

Sample Agenda For a May Assembly

Friday <Date>					
Time	Event	***	Location	Host (see notes)	see notes
2:00 pm - 10:00 pm	Registration	1		<Regist Chair >	
2:00 pm - 10:00 pm	Hospitality	2		<Hospitality Chair >	
4:00 pm - 10:00 pm	Archives (see notes)	1		<Archivists >	
4:00 pm - 10:00 pm	Finance Room (see notes)	1		<Fin Com / Treas >	
4:00 pm - Midnight	AA Marathon Meetings	2		<Name>	
6:00 pm – 6:50 pm	PRAASA Sharing	2		<Area Chair>	35
7:00 pm - 8:50 pm	GSR School	1		<Alt Delegate>	100
7:00 pm - 7:50 pm	Area Committee Meeting	1		<Area Chair>	35
9:00 pm - 9:50 pm	Tabled Motions Discussions (see notes)	1		<Area Chair>	75
9:00 pm - 9:50 pm	Concepts Workshop (see notes)	1		<Name>	75
9:00 pm - 9:50 pm	Assembly Planning/ Bidding Workshop	1		<Area Alt Chair>	35
Saturday <Date>					
6:00 am - Midnight	AA Marathon Meetings	2		<Name>	
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 - 5:00 pm	Registration	1		<Regist Chair >	
7:00 am - 5:00 pm	Hospitality	2		<Hospitality Chair >	
8:00 am - 5:00 pm	Archives (see notes)	1		<Archivists>	
8:00 am - 5:00 pm	Finance Room (see notes)	1		<Finan Com/Treas >	
8:00 am - 9:50 pm	District / Intergroup Reports	1		<Area Alt Chair>	150
10:00 am - 11:30 am	GSR Sharing Session (English)	1		<Area Alt Chair>	150
10:00 am - 11:30 am	GSR Sharing Session (Spanish)	2		<Alt Delegate>	35
10:00 am - 11:30 am	DCM Sharing Session	1		<Area Chair>	45
11:45 am - 1:15 pm	Lunch / Speaker (see notes)	3		<Name>	100 +
1:30 pm - 3:15 pm	Delegate's Post Conference Report	1		(Delegate>	150
3:30 pm - 4:40 pm	Delegate's Conference Panels	1			
	Agenda			<Access>	25
	Archives			<Archivists>	25
	Coop w/Professional Community (CPC)			<CPC Committee>	25
	Corrections			<CFC Committee >	25
	Finance			<Finance Committee >	25
	Grapevine / LaVina			<Grapevine Chair>	25
	Literature			<Newsletter Chair>	25
	Policy and Admissions			<Hospitals Comm >	25
	Public Information (PI)			<PI Committee >	25
	Report and Charter			<Website Comm>	25
	Treatment Facilities			<CTF Committee>	25
4:30 pm - 5:30 pm	Ask It Basket	2		Past Delegates	125
6:00 pm	Silent Auction Bidding Ends	3			
6:30 pm - 9:00 pm	Dinner, Raffle, Speaker (see notes)	3		<Name>	200 +
9:30 pm - 1:00 pm	Dance	3		<Name>	
Sunday <Date>					
6:00 am - 7:50 am	AA Marathon Meetings	2		<Name>	
6:30 am - 7:30 am	Breakfast (see notes)	3		Host Committee	75 +
7:00 am - 8:00 am	Registration	1		<Regist Chair >	
7:00 am - 11:00 am	Hospitality	2		<Hospitality Chair >	
8:00 am - 12:00 pm	Oregon Area Business Meeting	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 (1,2,3 or 4). These are for planning purposes.

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

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 and May Assemblies: We ask that you attend your assigned Delegate's Conference Panel. These panels are of great assistance to our Delegate who needs your input to vote on these agenda items at the Conference in New York. Each group is assigned (randomly) to a panel at the beginning of the Delegate's term in office (February Assembly in even numbered years). If you do not know which panel has been assigned to your group for the two-year period, please ask at the Registration table for a random assignment. DCMs should also ask for a random assignment.

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

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