meetings) we were downstairs running errands and providing support if needed. Well, I'd do it all over again if I get to work with the same team of people again. We had our wind-up meeting two weeks ago Saturday over a breakfast potluck and have decided we'll have quarterly breakfast potlucks!

DANCE: Feb 2001- Portland – District 23 — Bill J – This was a hoot, having the chance to throw a party for people and have fun doing it (sober) was a blast. The ice cream was “cool” and the dance was hot. Thanks

to all who attended! Thanks to all the volunteers to help me with the setup and cleanup. You are the bomb!

DANCE: May 2001 - Portland – District 26 – Phoebe S – I knew the bandleader. The band agreed to a contract for \$225, which was cheap. We advertised the dance six months in advance and distributed flyers to all districts and Intergroups.

DANCE: Feb 2004 - Welches - Districts 11 & 25 - Sherry M - Sold tickets in registration packet. Sold advance tickets \$5.00 each also at door. Work closely with Decorations Chair. One half hour break from dinner to dance. We had everything ready in advance. We had 200 balloons and a 6 foot helium tank (fill balloons 4 hours before dance). Cost for balloons and helium was less than \$100. We did ribbons with balloons. We had 20 door prizes that we gave out during the dance. Everyone was given a ticket as they entered. We gave 128 tickets. We sold 16 tickets at the door.

DANCE: Sept 2005 - McMinnville – District 22 – Ken M – Check lighting for dance. The entire building was connected to one switch. We had to remove 64 6' floor lights to dim dance area.

DANCE: Feb 2006 - Coos Bay – Districts 8 & 30 – Michael P – We booked a rock & roll band for \$650, and had a 'no-host' Juice/Soda/Coffee bar. We had 3 people monitor the front entrance, as well as stamping hands. It was a wonderful experience!!

DANCE: Nov 2007 - Welches – Districts 11 & 25 – Candace T – We had a live band instead of a DJ. We promoted the dance locally, so that we would cover our costs, and we did. The dance was a big success. In the future, we would start promoting the dance and the band earlier.

DANCE: Feb 2008 - Medford – District 16 – April B – We used progressive music, which worked well because there was music for all ages and styles. We also had movies that went with the music era being projected on the wall. We all had a great time.

DANCE, DJ: Sept 2005- McMinnville – District 22 – Penny H – I would recommend visiting an event that a DJ might be putting on. Ask one of your fellow AA members -- not a normy that could possibly have been a little topsy when they were attending the DJ's event and thought he was just wonderful. Ask the DJ what kind of music he has ... go by and visit him and see what he has. Our DJ was ok -- he just didn't have as up-to-date music as was told. Don't always settle for the least expensive sometimes paying a little bit more may be worth it.

DANCE, SECURITY FOR PERSONAL PROPERTY OF VOLUNTEERS: Feb 2001- Portland – District 23 – Amy S – Our dance was awesome, and ended shorter than we had our DJ booked for, which was fine. We did have two purse/wallet thefts at the dance, but the hotel staff felt the thief was someone from the general public, as there was a purse stolen from the wedding.

DECORATIONS: May 2001 - Portland – District 26 – Phoebe S – We saved Oregon Area a lot of money by making all the decorations ourselves. I found the candle molds on the net for a lot lower price than any found locally. The wax, fixtures, wicks, etc. were mailed "shipping free." I made all the candles (30 of them, 9 1/2" pillar, star shaped) to go with the theme. The stars and moons that hung from the ceiling had on them the names of AA members who had passed away. They were cut out from free cardboard. The wrapping paper that covered them was cut out from a \$1 roll (cheap). I suggest going to 88-Cent stores, \$1 stores, liquidation stores and secondhand stores.

DECORATIONS: Nov 2004 - Medford – District 16 – Mary J – Decorating Committee of 3 – Kelly K, Barbara M and Mary J. Got started in May, after first committee meeting. Ron D had a pile of very old 3 hole bricks (8' x 8" x 3"). We took them up to Ashland and had the AA logo sandblasted into both sides of them.

Those became our “cornerstones.” We used them as centerpiece “vases.” Turnaround time: 1 week, cost: \$72.00 (cheap, very cheap). We picked enough teasel and horse tails to make a dry arrangement in each cornerstone. Added “happy face” sparkles around bottom on the table cloths. We chose bright (green and purple) hotel cloths and napkins. The total effect was effective and dramatic. Total cost was about \$80. We had a silent auction during the banquet for the cornerstones. Wall art: 12” x 18” posterboard – yellow as the assembly coffee mugs were yellow. I asked various groups to feed me slogans. I lettered up about 40 - those I liked and that fit. Just before the assembly started, I went around our “public” spaces, hallways, bathrooms, conference rooms, hospitality, etc. and taped them up, just above eye level, in clusters. They had the effect of changing “the” space to “our” space. Total cost was around \$14.00. This was easy because we got it done well before the due date. It was important to keep in contact with the hotel liaison so decorating did not slow down hotel staff.

DECORATIONS: Feb 2006 – Coos Bay – Districts 8 & 30 – Shari – We made balloon weights using plaster of paris from a muffin tin. The ‘muffins’ were wrapped in plastic. With a ribbon tied around the top. We had 3 to 5 balloons on each weight, using paper and gift bags to place them in. This made them easy to move on and off tables as needed.

DECORATIONS: Nov 2007 - Welches – Districts 11 & 25 – Lisa A – We had a beautiful facility, so there was very little required. We made centerpieces and a few posters with the logo. Our theme and logo was visible throughout the facility.

DECORATIONS: Feb 2008 - Medford – District 16 – Linda P – We suggest that you do a little on your decorating project each week to keep the project active and enthusiasm high. We had lots of fun. Remember to keep all your receipts for the decorating project.

ENTERTAINMENT(Pool Party): Feb 2008 - Medford – District 16 – Mitch S & Ian C – We had a great time at the pool. There was a movie, live renditions of the movie, music and a tropical theme. The sound system needed to be louder. We needed more towels. There could have been better pre-event information about the theme. Fun, fun, fun!

FAIRGROUNDS, CATERING MEALS: Nov 1999 - Albany – District 21 – Jeanette T – Our Saturday luncheon was a mess. The company we contracted with to cater the luncheon was broken down in Corvallis and we had no way of contacting them when they didn’t show up at the appointed time. We waited as long as we could and then had to send everyone out to grab a quick lunch. We refunded almost 100 lunch purchases (several people refused the refund and contributed the \$8 in the spirit of the Seventh Tradition). The mix-up in the luncheon resulted in the noon speaker sharing to a very small group of people, delay in starting the afternoon workshops and a lot of confusion. It also resulted in a large group of alcoholics practicing patience, tolerance, generosity and the spirit of cooperation.

FAIRGROUNDS, UNIQUE CHALLENGES: Nov 1999 - Albany – District 21 – Jeanette T – We chose our location because Albany is central to our district and on the I-5 corridor. The only facility we thought would be large enough was the Linn County Fairgrounds. The problems created by this compared to a motel or hotel, is that you have a whole separate group to negotiate with and you’re dealing with County officials. We were responsible for insurance, setup, rental of tables and chairs, a separate caterer, etc. At the time of the assembly, when there were unexpected problems, we didn’t really have much staff to turn to. The temperature in the main hall was very cold and no one on site could correct this.

FAIRGROUNDS, YAMHILL COUNTY: Sept 2005 - McMinnville – District 22 – Penny H – The only thing I didn’t do was when Tobie said that she would give us the additional 200 chairs for only \$1 each for the whole weekend I didn’t write that in the addendum of the contract and so we thought for a moment that we were not going to get our chairs or that we were going to get charged \$1/a day/per chair. But God was on our side and the Fairgrounds were gracious enough to honor what we said Tobie quoted us. So the learning lesson in this is write everything out ... the number of items that you are renting from companies, make sure that it is

added in the addendum to the contract -- it could come back to bite you. Make sure that when you are working w/a facility that you have a phone number to always be able to reach someone at. Ask if they can provide you with walkie talkie's. All in all it went very well.

FACILITY CHAIRPERSON: Feb 2004 - Welches - Districts 11 & 25 - Chris D - **Lessons learned:** **a)** use the previous Host Experience Reports (good info in there); **b)** have all setups and related costs IN WRITING on the contract for the facility -- including their intention to be flexible if, for example, you over-sell rooms but under-sell meals; **c)** put maps/directions on the Oregon Area Website EARLY; **d)** finalize your agenda 3 months in advance so you know where each event (meeting room banquet, coffee station, etc.) will physically be in the facility; **e)** COMMUNICATE with every person on your committee! ASK what they need, want, etc., so you can know beforehand how to set up the facility. The LISTEN to their answers/concerns; **f)** have an assembly planning meeting AT the facility (the earlier in the process the better) so ALL can see it and critique/plan in advance; **g)** use the registration sign-in book(s) to get semi-accurate counts of how many people from each District to figure out how to set up the tables for the Sunday business meeting; **h)** the more you have your ducks lined up, the smoother it'll go; **i)** BREATHE, SMILE, HAVE FUN -- remember, your Higher Power is in charge, you just do the footwork. **Suggestions:** **a)** elect a Facilities Co-Chairperson and share the work (and fun) -- just be sure to communicate; **b)** ONLY the Facilities Chairperson or Co-Chairperson should direct needs/requests, etc., to the facility staff; **c)** KNOW who at the facility will be your primary contact to deal with during the run of the assembly and deal with that person or their delegate; **d)** ASK if there will be any extra cost involved BEFORE you request something from the facility and check with your budget/treasurer if it is affordable also; **e)** if you can get a good set of walkie talkies, do so. This way the Facility Chair and Co-Chair can keep in touch when in different locations; **f)** carry a pocket flip top notebook and pen and USE IT; **g)** have a 'Facilities Toolbox:' tape measure, duct tape, masking tape (for signs, make sure it is the non-stick "blue" kind), small knife and/or scissors, permanent marker (so people's names get on items so they get returned), copy of final contract, list of host assembly persons; **h)** be INVOLVED with your assembly, don't just be a 'ghost' during it, going around making sure all the facility things are o.k.

