

PROPOSAL TO HOST AN AREA ASSEMBLY

District #: _____ Today's Date _____

Date of Proposed Assembly: _____ Proposed Host City: _____

Groups Participating (Please List)

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

DCM Name: _____ Phone # _____

E-mail Address _____

Proposed Facility for Assembly (include address) _____

Describe the following:

Main meeting room _____

Banquet space _____

Other meeting rooms (# break-out rooms available, sizes, etc.) _____

P.A. System _____

Total projected cost of meeting space \$ _____

Explanation * _____

Expected Attendance (#) _____ Available Accommodations (#) ** _____

Number Meal Guarantees	Meal Cost	Total Cost (include any gratuity)
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Sat. Luncheon (#) _____	_____	_____
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Sat. Banquet (#) _____	_____	_____
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Other Meals (#) _____	_____	_____
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Explanation * _____

Proposed fund raising activities to cover estimated costs _____

Host Committee Treasurer : _____ (attach service resume and contact information)

Host Committee Chairperson: _____ (attach service resume and contact information)

Complete reverse side of form with your estimate of income and expenses. Also include copies of any proposals received from your selected facility, and any other information you wish to include with your bid.

Attach a list of hotels/motels & RV sites in the area, including rates and distance from Assembly.

Projected Assembly Income:

Voluntary Contributions (from registration form)	\$
Group Contributions (or other 7 th Tradition)	\$
District Fundraisers	\$
Coffee Mug Sales	\$
Raffle Sales	\$
T-shirt Sales	\$
Dance	\$
Breakfast Sales	\$
Lunch Sales	\$
Dinner Sales	\$
Coffee Sales	\$
Silent Auction Proceeds	\$
Other	\$
Other	\$
TOTAL	\$

Projected Assembly Expenses:

Registration Supplies	\$
Decorations	\$
Printing / Flyers / Postage	\$
Misc. Office / Other Supplies	\$
Meeting Room Cost	\$
Pre-Assembly Meeting Cost	\$
Coffee Mug Cost (include set-up and freight)	\$
Raffle Expenses	\$
T-shirt Cost (include set-up and freight)	\$
Dance Expenses (include set-up fee)	\$
Breakfast Cost (include gratuity)	\$
Lunch Cost (include gratuity)	\$
Dinner Cost (include gratuity)	\$
Coffee Expenses (include gratuity and supplies)	\$
Silent Auction Expenses	\$
Guest Speaker Expenses	\$
Equipment Rental (audio, visual, etc.)	\$
Other	\$
TOTAL	\$