



GENERAL SERVICE COMMITTEE OF EASTERN MASSACHUSETTS - AREA 30



“Communication and Participation – The Key to Unity and Self-Support”

Suggested Hosting District Assembly Checklist

Budget

The Area provides the hosting district a budget of **\$1,400** to defray the cost of financing an assembly. After receiving confirmation from the Area Chair that you will host the assembly, you may request a cash advance from the Area Treasurer.

Site

When selecting a site, please consider the following requirements and guidelines:

- s Must have one large meeting room for approximately 100 - 125 people.
Must have three to six small meeting rooms for approximately 30 people each. However, please note that an “Elections Assembly” generally requires one large meeting room and a smaller room for New GSR Orientation, as available.
- s Kitchen facility, as necessary.
- s Site should be available from 8:00 a.m. until 5:00 p.m. Check with the Area Chair for any changes in these times (After all - it takes one hour to brew 100 cups of coffee.).
- s Special conditions and/or restrictions to make note of:
 - s Handicap accessibility,
 - s Insurance requirements, if any, and
 - s Specific food service requirements.
- s The site should be reasonably accessible by car with free parking available. In the Boston area, accessibility by MBTA / buses is desirable.

Flyer

Prepare flyer and review draft with Area Chair. The flyer should ideally be ready to be distributed no later than the Area Assembly immediately preceding the one you are hosting. Use a standard format for the flyer with an Area Assembly heading - use AA logo if possible. Include good directions and a map on the flyer with contact points for additional information from the hosting District, as available. Including the Area website address: www.aaemass.org is a good idea, too. Be creative!

Distribution

<u>Service Entity (see Area List)</u>	<u>Copies</u>
Districts (23 meetings for 26 districts)	23 x 50 = 1,150
Service Committees (12)	12 x 50 = 600
Central Office / Intergroups (6)	6 x 50 = 300
Spanish District	50
Young Peoples Liaison	50
Area Delegate	50
Area Chair	50
Distribute at Area Meetings, other Liaisons, etc.	<u>250</u>
Total Flyers to be Printed & Distributed	<u>2,500</u>



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- s Contact Intergroups and provide enough information to have the Assembly listed in their Calendar / Bulletin / Secretary's Report. If you are unable to hand deliver flyers to the Intergroups, please mail them (See Registrar for contact information, including Conference Committees and Standing Committees), as follows:

• Boston Central Service	Treatment	Literature
• Worcester Intergroup	Public Information	Registrar
• Cape Cod Intergroup	Corrections	Messenger
• Martha's Vineyard Intergroup	CPC	Service Seminar
• Nantucket Intergroup	Archives	Web Site
• Spanish Intergroup	Grapevine	Special Needs

□ **Day Of Assembly**

- s Prepare and post signs that will help people in and around the site, including entrances and parking facilities. Don't use AA or the AA logo on the signs. Use the words Area 30 and / or Assembly.
- s At or near entrance set up a registration area. Hosting district is expected to work with Area Registrar and help staff registration table from 9:00 a.m. through lunch. The Area Registrar will provide instruction and materials.
- s Set up a "handouts" area for extra reports/messengers, event flyers, etc.
- s Help set up tables or other areas for Conference Committee displays.
- s Large meeting room should have table and chairs set up prior to 9:30am.
- s Small meeting rooms - set up the chairs for workshops/presentations. Prepare and post signs indicating name and location of workshops/presentations.
- s Leave assembly site in same or better condition as we found it.

- s **Election Assembly Only** - Ballot paper is generally provided by hosting district. Ballot paper is typically five reams of different colored paper, cut into eight parts and bagged separately by color. Please check with the Chair, in advance, as we may have some left over from the previous elections Assembly.

□ **Food - Hosting district provides breakfast and lunch. (Plan on serving approximately 100 - 125 people - check with Chair to be sure).**

- s Breakfast Ideas: Doughnuts, muffins, bagels, fruit, juice or alternative.
- s Lunch: Your choice - keep it simple, remember your budget. Cold drinks in addition to coffee and tea.

- s Available at all times:
 - s Coffee - regular and decaffeinated
 - s Tea - regular and decaffeinated

If it is your District's conscience, ask your groups for support in the form of volunteers, food and paper goods.

- When in doubt, feel free to ask for help from either the Area Chair or a District with experience hosting assemblies. Most importantly – keep in mind Rule 62!