FACILITY: Nov 2006 - Clackamas - District 15 - Bill G - Don't stress! There are many questions you will be asked. Be prepared for anything. You will be Really busy all weekend, just relax and do the best you can. Remember to pray. Call if you need any help, Bill 503-341-8855

FACILITY: Feb 2007 - Eugene - Districts 6,19,20,33 - Teffany H - Having a walk through before submitting the bid was crucial as we had never hosted with this facility before. A few of the basic things we needed to check were; if the archives and finance rooms could lock, time needed to change the room for lunch and dinner, and what the policy was on smoking and outside food and drinks. Being honest and inquisitive upfront paid big dividends for not only were we able to meet the facility's needs, but they intern bent over backwards to accommodate us during the event. I believe a big part of that was because we did our best to honor their request, and work with them to find solutions.

FACILITY: Nov 2007 - Welches - Districts 11 & 25 - Roy H - No major problems; we were at the Resort at the Mountain. Minor issue getting a microphone which been cancelled by mistake; also main room temperature adjustments to please everyone.

FIRST-AID KIT: Sept 2001 - Redmond - District 5 - Robin P - Have a first aid kit handy. We didn't and needed one on Saturday. There wasn't one available at the facility and I felt bad to have been unprepared.

FLYERS: May 2001 - Portland - District 26 - Phoebe S - We had all of our flyers done an assembly ahead of time, and that way got people to thinking about the May 2001 assembly.

FLYERS, ACCESS INFORMATION: May 2001 - Portland - District 26 - Eric K - Oregon Area Alternate Chair - The Public Information Committee established an Access Sub-Committee that is an excellent

resource for information on how Oregon Area is reaching out to the deaf and hard of hearing. Presently, Alene R. is the chairperson and planner for that sub-committee. She has requested that until further notice, that all flyers used for registering for Oregon Area Assemblies contain the following sentence. "Deaf and Hard of Hearing AA members contact Access planner by (enter date 5 weeks prior to Assembly) to arrange for interpreter / ALD oregonac@home.com (Oregon Relay 1-800-735-1232) TTY # 541-745-1090." **(NOTE: Subsequent to this experience, the Oregon Area has created a standing Area Committee for Accessibility. Contact the Chair at access@aa-oregon.org.)**

FLYERS/BANNERS: Feb 2004 - Welches - Districts 11 & 25 - Tina T - Proof, proof, proof before making multiple copies. Have several people look over them also. Make decision on final registration form early on to get copies to prior assemblies - at least 2 in advance. Keep copies as back up on both disk and hard copies. Meet w/Spanish interpreters early on to make sure all announcements are interpreted. Email helped as did mailing to DCMs 1 month before.

FLYERS / PUBLICITY: Nov 2006 - Clackamas - District 15 – Bill M – At first, things went pretty slowly; then, as fundraisers, dances, etc, picked up, it got a lot busier. I started with a very large budget of around \$1000, which was way too much. I could have gotten by with about \$500. The hardest part of the job was making the flyer for the actual assembly. In hindsight, I wish I would have added some more motels to the list, but I think it all worked out fine – A great experience!

FLYERS / PUBLICITY: Feb 2007 - Eugene – Districts 6,19,20,33 – Martha S – This committee designed and printed registration flyers and event tickets, on-site signs, and printed schedules. Ric worked with a local firm on ordering coffee cups according to a design Leslie graciously provided. We arranged for our own Spanish translation of flyers. Having a team doing all of the tasks involving graphic design worked well.

FUNDRAISING: Feb 2001 - Portland – District 23 – Amy S – My favorite part of this assembly is that we just had a dance as the only paying event. We came out even and even had a little money left over to buy the Delegates a new tablecloth (Silly Jim!). Having no extras really simplified the whole process and enabled us to not have to worry about if we were going to sell enough meal tickets, etc. It also released us from the responsibility of having a silent auction, which most of us felt was against our Seventh Tradition.

FUNDRAISING: Feb 2004 - Welches - Districts 11 & 25 - Troy K - I wasn't the initial chairperson at first, but grew into the position. I was totally scared in the beginning, wondering about getting donated items for our raffles, which were held every 2nd Saturday of the month and at our speaker meetings in the Little Yellow House in Sandy. Things worked out, despite a few more gray hairs. The spaghetti dinner was fabulous, thinking it would only bring in about \$300, it actually brought in over \$1300. It helped bring the 2 Districts together, through donated Holiday and District challenge theme baskets, with Bingo, raffle and hilarious auction auctioneer. Had a couple of silent auctions at previous assemblies, the x-mas door swags were a hit also, raised \$200 at \$10.00 each. Flowered writing pens were sold @ \$2.00 each. What I've learned through all this is that whenever I feel inadequate, or have doubts, is that God will provide, things do work out, just believe!

FUNDRAISING: Feb 2004 - Welches - Districts 11 & 25 - Wendy B - The spaghetti dinner was an extreme success. We booked a Community Center in our town. We recruited 10-15 people to volunteer for certain jobs (i.e., spag. sauce maker, meat cooker, supplies person). We made flyers for the actual event then we made a flyer for the Districts hosting the event to inform them of what we needed for the fundraising. At this particular one we had every group meeting donate a theme basket. We had a raffle and an auction. We raffled the baskets \$20 value and below. We auctioned the ones \$20 value and higher. We borrowed a bingo machine. We had 2 speakers and we all had a fantastic time. I'd be happy to assist anyone who needs help.

FUNDRAISING: Feb 2004 - Welches - Districts 11 & 25 - Candi T - Troy gathered materials for door swags at no cost. This included different types of evergreen limbs (fir, cedar, pine, etc.), pine cones, holly. Also

purchased ribbon to make bows, wire to tie swag together as well as smaller wire to tie pine cones and bows onto swag. I and several other volunteers got together one day and put them together. We had taken orders for the door swags prior to putting them together and also sold them and delivered orders at another spaghetti dinner/fund raiser. Although there was not a lot of work on my part, it seems all participants enjoyed themselves. When putting the door swags together we raised approximately \$200.

FUNDRAISING: Sept 2004 – Salem – District 4 – Murray Mc –As an Assembly Committee we discussed the practice of fundraising through silent auctions at previous Assemblies and a raffle at the September Assembly. The decision was to forgo such practices and return to the no frills practice of “passing the hat” to receive funds, if necessary. We met all numbers set by contract with the hotel, and yet we still met a contract shortfall of approximately \$1,000. We did find it necessary to “pass the hat.” It was not easy to do so and with two efforts we still fell short by about \$500. In retrospect, I would have lobbied for auctions and raffles or organized pre-Assembly district fund raising events.

FUNDRAISING: Sept 2005 – McMinnville – District 22 – Robert P – We started our fundraising with a silent auction. The biggest criticism of silent auctions is that they look like rummage sales or flea markets. So we proposed that instead we auction off AA related materials. This included older editions of books, old Grapevines, speaker tapes, and many other items. These were the anonymous personal collections of members who believed that literature should continue to carry our message and also raise money for a good AA cause. The idea was proposed to ask the groups in the District for contributions to buy some newer but less common AA materials. This led to an astounding and perhaps unprecedented outpouring of financial support which totaled \$880. The silent auction itself made about \$650 with a framed and signed print of a photograph of Bill and Lois going for \$50 and a 2nd edition Big Book autographed by a man just out of St. Thomas Hospital in Akron netting \$200.00. Then the idea of the committee hosting a “Unity Day” was proposed. The basic idea was to try to pull the groups and members of our District together and to generate interest in helping out with hosting the assembly. We charged \$2 at the door and had a chili cook-off with members competing for the best chili, a raffle, and a speaker meeting where we passed the 7th Tradition basket. Our Unity Day made \$275. We had a few expenses for fundraising, but counting the group contributions the total net was over \$1,800. This not only put us on track to meet our pre-event obligations for the facility and caterer but it roughly equaled our final assembly net profit.

FUNDRAISING: Nov 2006 - Clackamas - District 15 – Dale K – Do not ever announce or publicize a fundraiser until the date, location, time, and volunteers are set in stone. Our host committee planned a pancake breakfast for Oct 28, 2006, and people announced it in meetings without having a location or time. When the host committee chair decided to cancel the fundraiser due to the cost of liability insurance (required by prospective facility), I personally know of at least 20 people who had planned on attending the fundraiser that were upset. I know it’s hard to keep these things to yourself, but for the benefit of your host committee, please do until it is set in stone.

FUNDRAISING: Feb 2007 - Eugene – Districts 6,19,20,33 – Glen H – We started out with a summer BBQ / Potluck at Richard T’s house, where about 105 people came and contributed a total of approximately \$1400. We had a chili cook-off, a spaghetti sauce cook-off, with guest speakers. We had a breakfast fundraiser at the Downtown A.M. Group. There were silent auctions done at every assembly prior to ours, and also at our assembly there was a blanket raffled off. We also had silent auctions at the EVI monthly speaker meetings on 4 or 5 occasions. We had a great team involved in all the fundraising events.

GENERAL ASSEMBLY IN SEPTEMBER, HAVE FUN WITH SUNDAY MORNING: Sept 2000 - St. Helens – District 18 – Jack B – Do not be discouraged by the idea that this assembly is over and done with by Saturday. Essentially this is true, but Sunday morning provides the host district with the opportunity to reach out and create interesting post assembly events. We did a free spiritual breakfast with speakers and we had 120 people. We lost half of those bodies by going with a workshop on The Concepts, which I think was a bit too heady for the locals. The Traditions would have been a better topic, as outside attendees would

probably know a bit more about the Traditions than the Concepts. Don't be afraid to try new ideas. Let your committees become a group and discover a new group conscience and above all, have fun with it.

GENERAL ASSEMBLY IN SEPTEMBER, KEEP SUNDAY MORNING SIMPLE: Sept 2000 - St. Helens – District 18 – Don W – It seems that Sunday morning was over-planned. It makes more common sense for future assemblies to keep the Sunday morning session simple for the following reasons: First, it's been proven that the majority of the assembly attendees do not stay over for Sunday morning. Second, by overcrowding the agenda not enough time is given to each session to do a proper job.

GENERAL ASSEMBLY IN SEPTEMBER, VOTING: Sept 2001 - Redmond - District 5 - Robin P – Remember to have an easel (for tallying votes) and ballot paper if your assembly is the business one in September, also lots of pencils. Also have vote counters and people to hand out the blank ballots.

GREETERS: Feb 2001 Portland – District 23 – Mary C – Start about three weeks prior to the assembly to canvass district wide “in person” looking for volunteers. Response was low. Have an Alternate Greeter Chair to “greet” and orient the greeters. I wasn't strong enough to be there all night and then all day. Saturday is most important. The busiest hours were 9:00-noon, 2:00-4:00 p.m. and evening 6:00-8:00 p.m. It is very important to have a safe place for purses. We had all our host volunteers handing out tiny stickers. We encouraged them to give out the stickers to each attendee on every contact. The attendee with the most stickers at the Saturday evening event won prizes (AA Big Book cover, bumper stickers, etc.). We purchased the stickers at a teacher's supply, Learning Palace. Our sticker program was easy and popular. It was a good way to involve all the host volunteers. The feedback from the greeters was very positive. They enjoyed the job.

