
Area 10 Assembly Guidelines

Approved

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Changes to this Document

Changes to these guidelines should be submitted to the Area 10 Chair. The Area 10 Chair will put the proposed changes on the agenda for the next Area 10 Assembly. Paper copies of the proposed changes, including the affected paragraph(s), before and after the changes, should be brought to the next assembly for distribution by the person requesting the changes. The changes will be approved by a two thirds vote of the Assembly.

Part One – Bidding Process

Area Assembly locations are selected one year in advance of the event, by a vote of the Area Assembly. Districts interested in hosting an upcoming Assembly should complete the *Area Assembly Bid Form* and submit it to the Area Chair or designated trusted servant at least 30 days in advance of the Assembly at which they plan to present the bid. The following preliminary logistical information should be researched and included on the *Area Assembly Bid Form* to ensure that the facility selected will accommodate the Area Assembly.

- 1. Meeting Room Requirements –**
 - Seating for 300-400 members for regular AA Assemblies and 400-500 for AA Elections Assemblies.
 - Seating for 200-250 members for the AI-Anon Assembly (in separate meeting room).
 - Seating arrangements can vary based on the agenda for a particular assembly (theatre style seating, round tables, etc.). Check with the Area Chair for seating requirements.
 - Additional space for break-out sessions may also be required for AA and/or Alanon. Check with the Area Chair for break-out room requirements.
- 2. Refreshments –** Coffee, water, and other beverages are normally made available for sale to participants. Some facilities will allow the local district to bring in their own refreshments. Many hotels, however, restrict sale of beverages to those purchased from the hotel. The District should develop a means for paying for refreshments (tickets, honor system, etc.) that is self-supporting and does not create a financial expense for the District or the Area.
- 3. Facility Restrictions –** Certain facilities have restrictions such as no-smoking on their property, no beverages in meeting rooms, and the like. Additionally, physical layouts with long distances between meeting rooms and sleeping rooms can present less than ideal conditions for the participants. Special consideration should be given to selecting facilities that will allow the broadest participation of our members and offer access to meeting rooms for those who are older or who have physical restrictions (wheelchair accessibility).
- 4. Display Area(s) –** Each of the Standing Committees (CPC, Corrections, Grapevine, etc.) should be provided with a table/area for their committee display and handouts. AI-Anon also should be provided with adequate display tables. Specific requirements should be discussed with both the AA and AI-Anon Chairpersons.
- 5. Overnight Accommodations –** Assembly bids for hotels need to include room rates and any reservation timelines. Districts hosting Assemblies in community buildings, churches or schools need to include a list of area hotels and rates. In many cases hotels will offer discounted or no-cost meeting space if we rent a specific number of hotel rooms. Details of these arrangements should be included with the *Area Assembly Bid Form* as well as in a draft contract or pricing proposal. Bidding Districts should seek assistance from the Area Chair or designated trusted servant for any assistance negotiating pricing and terms.
- 6. Bid Contracts –** All bids should include any draft contracts and/or pricing agreements. Under no conditions should a District sign or enter into a contractual obligation. Contracts are only to be signed by the Area Chair or the designated trusted servant.
- 7. Dates –** Care should be taken to choose dates that are not in conflict with other important A.A. events. Generally, Area 10 Assemblies are held in March (except for the second and third weekends), mid-July and mid-November. Before submitting a bid to the Assembly, a DCM of the bidding Districts should contact the Area 10 Delegate, the Area 10 Chair and the Area 10 Alternate Delegate to be certain the selected dates do not conflict with other A.A Service meetings (Southwest Regional Service Assembly, Delegate’s Forum, Regional Forum, Special Forum, General Service Conference, etc.).

Area Assembly Bid Form

Proposed Date(s): _____

District(s) _____

Facility Location and address: _____

DCM/Host Chair: _____

Phone & Email: _____

Rate of room per night \$ _____ or Hotel information in vicinity: _____

Any cost increase for number of people in room? \$ _____

Meeting room costs:

AA

AI-Anon

Main room \$ _____

Main room \$ _____

Breakout room(s) \$ _____

Breakout room(s) \$ _____

*Indicate if costs of meeting rooms are: 1) included in the guaranteed room nights quote, 2) NOT included or 3) there is a cost if room nights are not met.

