

## Sample Agenda For a February Assembly

Friday <Date>					
Time	Event	***	Location	Host (see reverse side)	see notes
4:00 pm - 10:00 pm	Registration	1		<Registration Chair >	
4:00 pm - 10:00 pm	Hospitality	2		<Hospitality Chair >	
4:00 pm - 10:00 pm	Archives Display (see notes)	1		<Archivists>	
4:00 pm - 10:00 pm	Finance Room (see notes)	1		<Fin Comm/Treasurer>	
4:00 pm - 10:00 pm	Grapevine / La Vina Display	2		<Grapevine Chair>	
4:00 pm - 10:00 pm	AA Marathon Meetings	2		<Districts>	
7:00 pm - 8:45 pm	GSR Sharing Session	1		<Area Alt Chair>	150
7:30 pm - 8:45 pm	Area Committee Meeting	1		<Area Chair>	35
9:00 pm - 10:00 pm	Area Service Committee Sharing Session	3		<Alt Delegate>	35
9:00 pm - 10:00 pm	Concepts / Service Manual Workshop	1		<Past Delegates>	75
9:00 pm - 10:00 pm	Assembly Planning / Bid Workshop	1		<Area Alt Chair>	35
Saturday <Date>					
6:00 am - Midnight	AA Marathon Meetings	2		<Districts>	
6:30 am - 7:30 am	Breakfast (see notes)	3		<Host Committee>	75 +
7:00 am - 8:00 am	Past Delegate's Breakfast	2		No Host	
7:00 am - 10:00 pm	Registration	1		<Registration Chair >	
7:00 am - 5:00 pm	Hospitality	2		<Hospitality Chair >	
8:00 am - 9:50 am	District / Intergroup Reports	1		<Area Alt Chair>	150
8:00 am - 5:30 pm	Archives Display (see notes)	1		<Archivists>	
8:00 am - 5:30 pm	Grapevine / La Vina Display	2		<Grapevine Chair>	
8:00 am - 5:30 pm	Finance Room (see notes)	1		<Fin Comm/Treasurer>	
10:00 am - 11:40 am	GSR School	1		<Area Alt Delegate>	125
10:00 am - 11:40 am	DCM Sharing Session	1		<Area Chair>	45
12:00 pm - 1:15 pm	Lunch / Speaker (see notes)	3		<Speaker Name & City>	100 +
1:30 pm - 2:15 pm	Ask It Basket	2		<Area Chair>	125
2:30 pm - 3:15 pm	Delegate's Pre-Conference Presentation	1		<Area Delegate>	150
3:30 pm - 5:30 pm	Delegate Panel Sessions	1			
<b>Assigned Districts*</b>	<b>Conference Committee</b>			<b>Facilitator</b>	
District Assignments here. Assigned by Delegate.	Agenda			<Assign by Delegate>	
	Archives			<Assign by Delegate>	30
	Coop w/Professional Community (CPC)			<Assign by Delegate>	30
	Corrections (CF)			<Assign by Delegate>	30
	Finance			<Assign by Delegate>	30
	Grapevine / LaVina			<Assign by Delegate>	30
	Literature			<Assign by Delegate>	30
	Policy and Admissions			<Assign by Delegate>	30
	Public Information (PI)			<Assign by Delegate>	30
	Report and Charter			<Assign by Delegate>	30
Treatment Facilities (TF)			<Assign by Delegate>	30	
	Trustees / International Conventions			<Assign by Delegate>	30
*When assigning Districts, an effort has been made by the Delegate to maintain a random approach, while also considering factors such as District size.					
**To help prepare the Delegate for the General Service Conference, a greater number of Districts have been assigned to the committee that the Delegate will serve on. (Provide a room that seats 60 people)					
6:00 pm	Silent Auction Bidding Ends	3			
6:30 pm - 9:00 pm	Dinner, Raffle, Speaker (see notes)	3		<Speaker Name & City>	200 +
9:30 pm - 11:00 pm	Dance	3		<Host Committee>	75
Sunday <Date>					
6:00 am - 7:50 am	AA Marathon Meetings	2		<Districts>	
6:30 am - 7:30 am	Breakfast (see notes)	3		<Host Committee>	75 +
7:00 am - 7:50 am	Registration	1		<Registration Chair >	
7:00 am - 11:00 am	Hospitality	2		<Hospitality Chair >	
8:00 am - 12:00 pm	<b>Oregon Area Business Meeting</b>	1		<Area Chair >	350 +

\*\*\* 1 = Required Event 2 = Customary Event 3 = Optional Event

**Notes:** Consult the Assembly Planning Guide for detailed agenda information. **The Alt. Chair must approve the final agenda before it is published.** Always confirm the hours the Finance and Archives rooms will be open. Host Committees decide on times for Registration, Hospitality, Marathon Meetings and meals. Times will need to be adjusted if morning/afternoon sessions are in a room that will also be used for a meal. In that event, check with the facility as to how much time is needed to set up/clean up. A Tabled Motions Discussion is only required if there are tabled motions carried over from the previous Assembly. Host Committees are required to address at least one Concept in some way – be creative. Print room names or numbers by each event and include the actual names (not titles) of the individuals hosting each session. The number in the far right column represents the average attendance and should be taken into consideration when selecting and setting up the rooms for each session. If using this sample as your agenda, please remove the numbers on the far right, as well as the 'event code' numbers (1, 2 or 3). These are for planning purposes.

**See reverse side for definition of Roundtables vs. Delegate's Panel Discussions**

The following portion of this sheet is the reverse side of the Agenda:

### **ATTENTION GSRs and DCMs**

**November Assemblies:** Our Service Committees conduct Roundtables, which are mini-workshops on how service can be carried out in your local community. You get to choose which or how many Roundtables to attend.

**February Assemblies:** We ask that you attend your Assigned Delegate's Conference Panel. These Panels are of great assistance to the Delegate in processing the agenda items for the annual General Service Conference. See the reverse side of this sheet to see which Conference Panel your District has been assigned to for this year. Please attend the Delegate's Pre-Conference Presentation, prior to the Panel Sessions, for information on how the Districts and Groups can help our Delegate prepare for the General Service Conference.

**May Assemblies:** Our Delegate will present their Post-Conference Report, and discuss the activities which occurred at this year's General Service Conference. The Area Service Committee Chairs will make presentations about their Committee's activities and explain how you can help them improve our delivery of AA services to those who need them.

**September Assemblies:** There are no Service Committee Roundtables or Delegate's Conference Panels. We conduct our elections during an all day business meeting on Saturday, and on Sunday mornings there is generally an Area Inventory and other workshops.

**Note to Host Committee:** This is a good location for a map of the host facility if one is available.