GREETERS: Feb 2005 – Lake Oswego – District 10 – Mary D – Wonderful experience – 57 volunteers – most of the greeters were new to the program; less than one year in the program. Everyone was told they were “welcome” and given candy, helped carry in luggage and pointed in the correct direction. We even helped hotel guests that were not associated with the assembly. This has been a service experience that I not only recommend but would be willing to help again.

GREETERS: Sept 2005 - McMinnville – District 22 – Gene B – Yamhill County fairgrounds parking was a field near a race loop. Delegates had to walk 75 yds to bldg where registration was set up. To better greet people, we set up a station at main entrance to direct parking even though we had a directional sign. We greeted them there and directed parking. The first 2 mornings, while people were arriving, I scheduled the bulk of greeters to be present. Some didn't show up. Due to building layouts, most contact with arrivals were more of informing people of where to go to register. We had parking directional signs, but not large enough and too few. We identified ourselves as greeters with welcome hats and signs of welcome on chests. By mid afternoon Saturday most arrivals were settled in. Adequate parking directional signs and register signs would have relieved the greeters to be better and more effective. I also find that if you sign up 10 people to volunteer schedule about half again more because of no shows. My wish is that subsequent assemblies are more up to date and modern facilities to work with.

GREETERS: Nov 2006 - Clackamas – District 15 – Genia G – I had a list of times for Fri and Sat to sign people up. We had slots for up to 4 people per hour. I signed some up for 2 hours at a time. It was fun and easy! Don't stress, relax, and enjoy the experience!

GREETERS: May 2009 - Roseburg – District 13 – Marci P – We had a great Greeters Committee of 38+ volunteers, who wore their red sun visors while greeting and being helpful. We decorated the Ask-It-Baskets and sent them on to the next Assembly. We used the local “visitors guide” and AA meeting directories. We used the Emergency First-Aid Kit 3 times; a thank you goes out to Dr. Terri.

HOSPITALITY: May 2001- Portland – District 26 – Bill and Eve S – We attended all the district host committee meetings, as we were able. The host committee gave us direction, setting coffee prices and helping us to figure the number of volunteers and the time they would need to serve in order to give adequate coverage for the entire conference. We then set up our core hospitality committee, which consisted of six people. We got total commitment from the six. Each pledged to cover, if need be, the entire conference. As it turned out, four of us were on hand Friday from 2 p.m. until we buttoned up sales at 11 p.m. The same four were back Saturday at 6:30 a.m. to open sales at 7 a.m. on Saturday. Two of these four left at 5 p.m. on Saturday after two more of the original six took over. These two plus the two who remained, stayed for the duration of the assembly (until 11 p.m. Saturday and on Sunday, 7 a.m. to noon). This core committee of six members prepared for the assembly by contacting all the groups in the district to ask for volunteers. We set as a goal to have 28 volunteers, giving us three at the coffee table at all times. The host committee decided that the Coffee & Hospitality Committee should be combined with the T-Shirt and Coffee Cup Committee. When this was done, we decided to increase the number of volunteers to four persons for each two-hour commitment, increasing our goal for total volunteers to 42. We asked each volunteer to commit to a two-hour session at the sales table. Then each person was asked to stay longer as a greeter. They roamed the assembly at their discretion, greeting and helping anyone and everyone. We were able to get more than the 42 people we thought were needed. We asked all to participate for the fun and experience in service. We divided three tables into workstations with two people selling T-shirts and coffee cups and two people selling coffee. We set up with one person pouring the coffee and one person taking the money and tickets. The same with the T-shirts and coffee cups, one person getting the right size shirt or coffee cup and the other taking the money or tickets. Each volunteer would trade places if they wished. We found that some volunteers were better at sales than at counting change, so it was decided to “play it by ear”, with the priority on having fun. We had decided to sell coffee by ticket rather than cash. We found the tickets were a good way to keep track of how many cups were sold. To double check, we marked on paper each time we sold a cup and whether it was one cup at \$1.25 or five cups \$5. The Coffee, T-Shirt, Coffee Cup and Hospitality Committee met one time about three weeks before the assembly. We met at an AA member’s house and had a potluck meal. It was attended by about 35 of the 48 people involved. At that meeting we went over what each person was asked to do. We had a floor plan of the hotel, an agenda of the conference and time chart for each volunteer. We talked about how to pour coffee, take tickets and handle the cash. We answered questions from volunteers. It was decided that we would have our badges different so that those attending the assembly could identify us differently from other host committee members. We asked everyone to wear a funny hat or dress differently so that we could create an atmosphere of fun. We stressed having fun and bringing enjoyment to the assembly. When the conference arrived, we had a good turnout by those who volunteered, but not all showed up. We had anticipated that this might happen. By using the volunteers who did show, along with people who wanted to stay longer, a great job was done by all. We hope that this report will help in future assemblies. We understand that the T-Shirt & Coffee Cup Committee Chairs are submitting a separate report. We want to stress that the venture would not have run as smoothly had the two committees been separated. If you have any questions or need our help in future service please contact us.

HOSPITALITY: Nov 2003 - Grants Pass - District 7 - Joanne B - Being a part of the committee to organize and orchestrate the November 2003 Area Assembly was very fun and rewarding. Not only did it give me the opportunity to work closely with other fellows in my District but also to work with the Area Alternate Chairperson, the Area Chairperson & others in our Area. I suggest getting greeters or hospitality people about 1-2 months prior to the Assembly. The volunteers I signed up a long while in advance pretty much had a change of plans or had something come up. Best to leave their recruitment to the surrounding months and you’ll get a better turn out. All who volunteered were awesome, they were energetic and willing to stay over to give me a meal break. It has been a great experience for me in so many ways. I got to know Grants Pass and the things it has to offer a lot better, so as to pass this on to those visiting us. I do suggest having some photocopies of a general map of your city to direct people to other hotels, restaurants, golf courses, etc. Also, if there is another event of interest to those in attendance, for instance Al-anon had it’s Assembly here the same weekend less than a mile a way, it will be helpful to have their flyers and a map of how to get there for your visitors and your convenience. Thanks for giving me the opportunity to serve our Area and the alcoholic who still suffers.

HOSPITALITY: Feb 2004 - Welches - Districts 11 & 25 - Jeanne C & Larrisa - I printed sign-up sheets and passed them out at several AA meetings for volunteers. This was done 6 weeks before the Assembly. The response was great. I called the volunteers 5 days before the Assembly to confirm. There were a few spots that needed to be

refilled. By the time the Assembly started we had most spots filled and the ones that weren't, became filled easily by people wanting/needing to do service work. We spent \$76.00 on food, bottled water, nuts, M&Ms, muffins, etc. We also asked people at our home group to make cookies, brownies, etc., and they really came through. We were open from 4-10 pm Friday, 7 am - midnight Saturday and 7 am - noon Sunday. We also had literature to read and movies about getting sober and how to stay sober for people to watch. There were people in the hospitality room most of the time - sometimes several - talking, snacking or just relaxing. It was a wonderful experience.

HOSPITALITY: Nov 2004 - Medford - District 16 – Rick R – There was plenty of coffee, tea, water and hot chocolate for drinks. Make sure there is plenty to drink for expected number of people coming. There was plenty to snack on – we had mixed nuts, fresh fruit, cookies, crackers and cheeses pre made (store bought and fresh), doughnuts, pretzels and potato chips. There were lots of volunteers to man the Hospitality Room and the table with extras. That was important. The whole assembly went very well. Having someone to hold the position as an organizer between the Hospitality Committee, Registration Committee and Coffee Committee for the volunteers was instrumental.

HOSPITALITY: Feb 2005- Lake Oswego – District 10 – Jimmy S – The Hospitality Room at the Crown Plaza Hotel was a large executive lounge area with living room furniture (sofas, club chairs, end tables, & coffee tables) and a dining room table & chairs in the middle. The wet bar was used for making or preparing the coffee, as well as displaying our food/snacks. We were located on the top floor (6th) along with Intergroup, Archives, & AA tapes/CDs. I feel we did not sell as much coffee as planned because we were not near the meeting spaces, which were mostly on the 1st floor, with Finance on the 2nd floor. Sunday morning a breakfast was not offered, so I purchased approximately \$64 worth of muffins, bagels, pastries, juices, and water so our Assembly attendees would have something to eat. However, we were lucky to have had 20 people come through, mostly for coffee. I tried to get as many people as I could involved in the process of service work in the Hospitality Room. For some it was their first time doing service work and for others it wasn't. There was newer sobriety up to 35 years of sobriety. I teamed up the newer people with others that had multiple years. I asked volunteers to please sign up for a 3-hour block of time (but we were flexible). Having 2 to 3 people helping at a time minimized the possibility that coffee would run out. Also, it presented the opportunity for people to get to know each other much better. We used Costco's best ground coffee (Pleasant Hill) for our coffee service. The coffee equipment was all borrowed from AA groups or through AA members. This included coffee urns, hot water urns, airpots, and a coffee dispenser (the latter two are used to keep the coffee hot without added heat). I experimented with starting the coffee in the morning with timers that plug into the wall outlets. I checked the night before to be sure they would work at the designated time that was set. Coffee and tea was sold for \$.50 a cup, and canned juice and bottled water at \$.75 each. A decision was made along the way to sell the coffee mugs only at the registration desk. In hindsight, this may be the reason we ended up with approximately 36 unsold mugs. The agreement between the hotel and the Host Committee that we not sell anything, but only accept donations as payment for coffee, food & other beverages went very well. We posted a "Suggested Donation" price list for the food & beverages and set "Donation" cans all around the room, especially around the coffee & food. We tried to empty the cans each hour of green bills. It is probably not a bad idea to have \$100 - \$200 in \$1's, \$5's, and \$10's to break the many \$20 bills, at least until you can build a reserve.