Food and Beverages:

Coffee/ Beverage costs \$ _____

Ice cream socials or other dessert social:

This is a Host Committee event. The host district(s) may collect donations for these services or charge for ice cream social tickets.

Cost per person \$ _____

Other information: _____

Attach copy of draft contract/pricing agreement.

****Submit this form and attachments to the Area Chair at least 30 days prior to the Assembly date where bid is to be submitted.**

Part Two – Contract and Financing

Upon approval of a bid from the Area Assembly, the DCM (or Host Committee Chairperson) should submit the final contract to the Area Chair for final approval and signature(s). As contracts are legal documents, it is essential that the Area Chairperson obtain the best assistance to review the complete contract language to be sure that all financial and legal obligations are understood and are in the best interest of Area 10. In the event that there is a conflict in the contract language that cannot be resolved between Area 10 and the facility, the Area Chair, with sufficient cause, can decline the agreement and advise the District that an alternative bid will need to be submitted to the Area Assembly.

Area 10 Financial Obligations – The Area Assembly costs are ultimately the responsibility of Area 10. The facility cost for the meeting rooms and associated logistics (AV rental, set up and tear down, equipment rental, etc.) will be paid by the Area Treasurer. Advances up to \$1,000.00 can be given to the host District for needed expenses and deposits. Additionally, insurance certificates and tax identification information can be provided by the Area 10 Treasurer as needed. All contractual obligations naming Area 10 will be approved and signed by the Area Chairperson or their designated trusted servant. Area 10 Assembly costs will be documented on the *Assembly Wrap-Up Form* in Part Five and included in the final report at the following Assembly.

Host District Financial Obligations – Coffee sales, luncheons, banquets, ice cream socials or other host District activities are the responsibility of the hosting District. As such, any losses or proceeds from these events are the responsibility of the District. Assemblies held at hotels or other resort facilities that require purchase of these items from the facility, when possible, need to be separately contracted by the District and not included in the facility contract with the Area. Many Districts have provided hospitality rooms with snacks for visiting participants to gather and fellowship. There is no requirement that the hosting district provide a hospitality room. If the District decides to have a hospitality room, however, they are responsible for all costs associated with the hospitality room. Donation cans are typically available for participants to help defray the cost of providing this cordial and helpful environment. Host Districts will complete the final *Assembly Wrap-Up Form* in Part 5, and present it at the following Assembly.

Al-Anon – Historically, Al-Anon has conducted their Area Assemblies as guests of Area 10 AA. In support of the 7th Tradition of both fellowships, Al-Anon is invited to contribute the cost of the meeting room space used by Al-Anon at the Assemblies to Area 10. This process is intended to continue as long as no legal conflicts arise regarding the facility or the relationship between the two fellowships extends beyond the historic spirit of cooperation. As our guests, we intend to extend every respect and courtesy to the Al-Anon fellowship.

Other Financial Considerations – Area 10 has been conducting Area Assemblies since 1955 and maintains exceptional relations with hotels and facilities throughout the state. Good communication is essential between the host committee and the Area Chairperson, Al-Anon Chairperson and Area Treasurer. Make use of the experience from other Districts and Past Trusted Servants to avoid situations that create large financial losses or large financial overages.

NOTE: If a financial shortage becomes apparent during the Assembly, consult with the Area Chairperson. Do not pass the basket during business meetings. At the end of an Assembly, if needed, a basket can be passed to cover extraordinary expenses.

IMPORTANT: In accordance with our tradition of self-support and based on Colorado state law, Area 10 has decided not to hold raffles or allow raffles to be held at our assemblies. This includes door prizes, lotteries, bingo etc. - the Area could face severe liabilities and penalties if we violate this law.