HOSPITALITY: Sept 2005 - McMinnville – District 22 – Ray C – I made coffee at 12:00 noon on Friday for the people involved in the set up. This included our people as well as the fairgrounds workers. Free coffee was given to everyone after 6:00 pm Friday night. I brought 3 hot pots, this was really needed for hot water, as it freed up a 30 cup pot. I brought 3 heavy duty extension cords in case we needed them. We needed two of them. 2 of the major outlets did not work. We also blew the fuse box 3 times until we figured out which plug in to use. The hospitality station was totally prepared for the next day. At 5:30 am the coffee was plugged in. It takes 1 hour to cook 100 cups coffee. 2 pots were made, and 1 hour after the meeting started the third pot was plugged in. 10 pm Saturday the hospitality station was closed with coffee left in the hot pots. The next morning I found money on the counter, which means water/sodas were needed after I closed the station. I had help lined up, and half of them did not show, or did not show on time. However, there were enough local people around that simply stepped up and helped me.

HOSPITALITY: Nov 2006 - Clackamas - District 15 – Nancy M – The minute the bid was awarded to

District 15 for the Nov 06 Assembly, I enlisted the help of my Home Group. The group came up with a great hospitality (supplies) fundraiser idea: Quarter for the Quarterly. The Sisters in Sobriety Group met on two Saturdays and had an incredible baking session. They baked over 1,000 cookies for the assembly! Be sure to include some healthy snacks as well.

HOSPITALITY: Nov 2007 - Welches – Districts 11 & 25 – Lisa A – We had lots of donated fruit from a member who owns a fruit stand. Fruit and veggies went over as well as Chips and such. The homemade cookies stole the show.

HOSPITALITY, MAKE A FUSS OVER THE NEW GSR: Sept 2000 - St. Helens – District 18 – Jack B – Make a big fuss of the new GSRs. Identify them somehow and make sure all the old hands on your host committee know what this is about. I remember my first assembly and I felt isolated. It wasn't like my first AA meeting when a number of people came up and introduced themselves and helped me find my way. We tried this at St. Helens but we didn't have enough people clued in to the message and it wasn't as successful as it could be. It sure helped me to reach out though, as I knew what the clues were!

HOSPITALITY: Sep 2007 – Pendleton – Districts 3 and 29 – Michael G. – We wanted to have a theme, or 'idea' associated with our Hospitality room. The theme we chose was 'What was going on in the world when AA was born in 1935.' Great Fun! You will need a lot of coffee! Most of our coffee was donated- groups love to donate coffee! We had real cream, snacks, and water. I found this experience to be good for me!

HOST EXPERIENCE SUMMARY: Sept 2001 - Redmond - District 5 - Robin P – READ the Host Experience Summary, it contains the details you need for set up, etc.

HOTEL CONTRACT: May 2001- Portland – District 26 – Mark C - Our contract was set up on a sliding scale of rooms and meals against the cost of the meeting spaces. To get free meeting spaces for all the functions we needed to book 100 room nights and sell \$5500 worth of meals and beverages. The great thing about this was that District 9, back in September 1999 had the same contract. So we were able to use the information from the Host Experience Summary Reports. In fact, we used the idea on the coffee to help with the revenue and to keep track of the expense of the coffee. Please note that in our contract, the Al-anon lunch and their coffee service counted toward our meal total. Just a suggestion get the Al-anon people involved as soon as possible so that you are able to have enough space for all of your meetings.

HOTEL CONTRACT: May 1999 - Portland – District 9 – Jonathan P – The main feature of the contract is a combined sliding scale of rooms and meals against the cost of the meeting space. For example, to get free meeting space for all functions, we needed to book 100 room nights and sell \$5500 worth of meals and beverages, including coffee; or, 120 room nights and \$4500 in meals. If we missed our targets by a little, we would pay \$500 for rent, if by a lot, we would pay \$750. Based on the archive records, I thought this would be in easy target, but we just barely made it. One problem was that I mistakenly figured in the service charges for meals. For example, for a meal that cost \$20, only \$16.66 counts toward the contract as "meal revenue" because the rest is the 20 percent service charge. Coffee was a dollar per cup, and it was no guaranteed minimum. The hotel decided to do this on the honor system so they wouldn't have to staff it. We decided to have coffee monitors to make sure people paid, since we needed coffee revenues for our contract. This set-up seemed to work pretty well.

HOTEL CONTRACT: May 2001 - Portland – District 26 – Mark C – Our contract was set up on a sliding scale of rooms and meals against the cost of the meeting spaces. To get free meeting spaces for all the functions we needed to book 100 room nights and sell \$5500 worth of meals and beverages. The great thing about this was that District 9, back in September 1999 had the same contract. So we were able to use the information from the Host Experience Summary Reports. In fact, we used the idea on the coffee to help with the revenue and to keep track of the expense of the coffee. Please note that in our contract, the Al-anon lunch and their coffee service counted toward our meal total. Just a suggestion - get the Al-anon people involved as soon as possible so that you are able to have enough space for all of your meetings.

MARATHON MEETINGS: Nov 2003 - Grants Pass - District 7 - Susan M - Twenty-six, 1 hour marathon meetings were planned to run on the following schedule: Friday, 4pm to midnight, Saturday, 7 am - midnight, Sunday, 7am - 8 am. The 11 pm meetings on both Friday and Saturday were canceled due to lack of attendance. The following items were provided at the secretary table: AA literature = Big Book, As Bill Sees It, 12 x 12; 26 envelopes and 1 basket for the 7th Tradition; 1 meeting format, one 12 Traditions and one 12 Steps portion of Chapter 5 of the AA Big Book; 2 pens and scrap paper. At the start of the weekend there were 17 meetings in need of secretaries. These positions were filled in by people signing up on a schedule posted at the door of the Otter Room or by volunteers at the start of a meeting still needing a secretary. The 7th Tradition envelopes were collected and turned in to the Treasurer. The secretaries of two meetings forgot to pass the basket. Thank you for this opportunity to be of service.

MARATHON MEETINGS: Feb 2004 - Welches - Districts 11 & 25 - Larry W - We decided to break up the time into 1 hour and 50 minute segments with a ten minute break instead of 1 hour slots. This cut down on the number of people needed. We did collect 7th Tradition for awhile until we realized we didn't need the money. Only one person dropped out at the last minute. There was a lady sitting there who was willing to take the slot. Attendance was very good - each meeting almost full. I made this a matter of prayer and tried not to worry about a thing. I did the really early and late meetings. I had selected an assistant in December who helped out a lot. I stayed at The Resort even though I live fairly close by. There were 10 persons used to run meetings.

MARATHON MEETINGS: Nov 2004 - Medford - District 16 - Jack A - Meetings were held 4 pm - midnight on Friday, 7 am to 1 am on Saturday and 7 am - 8 am on Sunday. Hospitality (across parking lot) did an excellent job of ensuring we had coffee, hot water, tea and snacks. Format - opened beginning of each day and went non-stop until end of day. Did not close and re-begin each hour as in other assemblies. We were able to maintain a smooth flow this way. Each chairperson had a 1-hour block. Hand-picked the volunteers. All had at least 1 year sober and active in local AA. Most had 5+ years with several double-digit time.

MARATHON MEETINGS: Sept 2005 - McMinnville - District 22 - Bob H - The meetings went very good and had many compliments. We had only 2 no shows for chairs. My 2 regrets were a room size to fit 30 instead of 15 people. Also, we could have had a couple of meetings on Saturday, before and after lunch.

MARATHON MEETINGS: Nov 2006 - Clackamas - District 15 - Bill S & Bill M - We decided to start process of selecting and getting speakers two months prior to the assembly date. Meetings were 1 ½ hours: 75 minutes for speaker/discussion, and a 15 minute break. We did not have meetings during the business meeting or during main speaker meeting. Topics were: theme of assembly and principles of the program that each step demonstrates (speakers' choice). We decided not to have coffee, but other beverages (donated by members) worked well. We purchased some literature- some of which we sold- the rest we donated to the next assembly. Purchased some bake goods- most donated by hospitality room. We had monitors, some obtained from the Volunteer list. Had 3 hour shifts that went well. Important: Call people a couple days ahead to confirm commitment. Attendance on Friday night was rather consistent at about 8-10 people per meeting for 5 meetings.

MARATHON MEETINGS: Feb 2007 - Eugene - Districts 6,19,20,33 - Kirk S - The marathon meetings came off without a hitch. The way we got our volunteers is: I got one person for each meeting, and my co-chair got one- that gave us two for each meeting. This way, if one person didn't show, you had a back-up. We started all the meetings at ten minutes after the hour so as to give people time to get there if they are busy at some other meeting or round table. I would say that it went so well because I was not in charge, and I just let go and let it happen.

MARATHON MEETINGS: Sep 2007 - Pendleton - Districts 3 and 29 - Ron L. - Used an open seating arrangement for 20 people, with the chairperson at one end. Try to get chair people lined up about 1 month ahead of time. We ran meeting on a 90 minute schedule: meet for 75 minutes, with a 15 minute break between meetings. Pass the basket about 30 minutes before close.

MARATHON MEETINGS: Feb 2008 - Medford – District 16 – David B – Most of the Groups in District participated; there were 3 Spanish meetings. We provided a written format for meetings, which included a suggested topic list based upon a listing of all the Promises for each of the 12 Steps.

MARATHON MEETINGS: May 2009 - Roseburg – District 13 – Greg K – We think each Host Committee ought to decide whether or not it will pass a 7th Tradition basket at Marathon Meetings.

MEALS: Sept 2001 - Redmond - District 5 - Robin P – Our meals were served buffet style, which allowed for a vegetarian option. We did not have ONE complaint about either of the meals. There was plenty and it was very good. We were really pleased.

MEALS: Feb 2004 - Welches - Districts 11 & 25 - Rosa P- I contacted Janet in Sales at The Resort. She emailed me the menu and we emailed each other about changes and what would best suit our needs. We chose to have a Sat breakfast. We chose a beef, a chicken and vegetarian entree. In the coffee department, it took more negotiating and the coffee service was a flat price for all the coffee we could drink. This included cups, condiments, napkins, delicious coffee and a constant supply of ice water on the coffee area table. Making our needs clearly known is the key to coffee and meals running smoothly.

MEALS: Feb 2006- Coos Bay – Districts 8 & 30 –Steven S -- It was a great experience for everyone! We met all of our meal counts without a problem.