Contract and Financing Checklist

- Contract/Pricing agreement approved and signed
- Display table and additional equipment identified
- Coffee/Beverage prices negotiated and finalized
- Cost estimates completed, progress communicated to Area Chairperson

Part Three – Assembly Logistics

Hosting an Assembly provides a great opportunity for Districts to increase participation and share the service structure with local members. Hosting the Assembly requires a large group of volunteer members to coordinate the activities required for putting on the assembly. The District should consider creating the following positions and subcommittees to facilitate the process:

Host Committee Chair: A DCM, past DCM or other District member who is selected to chair the host committee. The chair will oversee the host committee, present information to the Area Assembly, and be the point of contact in the district for the Area on issues regarding the Assembly. The Host committee chair will coordinate with the Area 10 chair and Alanon chair as needed.

Treasurer: A District member selected to maintain accurate financial records and to ensure that financial commitments made on behalf of the District are paid. The Treasurer will coordinate with the Area 10 Treasurer for payment of facility bills and coordinate the completing of the *Assembly Wrap Up* form - to be completed at the end of the Assembly.

AI-Anon Liaison: Ideally, a local AI-Anon GR (Group Representative) or DR (District Representative) who will assist with coordinating space and logistics for the AI-Anon Assembly.

Communications: Volunteers to create and distribute Assembly flyers and information at other Area events, Assemblies, in the High Country News and on Area 10's website.

Registration: Volunteers to greet and register participants. Provide name tags for attendees. Provide a table, chairs and needed assistance for the Area Records Coordinator who will separately register all voting members of the Area Assembly.

Coffee/Social Event Ticket Sales: Volunteers to sell tickets for beverages, lunches, ice cream socials or any other social event conducted by the host committee.

Speaker Meetings: Volunteers to select, chair, and coordinate the open AA and AI-Anon speakers on Saturday night, as well as inviting local group members to attend.

AA Meetings: Some Districts provide an open AA meeting in the early morning prior to the beginning of the business meetings; if selected, a local group or members can volunteer to conduct the meeting.

Signage: This important subcommittee needs volunteers to create and display signs that direct Assembly participants to the location of the Assembly and to various locations within the facility. These volunteers need to coordinate their efforts with the facility and, at times, with the local municipalities to comply with any restrictions. In support of our Tradition of Anonymity, signs should use terms like "Area 10 Assembly" rather than "AA Assembly."

Set Up/Clean Up: Volunteers willing to show up early, assist Area trusted servants with unloading and set up, as well as volunteers to assist with loading and clean up on Sunday.

Vendor Policy: Sales of items at the Area 10 Assembly --Area 10 has a policy on sales of non-conference approved items: "There shall be no sale or promotion of any merchandise, product and or facility by any outside enterprise at any Area 10 Assembly or Convention. This excludes AI-Anon or Alateen Sales Tables. Area 10 has an exception for tapes of A.A. and AI-Anon speakers. Also, coffee or meal tickets or ice cream social tickets, room rentals, or other items necessary for the operation of the assembly can be sold where convenient in the Assembly."

Assembly Logistics Checklist

- Select Assembly Host Chairperson_____
- Select Treasurer_____
- Al-Anon Liaison_____
- Communication/Flyers_____
- Coffee/Social Event Ticket Sales_____
- Speaker Meeting Coordinator_____
- Morning Open AA Meeting Coordinator_____
- Display/Signing Coordinator_____
- Set Up/ Clean Up Coordinator_____
- Volunteers_____
- _____
- _____
- _____
- _____

Part Four – Hosting the Assembly

Ongoing communication between the Area 10 Chair and the Assembly Host committee is important before, during, and after the Assembly. The Area 10 Chair will develop the agenda and format of meetings for the entire Assembly weekend. The Chair will also define the times for the Business meetings and the Area 10 Delegate's Sessions in accordance with the Area 10 Procedure Guide. The Assembly Host Committee may have knowledge of specific needs that can be addressed in meetings and/or workshops at the area assembly so they will provide significant input to the Area 10 Chair. Confirm seating layout with the Area Chair as to whether there will be round-table format meetings or standard workshops during the weekend.