MEALS, FOLLOW-UP ON VEGETARIAN OPTIONS: Feb 2000 - Medford – Martin T - _Having vegetarian cuisine doesn't mean just leaving the meat off the plate! (especially at \$17.50 per plate)

MEALS, FOLLOW-UP ON VEGETARIAN OPTIONS: Feb 2000 - Medford – Sierra F – GSRs were able to sign up for vegetarian and non-vegetarian options for dinner. When dinner came, there was a barbecue buffet with no visible protein option for vegetarians. When I went to the kitchen to ask about this, they told me they were never notified of a vegetarian option. So, vegetarians paid \$17.50 for green salad, coleslaw, potato salad and vegetables. This was a rip off for the vegetarians. Also, we were asked to state any specific dietary restrictions we had when we registered, which I did, and when the meal came there was no consideration taken for these restrictions. The food is inexpensive and vital aspect of the assemblies, so I would appreciate it, if we paid for options that those options are provided for.

MEALS - ORDERING: May 2001- Portland – District 26 – Mark C – Meal ordering had to be confirmed 72 hours in advance. We decided to have four meals to help meet our contract goal of \$5500. Using the Host Experience Summary for just the Portland area, Saturday Breakfast average was 73. We set for 75 and we confirmed 60. Saturday Al-anon Lunch average was 150, we set for 175 and we confirmed 150. Make sure you work with Al-anon on the lunch. Saturday Dinner average was 213; we set for 225 and we confirmed 200. Sunday Breakfast average was 128; we set for 120 and we confirmed 100. The confirmed count was what we needed to reach our meal goal, not including the coffee service. This way, we could hopefully have free coffee on or before the last day of the assembly. We chose to confirm low for the following reasons: So that we would not have to pay for meals we could not sell. We also checked with the Hotel to see if it was okay to go over the confirmed numbers. They had no problem with this, due to the fact that the meals we chose were made up of food items that were on hand at all times. Specialty items would not have allowed us to go over our confirmed numbers. Another reason we chose to go with a lower number than average was that it is very hard to guess how many meals people will buy when they can go home to eat or go other places in Portland.

MEALS, ORDERING: May 1999 - Portland – District 9 – Jonathan P – The worst feature of the contract, which the Holiday Inn simply wouldn't compromise on, was that we needed to order meals 72 hours in advance. Since we were doing Saturday breakfast, is essentially meant we needed to order on Tuesday evening. I called the hotel Tuesday at about 3 p.m. and we had 105 room nights booked (54 on Friday, 50 on Saturday and 1 Sunday night). I assumed we would sell \$800 of coffee. Based on the archival records of other

assemblies, this was a fairly, very conservative number. I considered assuming that we would reach 120 room nights eventually, but I couldn't be sure so I decided to play a safe and use 100 for my calculations. This meant I needed to buy \$4700 in meals from the hotel and sell them to attendees. We had about 140 pre-registrants at that time, who bought just under half enough meals to make our target. I kept the proportions of different meals roughly the same, subtracting a few for Sun. breakfast and adding a few debtors. We ended up ordering \$4,702 in meals.

MEALS, PREDICTING MEAL COUNTS FOR THE HOTEL: May 2000 - Hood River – District 14 – Joan U – Use all the available information to guess meal guarantee numbers and then trust God. Meal counts are the single biggest gamble of the assembly. The meal “guarantee” is the number you give the hotel/caterer, usually 48 hours in advance and before you know how many tickets you will sell. This is different than the “minimums” used in negotiating the contract. Ideally you want to sell the minimum required by the contract as well as every meal you “guarantee.” In our case, we missed our guarantee by about 20 for both lunch and dinner, but we were over the “minimums” called for in the contract. We just guessed too high. The main thing we learned is that it still worked out okay. It was probably good for our collective egos to make a mistake! We used numbered tickets to keep track of the count.

MEALS, SELLING AT A LOSS: Feb 1999 - Portland – District 24 – Eric K – We employed a strategy of selling tickets to four meals at prices \$3.50 to \$4.00 below the price charged by the hotel. By having four meals, selling a higher volume and making up loses through a silent auction at an earlier assembly, members received excellent meals for reasonable prices. The hotel eliminated meeting room rentals because of the number of meals sold, even though guestroom sales were low.

RAFFLE: May 2001 - Portland – District 26 – Dawn J – To start, I truly believe the raffle was a success. We raised \$933 over the three-day period to help support Oregon Area No. 58. Volunteers helped make the whole process run smoothly. Many thanks to all who were involved. In response to the “non-official” motion presented by the assembly chair at the business meeting that we keep the raffle to less than two hours in the future, we used slightly over 45 minutes. I know. I timed it. This sort of concern brings to surface the question, “Is a quarterly business assembly the place for a raffle?” I have tried to find a written answer to this question. Nowhere in the AA service manual or any other approved literature could I find specific raffle information. I relied on the long form of Tradition 7 from the 12x12 and member’s experiences to guide my thinking. My conclusion is to keep it simple. We’re not here to make a profit. Raffles have helped make up for costs in the past and are a “fun” activity at an otherwise “business” assembly. I surely don’t claim to have the answer, being a newcomer to this whole process. I do, however, believe that this matter needs to be addressed formally by AA, as a whole, before it gets out of hand.

RAFFLE: Nov 2003 - Grants Pass - District 7 - Karen C - What a great service experience this was! As a first-timer joining a committee like this, I had no idea what to expect. Early on I contacted Connie, our secretary, to find out where I could be of help. There were a number of positions open and I randomly chose the raffle. I knew very little about how raffles were run in the past so I talked to other people and found out what they did. I also did a little homework re: the 7th Tradition so that I would be sure and keep my overactive ideas in line with the general purpose. I ran my ideas by the committee for their approval. Keeping first things first, I worked on getting donations. I announced that I was looking for donations at meetings, put a blurb in our inner group newsletter, left flyers at our central office meeting room, put flyers on bulletin boards at the High Lo Club and sent flyers to friends to distribute to their groups in other areas outside of Grants Pass. I also asked committee members to offer suggestions. By and large, all these things helped get the word out there, then I followed through by directly contacting people. All contributions were greatly appreciated and I was aware that the caliber of the donations would have a direct effect on the final outcome. During the actual assembly we set up a table along side the registration table to display the items and sell tickets as people registered. I recruited the help of a number of volunteers to “work” this table during the hours that registration was open. Initially we got a small bank from the treasurer to make change and turned money in as

it accumulated. On the night of the drawing toward the end of dinner about 15 minutes before the actual raffle, two volunteers energetically sold tickets from table to table. I picked a random person from the people in attendance to draw the numbers and announced the winning numbers. The same volunteers who sold tickets from table to table delivered the prizes on the spot as they were claimed. We tried to keep the tempo as quick as possible and not drag the whole process out. I think all these things together made for a successful raffle. Thanks to all that helped.

RAFFLE: Feb 2006 – Coos Bay - Districts 8, 30 – Mike – We used this document as a guide. We tried to remember to have fun and be simple! We used a budget of \$300 for everything. We shopped during Holiday sales. We had some confusion during the drawing at dinner, because of the tight space at the hotel, and the timing of the events.

RAFFLE, SELLING TICKETS: May 2000 - Hood River – District 14 – Joan U – We sold raffle tickets at registration, but the big raffle money was made by circulating through the crowd at meals and the larger meetings. Don't be shy and wait for people to come to you to buy tickets. Get out there and bug people!

RAFFLE, THE SEVENTH TRADITION: May 2000 - Hood River – District 14 – Joan U – Our district group conscience was that the raffle should be in keeping with the seventh tradition and turned out great! Individual AA members donated prizes and some groups donated money to buy prizes or bought prizes on behalf of the group. Our group conscience also determined that we would raffle off a \$50 bill donated by one of the groups. There were some area officers who didn't like the money being raffled (gambling? illegal?). So future host committees may want to think twice about raffling money and get more info about it from Area.

REGISTRATION: Feb 2001 - Portland – District 23 – Amy S – I also liked the greeter/stickers on badges idea. Our district has a ton of fun. It was nice to share that with the rest of the attendees. I believe we ran out of ribbons and badges at one point. That could have been avoided if some parents hadn't let their children wear badges as well.

REGISTRATION: Feb 2001 - Portland – District 23 – Dave G – Try and let members know on what floor or location meetings are to take place. Just listing the name of the room did not cover enough information. A hotel map with room locations also would have been nice.

REGISTRATION: Feb 2001 - Portland – District 23 – Martha T – There are some things I would recommend doing the same as we did. We printed "please recycle" labels on the back of the badges. We used them to attach the ribbons to the badges. The badges were pre-printed for those who pre-registered. Watch the badge sizes. We inherited two different sizes of holders and the badges did not fit in the smaller ones. We had a potluck party two days in advance to work on the badges. We made reminder calls to our volunteers on Tuesday. This was helpful. They were so upbeat about service work that it helped me. I also found that a couple of folks realized they had schedule changes. Sunday morning time slots were hardest to fill. We kept a binder with pre-registration forms alphabetized, which helped when folks had questions, such as, "Did I pay?" We brought the supplies we needed, i.e. tape, pens, pencils, Kleenex and stapler. We used almost all of it. Have lots of clipboards and pens. We called around to get the best prices. Order extras. To reorder is pricey. We had munchies for the volunteers. There are some things we would recommend doing differently. It would be good to have more volunteers from 6:00-9:00 p.m. Friday. Many GSRs check in before the GSR orientation at 7:00 and others show up prior to the proposals workshop. We should have had more "blank" badges with no ribbon. I had not anticipated how many folks without a service position would show up. We tried to fill volunteer slots three months in advance. People are more willing 2-3 weeks in advance. I would recommend adding "Host Committee" on the badges of those members who are in District leadership positions for the assembly so that hotel staff and Area officers can find us easily. It would have been good for the host committee to have periodic planning meetings during the assembly e.g. Saturday at 7 a.m., 1 p.m. and 5 p.m. to support each other and be proactive. On the flyers, we should have made the place for people to write their district number in a more conspicuous spot. I personally would like to see a person's home group

on the badges. We did not order a ribbon for the Delegate. I didn't know I was to do that. Next time I would laugh more, smile more and obsess less.

REGISTRATION: Sept 2005 - McMinnville - Districts 22 - JT - The preparation ahead of time with an envelope stuffing party was really helpful with pre-registration. Use of stickers for dinner, lunch and the dance also worked well. (Envelopes were stuffed with: name badges with ribbons attached, with stickers, mug coupon, and original registration form.) The registration table was set in line as follows: sign-in book, pre-registration A to K, L to Z, then 2 or 3 persons doing point of sale registrations, bank, mugs, and the flyers of the Assembly matters and upcoming events. Also it was helpful in preparation to have a computer list of registration for tracking document. This system as above seemed to work really well. I had about 10 people lined up to help and had about seven show up and recommend at least 7 workers for registration table.

REGISTRATION: May 2001- Portland - District 26 - Tammy B - As head of the registration committee I found the assistance I received from my mentor, our Oregon Area Archivist, to be invaluable. Also, sitting and working with the Treasurer was very important. We were able to work together and resolve money issues as they arose. Pre-registrations were very much appreciated and enabled us to have a volunteer prepare fancy nametags, using her calligraphy skills. Some pitfalls to be aware of are: Have your strongest volunteer base between 4 p.m. Friday and 2 p.m. Saturday. I scheduled volunteers evenly, when my busiest registration time was 4 p.m. to 8 p.m. Friday. It would be advantageous to have several old-timers on hand to guide the new GSRs through the registration /assembly process, or have a volunteer to help them. Also, some people were upset when they got hand written nametags when they saw other people's fancy ones. For any future Registration Chairperson, don't work straight through all shifts. We are human and can get cranky if we try to do too much. Thank goodness we can make amends immediately. This was a valuable experience that contributed to my AA program and individual growth. Good luck to the next committee and God bless.

REGISTRATION: Feb 2004 - Welches - Districts 11 & 25 - Trina B - **Volunteers:** This position taught me at a deeper layer the "We-ness" of the program. Registration is impossible without volunteers, and I was blessed with great ones. I started about 6-8 weeks prior signing folks up (I did give them appointment cards with date and time - don't know how useful they were), and the week before our Volunteer Chair completed my schedule. 2 days before the Assembly I placed reminder phone calls. The volunteers all showed up, and with smiles on their faces, what a great bunch of folds. **Badges:** I didn't have enough stinking badges. These are the numbers I started with - Total badges and blanks 360. Ribbons as follows: Area - 43, DCM - 36, GSR - 186, Host - 50. The badges and ribbons just disappear, get plenty! Also allow enough time to order the ribbons. I did find a trophy store in Sandy that could, I just tried too late. **Reward early pre-registrants:** We did over 60%+ of our meal sales with pre-registration. This worked well. We set up 2 tables - 1 for pre-registered and 2 for those registering at the assembly, one stop registration worked well. For walk up registration one person gave them a clipboard with a form and a pen, showed them where to sign in, and draw committee assignments, and gave agendas. The next person gave them their badge, and next was payment - this is where we collected the money and dispersed the tickets. Pre-registered - we had envelopes with their badge and tickets. Do bring all the registrations - sometimes I had made a mistake, sometimes people's memory was cloudy. Have a good time, supply some snacks for your volunteers, and toys - we had bubbles.

REGISTRATION: Sep 2006 - Portland - Districts 24 and 27 - Lindsay M. - I was elected into position of Registration Chairperson about halfway through assembly planning, which proves you can not know what you're doing and everything will work out. I'll try to be as helpful as possible. **Ribbons:** Count them early. You might get a handful of ribbons that are unusable. Look at previous assembly data. You will find average attendance of GSRs, DCMs etc. If you don't have enough ribbons, call up "J's Ribbons", located in Portland. He has Oregon Area's exact color and size requirements. Also, I thought I could skip ironing the wrinkled ribbons by tossing them in the dryer. Didn't work - I ended up ironing all of them at the last minute. **Pre-Reg Form:** I would have included a line item for District # as well as a deadline, as in when you would like to receive their forms. We had about 1/2 register early. Of those, nearly 2/3 registered within 2 weeks of the assembly. **Pre-Reg Packets:** Stuffing pre-reg envelopes took me a great amount of time. The voices in my head said it would be an excellent idea to take care of pre-reg packets all by myself. I tried this and failed miserably. Self-will proved to result in a mini anxiety attack (this is typical). I

would suggest asking for help and assigning each person a specific task. **Set-up:** I recommend setting up the registration tables an hour in advance. People came early with an eager readiness to start the day – they were greeted by an unprepared registration table accompanied with a spaz registration chairperson (me). Oh, and the sign-in notebook is very important. I didn't think it was until it was explained to me that they use it for voting purposes. I'd make it before-hand! **Volunteers:** They are critical! I am so grateful that my home group, Eastside Sunrise, is full of service nuts like myself. I passed around a sign-up sheet for certain shifts. I gave a friendly reminder a week or so before the big day, followed by a “thank you” and a treat! **Treasurer:** I was very fortunate to have our treasurer sitting at the registration table (for the majority of the day) inputting registration numbers into an excel sheet. This proved invaluable for meal counts as well as bottom-line figures. Wrapping this up... I had a blast! It went very well with the help of many. “Perfectly Imperfect”.

REGISTRATION: Nov 2006 - Clackamas - District 15 – Levi B & Barbara B – Registration forms and monies were collected by our committee financial chair, who inputted amounts, check numbers, and registrations into an Excel spreadsheet. Registration sheets were then forwarded to registration chair, where specific counts of meals, etc, were also updated into the spreadsheet. Working as a team made the whole process effective and successful. We conducted periodic ‘update meetings’ to discuss any issues we may be having and also made sure that the registration chair report and treasurers report were ‘matching’ and accurate monthly planning meetings.

REGISTRATION: Feb 2007 - Eugene – Districts 6,19,20,33 – Brenda K. – My very first and biggest recommendation is to make sure the registration chairs name and phone number is listed on the registration form. It was very confusing for people and felt disorganized to all. It really helped that the new Orientation session was held in Eugene in January, because Anne emailed me about using the badges; I decided to just come and set up a table and came home with about twenty registration and sent the DMC's and others back with excitement for the next assembly. We also sold twenty mugs there. On pre-registration, we made packets up as the registrations came in. It saved a lot of time during the last week. As I am very comfortable with the excel spreadsheet, it was easy to keep track of each meal sold. I entered the registered folks by Area Committee, host committee, District, then (AA) members. We had 194 people register doing (general) service, and another 14 members, bringing the total pre-registered to 208. Another 92 registered at the assembly. We had a “stuffing party” two days before the event to put in the agendas and the freshly ironed ribbons, as well as doing a double check that the correct tickets were in the packet. I hand picked my registration volunteers and cajoled many of my longtime AA pals with integrity into service. I also made sure I had at least one computer geek a.k.a. ”super” excel spreadsheet user at all times. We highlighted each person who picked up their pre registration packet as they arrived, did a separate spreadsheet for those who registered there, and were able to track meal tickets easily this way. Because of the highlighting we were able to sort the data and tell how many people who had pre registered but had not shown up. Right before lunch and dinner, the treasurer and I called them to see if they were coming and, if not, what they wanted done with their meal tickets as we had sold out of both. If they had paid, they told us to give them away. If they had not paid we resold them to the people who still wanted tickets. We had a separate person who was strictly in charge of making sure people were signing up for the Delegate Panels. We had the previous year's list to help people remember what panel they were on. It all seemed to flow smoothly and we had a great time. Thank you for letting me be of service.

REGISTRATION: Sep 2007 – Pendleton – Districts 3 and 29 – Shawn C. - This was a great experience. I learned how imperative it is to be precise on data! Make sure to keep accurate records on pre-registrations, and enter into a spreadsheet immediately. When you get a pre-registration, make sure it is entered with a phone number into the spreadsheet. It's guaranteed you are going to have people walk up and say they are registered and you have no proof. Plan extra by 10 meals for possible screw-ups.

REGISTRATION, BADGES, RIBBONS & TICKETS: Feb 2000 - Medford – District 16 – Jan S – I ironed ribbons on badges one night into the wee hours because I didn't foresee the need in time to enlist help. You may want to plan differently. I tried to pass the badges and ribbons on in such a way that they would need minimal ironing. Don't know how that worked out. Make sure you have plenty of blank inserts and extra

plastic badge/covers. We had to go buy extras on Saturday at the local office supply store. When it came time for the assembly we had EACH pre registration in an envelope. The envelope included a preprinted name badge insert with a distinctive sticker on it for events they had paid for, a ticket for a coffee mug and a ticket for the dance. We used a ticket for the dance so that we wouldn't have to make name badges for everyone who attended just the dance. We did make name tags for everyone who attended meal events. The envelopes were put into an alphabetic accordion file. There was a station at the registration table for pre registered participants. The plastic badges with appropriate ribbons attached were on a table across the room. We almost forgot to set aside coffee mugs for the pre paid purchases, which would have been a disaster. Thank goodness Chase pointed it out to us in time to avert it. We set out the sign in book with lots of pens on the corner between new and pre registration along with a donation can. There was another station at the registration table for new registrations. We had plenty of blank name badge inserts, pens to fill them out, stickers for events, & tickets for cups and dance. We tracked these for planning (to give meal numbers to hotel staff) with a hash mark for each one purchased which we just added to the number of pre registrants.

REGISTRATION, BADGES & RIBBONS: May 2004 - Beaverton - District 23 - Wendy W - I wasn't aware of the district's responsibility in procuring the ribbons for the badges until 3 weeks before the assembly. I was told there was a 6 week lead time for ordering, so that didn't happen. Many of the ribbons were stained, torn, unusable. I purchased some plain ribbon from a hobby shop and still ran out. Fortunately, I don't really care about the ribbon, I wonder about the expense, is it really necessary? Name badges make sense, but ribbons? But, if future registration committees care about the ribbons on the badges, they may want to purchase materials well ahead of time.

REGISTRATION, FORMS PROVIDED TO MEMBERS ENTERING THE FACILITY: Feb 2000 - Medford - District 16 - Judy A - We found it beneficial to provide registration forms at the door for people who were not pre-registered. We gave these to members after a handshake and a smile. This way the line moved more quickly as they were prepared prior to meeting the registrars at the front of the line.

REGISTRATION - HANDLING THE MONEY: Feb 2000 - Medford - District 16 - Jan S - There were a few problems with districts which hadn't sent in money or registrations. We were very liberal, making sure that no one was turned away for inability to pay. We kept our money separated out in marked envelopes when we did cash drops during the weekend. We kept separate general registration, coffee (sold at a separate table), and raffle monies. Two people counted each envelope and signed on the marked envelope. We counted tickets left over to get a count for the dance. There were no cups left over, so we knew how many we had sold. Our treasurer picked up money (which I had periodically cleaned out and deposited in the locked trunk of my car parked nearby) once on Friday evening, three times on Saturday and once on Sunday and dropped it into a safe on her work premises (with the permission of her employer). You may have a better way to handle this - I think your hotel, if you're in one, will let you use their safe rather than the trunk of a car, if you prefer. Anyway, you get the idea - keep the money at the table to a minimum. When you remove temptation, you help everyone. At the end of the weekend, we watched the exits like a hawk and collected badges. We met with the folks doing the next assembly and turned all our materials over to them, including a disk with the registration in excel format.