The current Assembly schedule consists of:

Friday Evenings:

- Friday Night Committee Meetings and/or Workshops

Saturday Morning Session:

- GSR/ DCM Orientation sharing meetings.
- The Area 10 Procedure Guide outlines the remainder of morning session. The morning Assembly follows the agenda set by the Area chair and Area 10 Procedure Guide.

Saturday Afternoon Session:

- The afternoon session will follow the Area 10 Procedure Guide.

Saturday Night Host Committee Speaker Meeting:

- AI-Anon/AA Speaker Meeting

Sunday Morning Area Committee Meeting:

- This meeting is the responsibility of the Area Committee and is chaired by the Area Chairperson. This meeting is for members of the Committee, Committee officers, and interested GSR's and A.A. members. Any and all business, for which the Committee is responsible, is transacted at this meeting according to our Procedure Guide.

Assembly Checklist

- Display table needs confirmed with Area Committee Chair
- Display tables needed confirmed with Al-Anon Chair
- Display signs in place
- Registration volunteers in place
- Coffee/beverage sale volunteers in place

Part Five – Assembly Wrap Up

Closing out the Assembly is critical for the future functioning of the Area 10 Assemblies. This process will help us to maintain good working relationships with hotels and other facilities. Within 30 days of the Assembly, all bills should be paid and final financial reports completed. Advances given to Host Districts should be sent to the Area 10 Treasurer with the completed ***Assembly Wrap Up Form*** and any overages created by Host Committee activities should be sent to the Host District. Feedback from the host committee is helpful to future hosting Districts to share lessons learned from hosting an Area Assembly.

Assembly Wrap Up Form

<p>Assembly Date(s) mm/dd/yy- mm/dd/yy _____</p> <p>Hosting District(s) _____</p> <p>Host Chairperson _____</p> <p>Host Phone _____</p> <p>Host Email _____</p> <p>Total Attendance _____</p> <p style="padding-left: 40px;">AA _____</p> <p style="padding-left: 40px;">Al-Anon _____</p> <p style="padding-left: 40px;">Other _____</p> <p>Coffee/Beverage Volume (# gallons) _____ Gallons Coffee</p> <p style="padding-left: 40px;">_____ Waters</p> <p style="padding-left: 40px;">_____ Soft Drinks</p> <p style="padding-left: 40px;">_____ Other</p>	<p style="text-align: center;">Assembly Location _____</p> <p>Type of Facility:</p> <p><input type="checkbox"/> Hotel</p> <p><input type="checkbox"/> School</p> <p><input type="checkbox"/> Community Center</p> <p><input type="checkbox"/> Church</p> <p><input type="checkbox"/> Other-Describe</p>
<p style="text-align: center;">Host Committee</p> <p><i>Income</i></p> <p>Coffee/Beverage Income _____</p> <p>Social Event Income _____</p> <p>Hospitality Income _____</p> <p>Contributions _____</p> <p>Other Income _____</p> <p>Advances _____</p> <p>Total Income _____</p> <p><i>Expenses</i></p> <p>Flyers/Communication Expense _____</p> <p>Coffee/Beverage Expense _____</p> <p>Display Expense _____</p> <p>Social Event Expense _____</p> <p>Hospitality Expense _____</p> <p>Advance Return _____</p> <p>Supplies _____</p> <p>Contributions _____</p> <p>Total Expense _____</p> <p>Total Overage/Shortage _____</p>	<p style="text-align: center;">Area 10 Assembly</p> <p><i>Income</i></p> <p>Al-Anon Contribution _____</p> <p>Host Advance Return _____</p> <p>Contributions _____</p> <p>Other Income _____</p> <p>Total Income _____</p> <p><i>Expenses</i></p> <p>Deposits/Advance _____</p> <p>Meeting Room Expense _____</p> <p>Facility Equipment Expense _____</p> <p>AV Expense _____</p> <p>Total Expense _____</p> <p>Total Overage/Shortage _____</p>