REGISTRATION, MEALS: Sept 2001 - Redmond - District 5 - Robin P - I had two people with strong computer database skills and that came in real handy for keeping track of registrations and who purchased what. It made the registration table a more sensible place. You might also want to consider going through a "mock" registration to teach the first crew how the process works. Be prepared for a TON of last minute registration meal purchases and registrations. I strongly suggest having some time limits mentioned on your flyer, we didn't and sweated out the last spots on Saturday. We actually only had 65 meals (dinners) requested when we had to put in our order for 180 and sold all of them!

REGISTRATION, SPREADSHEET: Feb 2000 - Medford - District 16 - Jan S - I have a lot to say about the registration aspect of assembly planning. I would love to make it to the planning panel to share what I

have learned, but if it's this weekend, I can't. If it's not, then I will do my best to schedule it into my calendar. I had never done it before this year, so I started from my experience as a registrant at assemblies and conferences. I tried to imagine what information I would need. Each name that came in went on my Excel spread sheet. I had a column for each piece of information I thought we would need. This included first name, last name, last initial (for printing out nametags), address & phone number (optional - I wasn't sure what our need to contact people would be so I entered the information. In retrospect I think it might have been useful in case of an emergency). It included district, service position (so we could plan how many seats each district would need at their table on Sunday) and which events registrants were planning to attend. It included those buying a coffee cup and a column for vegetarian option for meals plus a column for special needs comments. We also asked if the registrant was attending an assembly for the first time (although we didn't use this information for anything, we might have done some program planning around it). Each piece of this information was requested on the registration form. But expect a lot of blanks - people don't necessarily want to give you all this information, and we just worked around that the best we could. In each column for an event or purchase, I entered the amount paid. [Note: There is an Excel formula that counts how many entries there are in a range of cells. It is: =count(the range of cells). An example would be: =count(A1:A120).] I entered the registrations periodically, and each time I did I copied the information to another sheet and deleted (on the copy only) all but the new entries, creating a total for the treasurer to match to her deposit record. Then I went back to the original and sorted the data alphabetically for convenience.

SECRETARIAL DUTIES: May 2001 - Portland – District 26 – Mary Anne S – We scheduled meetings on a regular basis at my home. I would have preferred they be held elsewhere. The district could have afforded it. Not everyone is an e-mail user, so don't expect to use it as a general medium. I did create a Yahoo Groups Mail List. I maintained a web site that was a resource, especially toward the end when I posted the agenda. When folks had questions about the agenda, they were directed there. I typed notes and made copies for everyone at each meeting. This helped us keep on target.

SECRETARIAL DUTIES: Nov 2003 - Grants Pass – District 7 – Connie F - My job was to take minutes for each committee meeting. Sometimes I was not able to attend, therefore, Joanne B. took minutes in my absence. The experience was very rewarding and enlightening. One of my job functions was to call each committee member as a reminder before each meeting. My belief is that the calls helped the attendance to be more consistent. Most of all the committee members really bonded and I really began to understand the importance of service in my sobriety. Thanks for the opportunity to serve.

SECRETARIAL DUTIES: Feb 2006- Coos Bay – Districts 8 & 30 –Barbara C - It takes a lot of focus on the host committee meetings, especially when there is a lot of talking.

SHIRTS: May 2001- Portland – District 26 – Bill and Eve S – Refer to the information submitted under the title, “Hospitality.”

SHIRTS: May 2001- Portland – District 26 – Geoff L – Our T-shirts were made by a local business before the assembly prior to ours. Some of them were included in our silent auction at that assembly in February. We had 100 shirts to sell at our assembly, and they sold well until about 10 a.m. Saturday. It was decided that we had made our money back so the price was cut and the remaining went quickly.

SHIRTS: May 2001- Portland – District 26 – Phoebe S – For our first silent auction we sold 35 T-shirts for \$10, each with our logo on them. I was walking my dog early one morning on garbage day and found a huge clear plastic bag full of white and black XXL T-shirts that were plain. These were sitting next to the garbage can at the curb. I took them and called, “Forever Green Screen Printing” 33905 East Columbia River Highway, Corbett, OR 97019 – (503) 695-6303. The silk screening cost \$155 and we sold all the shirts for \$350. Then I ordered 100 shirts for the assembly in various sizes (50 large, 25 XL, 15 medium, and 10 small). The cost was \$500. I asked if I could pay \$300 as a deposit, with the remaining \$200 to be paid after the

assembly. They said YES! The Treasurer mailed the last \$200 on Sunday, May 20, 2001. The Forever Green people called to ask about the assembly and invited me to visit them in Corbett. Both times we bought shirts I would meet them halfway and give them the shirts and logo screens that Geoff and Connie made up. Through this we became friends.

SILENT AUCTIONS: May 2001 - Portland – District 26 – Phoebe S – Do what you are good at and the assembly will fall into place. I am good at rummaging through “stuff” at the Goodwill As-Is, and garage sales, estate sales, etc. etc. So far we have raised a lot of money from the silent auctions and that has been great, I have spent about \$150 and have raised about \$1,300. (And we still have 2 more assemblies with silent auctions, so hopefully we will have another \$1,300. This can be done pretty easily, by buying things like books, children’s books, stuffed animals, toys, bedspreads and afghans, pretty things to decorate the house with, anything that is in good shape and can be used by most anyone. I would encourage having a silent auction at each assembly from the time you have been selected to host, including the assembly you are hosting. That is at least four assemblies. This way you will probably not have to worry about whether you are going to raise the money needed, and you will be able to go “all out” and hopefully save the attendees money on dinners and accommodations.

SILENT AUCTION, ADVANTAGES TO HAVING ONE: May 2000 - Hood River – District 14 – Joan U – Silent auctions are a good source of income as well as a good way to get host district members involved early on. Be sure to ask the assembly you are attending if it’s okay to do a silent auction in advance. We made arrangements with the planning committees of the two assemblies prior to ours. They arranged for us to have a table separate from their own raffle. Profit from two silent auctions was \$410.

SILENT AUCTION, FUN! AND THEY HELP AA GROUPS: Feb 1999 - Portland – District 24 – Eric K – I don’t know which district will show us the way, but someday we may find that silent auctions are the best possible way to reduce the cost of groups sending their GSRs to Oregon Area. Our assembly was in February 1999 and we started two assemblies ahead. At the September 1998 Assembly we asked the District hosting the November Assembly if they would arrange for space and tables. District 34 was happy to help. We distributed flyers explaining how the groups could help, asking that all donations come from AA members. Copies of the Flyers are available from the Alternate Chairperson’s files. We asked the districts and the groups to bring baskets, boxes or individual items to the November Assembly. We expressed our intent to reduce meal prices at the February Assembly with the profit we made. At the November Assembly, 22 boxes and baskets filled five banquet tables in the lobby near registration, most of them arriving Friday evening. We picked the closing time for the auction to be shortly before the banquet started on Saturday night. There were flyers on the tables asking those persons delivering items to fill out bid sheets. The top half listed the objects included in the package and identified the group making the contribution. The bottom half of the sheet was where AA members made their bids. The best fun was the last 30 minutes before time expired. There were many good-natured competitions going on with people frequently checking to see if their name was still at the bottom of the list with the highest bid. Some people were running back and forth between different tables. Of course, we alcoholics like chaos, excitement, fellowship and a good deal. We were in heaven! On top of all that, we knew that all the proceeds were going to help reduce the cost to the groups of sending their GSRs to Oregon Area. One man bought a bunch of children’s toys and playground balls to donate to a day care center. The most expensive item was sold for \$125, a collection of tools donated by the Knuckleheads Group. One bidding war was decided when one of the participants decided to take a nap and slept through the closing of bids. I wish I had kept notes on the increase in the total bids in the last 30 minutes. It was huge. We counted down the last 30 seconds. Then we picked up the bid sheets. Money was flying. People were laughing. In other words, it was complete pandemonium. We collected \$605.50 in 25 minutes. \$124 worth of items went unclaimed until the banquet, when excited people discovered that their bid had won out. It was so much fun! It was a great way to make new friends from across the state. We saw in the end how we could have made more money, if we had been able to start one assembly earlier. We will leave that to another host committee.

SILENT AUCTION, WAYS TO IMPROVE: Feb 1999 - Portland – District 24 – Eric K – Our silent auction, held in Springfield at the November 1998 Assembly, profited \$729.50. Here are recommendations that could increase future profits substantially. Consider making the initial announcement three assemblies earlier than the assembly you are hosting. This allows you to have your auction two assemblies in advance of your own. Doing so will let you know how much you can reduce prices so that you can complete your registration form in time to distribute at the assembly ahead of yours. Publicizing your intent to use profits in this manner will increase incentive to participate. Ask the DCMs to find a volunteer to coordinate efforts in their district. Collect contact information for the volunteers, including address, phone and email. Give the DCMs bid sheets to pass on to the volunteers so that they can be completed before packages are delivered. Ask the host committee at the assembly where you will conduct the auction to include the bidding deadline in their assembly agenda. Ask the Alternate Chairperson to coordinate that time with the other districts who may be hosting their own silent auctions there. All of these efforts will be more effective if we make a regular practice of announcements at Oregon Area, the districts and the groups. We could get out the message that AA members who make tax-deductible contributions to other nonprofits, might consider holding their property for donation to AA. We can encourage groups to give receipts to members who donate property so that they can have the additional benefit of the tax deduction. As a way of cleaning house and getting rid of property no longer needed, many members may find this more satisfying than garage sales.

SOUND SYSTEM: Sept 2005 - McMinnville - District 22 - Ken M - The only recommendation to future assemblies I can think of is to have a PA system set up ahead of time in the large Friday evening meeting room if everything is held in one room. Cannon from T-Mar Tapes was all over it and had one put in in no time. I did still hear a couple of complaints that people couldn't hear very well.

SPEAKERS: Feb 2004 - Welches - Districts 11 & 25 - Robin W - We decide to have random speakers rather than 1 speaker with a "polished" talk. We handed out tickets for a "free drawing" as people came in to dinner and to those coming just for the speaker meeting. We put a time limit to a vote of the body - 5 or 10 min - they voted for 10. All the tickets went into a raffle drum and from there the results were up to God. It was wonderful. We had speakers with a few years to just a few months and it was all from the heart. Each speaker received a truffle (see registration) and a standing ovation. It was a great opportunity to get to know some of the people we see four times a year. We all have a story of experience, strength and hope of how we got here. It was nice to hear some of it.

SPEAKERS: Feb 2007 - Eugene – Districts 6,19,20,33 – Dale O. – The group (Host Committee) offered 4 possible speakers. I contacted all of them and requested resumes. We used the Third Legacy voting procedure to select our speaker.

SPEAKERS: Nov 2007 - Welches – Districts 11 & 25 – Lisa A – Contacted local speakers early; 4 months prior to Assembly. Also had back-up speakers lined up.

THEME, CHOOSING: Nov 1999 - Albany – District 21 – Jeanette T – When we wanted to choose a theme for our assembly, we wanted as many members of our district as possible to have input. We had all the GSRs take back to their Groups information on a contest. The person whose suggestion for theme was chosen won a free coffee mug, as well as banquet and dance tickets. We had almost 100 suggestions submitted and it really brought interest and unity to all the groups.

TRANSPORTATION: Feb 2007 - Eugene – Districts 6,19,20,33 – Duane M. – WOW! What a great idea you guys came up with. We served over a dozen people as drivers, and gave directions and all sorts of information to many more. It was a real first for me- telling people where to go and then doing it ☺ I'd like to give Richard and Krystal a big hand for their time making maps and hand-outs with out phone numbers and his time at the (registration) desk telling us how much fun we were having. A special thanks also to all of our drivers. The one question I could not answer was from a future host committee member – "what about liability?" I told him it had been discussed and, as a "non-informed" group conscious we had decided out own

liability was adequate. I am proud to have worked with all of you in this assembly and I look forward to the next one.

TREASURER: May 2001 - Portland – District 26 – Bob P – Please be advised that as Treasurer, I consider the following things to have been instrumental in making the experience a success. First, two other committee members kept a spreadsheet of all pre-registration and registration money and items purchased. This gave us a three-way check on the above items each time we met and I'm happy to report that we balanced from day one to the final entry. Second, I think it's important for the Treasurer to sit at the registration table at all times to handle the money and send it to the hotel as soon as you accumulate increments of \$500 or so. That way you're not overwhelmed with huge amounts of cash. Third, keeping a separate and running ledger of money received from coffee, raffle tickets, T-shirts and mugs is important. So is giving the person that deposits the money with you a receipt and making sure you balance and agree on the total as you go. This enables you to track and record the total sales. The only negative thing that happened was that I made out receipts for money that I received from coffee, etc. by hand and if I had it to do over again I would take a book of receipts. Finally, this is not a Treasurer's issue, but the only criticism I heard at the registration table was that the printing on the nametags was too small. I guess we're getting older. ☺

TREASURER: Sept 2001 - Redmond - District 5 - Robin P – Have a strong financial person as treasurer. That is a really big job and someone who has a background in that area is really necessary.

TREASURER: Feb 2004 - Welches - Districts 11 & 25 - Roy H - This Assembly and the events leading up to it have been a fabulous experience. I moved into the position of Treasurer after the first 3-4 months of planning had passed. I didn't get exact amounts and details of transactions, which later proved to create confusion. After a lot of work with the others involved, things finally came together. The biggest problem seemed to come from poor documentation of transfers of money. The Assembly itself turned out better than we could have ever expected. Unfortunately I was so busy at the Assembly I didn't have an opportunity to join in.

TREASURER: May 2004 - Beaverton - District 23 - David S - It would be helpful to have a 'lone' bank account for assembly only. Keep a written record of all monies collected (coffee, donations, cups, etc.). It would be helpful to have at least 4-5 people to assist collecting money throughout the assembly and keep strict accounting of where it came from.

TREASURER: Feb 2005 – Lake Oswego - District 10 – Ron W – I found it very helpful to work closely with the registration chair. We each kept track of pre-registrations so we could compare notes to be sure our counts were right. Keeping current and updated balance sheets as well as monthly financial statements made an easy job of closing the books at the end of the event. I found this to be a very rewarding service position. It was, at times, frustrating but in the end very rewarding.

TREASURER: Feb 2006 – Coos Bay - Districts 8, 30 – Sally K – We re-evaluated where we were financially every 2 months. We made our hospitality room 'donation-only.' It literally paid for itself. We noted monthly totals for pre-registrations received, to project consistency with our budget. Keeping track of where cash comes from during the assembly is extremely important!

TREASURER: Feb 2007 - Eugene – Districts 6,19,20,33 – Lauri S – I found that putting on these events can get very expensive; our expenses were around \$13000. And it was hard not to want to spend money to make the tables look pretty, or use colorful signage and party decorations, etc. There could be less expensive places to put on these events or maybe consider not using a hotel or banquet and catering services and cut costs by letting members eat on their own within the community we are visiting. It would also be beneficial to have the committee treasurer involved in the bidding process- that way they have an idea of how you came up with the proposed budget. Having a good working relationship with the registration chair is key- you spend a

lot of time communicating so it's necessary to be on similar ground. It's helpful for the treasurer to have input on how the registration database is set up, so you can both get information from it. We ran into a little trouble on site with our database, as far as people still owing and making sure that money got recorded to the correct line item, such as lunch sales, dance, etc. We made a last minute on site registration database, which worked well, but would have been helpful to have people still owing in that database as well. I found the most helpful thing was to not lose sight as to what my purpose was, and remembering who really was in charge!

TREASURER: Sep 2007 – Pendleton – Districts 3 and 29 – Deana K. – I have had a great experience as treasurer. The communication and relationship with the registration Chair was key and helped me immensely. I would suggest better communication on budgets and other details from other members. All in all a wonderful learning experience- thanks for allowing me to serve.

TREASURER, ALTERNATE: Feb 2004 - Welches - Districts 11 & 25 - Tina T - Getting checking account set up with Treasurer - find out well in advance what the bank requires, especially Fed ID numbers. Get all in place before both people go to the bank. Have a back-up built in, in case committee members change. Alt. Treasurer would be more helpful to mirror Treasurer more - to ease end reporting. Having monthly reports very helpful from the beginning to keep on track. Having a laptop at Assembly very helpful.

TREASURER: Feb 2008 – Medford – District 16 – David W – Found the Assembly Planning documents helpful, as well as the Host Committee meetings. Past Assembly experiences were very beneficial. Thought there needed to be better communication between key Host Committee chairs. Refunds and count changes were confusing.

VOLUNTARY CONTRIBUTIONS: May 1999 - Portland – District 9 – Jonathan P – The thing that saved as financially was the voluntary contributions. The first two assemblies that did this made a couple of hundred dollars. Seaside in May 1999 was the first to put the voluntary contribution on the registration flyer. They also had the basket out all weekend, and got about \$1200. We followed their lead and put the contribution box on our flyer. Our total for voluntary contributions was \$960, not counting passing the basket at the Saturday night speaker meeting or marathon. We forgot to have a basket out on Friday night.

VOLUNTEERS: Sept 2001 - Redmond - District 5 - Robin P – Have as many volunteers as you can. I just told committee people to recruit volunteers and schedule them to be there for 2 hour segments. We told them we would have a job for them when they showed up. We did.

VOLUNTEERS: Feb 2004 - Welches - Districts 11 & 25 - Rosa P - 1) Flyer asking for volunteers - name and phone number; 2) gathered lists that hung in different locations; 3) called volunteers, introduced myself as Volunteer Chair, thanked them for volunteering and told them they would be hearing from me as soon as committee chairs let me know how many volunteers they needed; 4) called them, filled slots up to the time of the Assembly and during; 5) contacted volunteers to thank them and invite them to celebration (final) party.

VOLUNTEERS: Nov 2004 - Medford – District 16 – Susan G – The best tip I can give is to have a volunteer coordinator who keeps track of all volunteers. It saved a lot of chaos. Be sure to leave plenty of time. It was a 1 month turn around time.

VOLUNTEERS: Nov 2004 - Medford – District 16 – Katie G – What I found was some committees wanted to fill their volunteer needs, others needed more help. I also came late onto the Host Committee and so I found some confusion as to who was in need of volunteers. So I gathered names and made master lists for all committees. This created duplicate phone calls to some people. As time came closer to the Assembly, I got calls asking for help with slots. A suggestion for the future would be to have the Vol. Coordinator in on the beginning.

VOLUNTEERS: Feb 2006- Coos Bay – Districts 8 & 30 –Guy S – Very little ‘coordination is necessary in AA! Once informed of the Assembly, folks with talents and interest showed up and ‘organized’ themselves. I announced the assembly at meeting I attended, increasingly as the Assembly approached. A few weeks before the event, I passed around sign-up sheets at meetings.

VOLUNTEERS: Nov 2006 - Clackamas – District 15 – Gary - In the three months leading up to the Assembly, we gathered 127 names of people to help; with dates and times they would be available. We kept all the sub-committee chairs informed by email and at our planning meetings. Be prepared with plenty of backup help, as you will need it. Make sure all sub-committee chairs have cell phones so they can let you know if volunteers fail to show.

VOLUNTEERS: Nov 2007 - Welches – Districts 11 & 25 – Candace T – As Volunteer Chair, I helped our Committee round up over 100 volunteers to be of service to our Assembly. What a spiritual experience! We used sign-up sheets that went out to the Groups. Three weeks before the Assembly, the volunteers were all contacted, and commitments were confirmed.

VOLUNTEERS, AT THE ASSEMBLY: May 2000 - Hood River – District 14 – Joan U – Give volunteers’ specific arrival times to avoid mix-ups. They don’t need to know what needs to be done in advance, but they do need to know a time to show up. We didn’t coordinate this very well and had lots of help on Friday at startup and fewer volunteers as the weekend progressed. Don’t get too caught up in advance trying to have a specific job for everyone. Keep some “runners” to turn to as things come up throughout the weekend.

VOLUNTEERS, AT THE ASSEMBLY: Nov 2004 - Medford – District 16 – Judy A – We found the success of our assembly largely contingent on finding willing and competent volunteers especially our leadership. Their example produced volunteers who showed up on time and for the duration of their shifts. We had a marvelous volunteer coordinator who filled in all the empty time slots. Love and tolerance was our code. We met often. We had fun!

VOLUNTEERS, SECURITY OF PERSONAL PROPERTY: Feb 2001 - Portland – District 23 – Bill J – One thing that was not too cool was the wallets and two purses that were taken without permission. This is not a good thing for any person to have happen. To future host committee volunteers, please leave your valuables in your room, car or coat check. This would stop temptation.

