

# Area 5 Host Committee Guidelines

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Please remember that we are the guests of AA at Assemblies, cooperating with them, and these guidelines are traditional only. If questions cannot be resolved at the district level, take them to the Area. Please contact the Area Chairperson for questions or additional help at [chair@al-anon-co.org](mailto:chair@al-anon-co.org)

## Groundwork:

The host Al-Anon District Representative gives the Assembly supplies to the next host District Representative at the end of the Assembly. In the event that either DR is not present at the Assembly, the Area Chairperson will transfer the supplies. **Please carefully safeguard the Assembly materials.**

## Cooperation:

- Identify the AA Area Chair, and Host Committee Chairpersons for the Assembly and introduce yourself. A harmonious working relationship should be established between the fellowships. (you can get this contact information from your Al-Anon Area Chairperson, if needed)
- Attend, as early as possible and as often as possible, the AA Host Committee planning meetings. The specific date, time and place of the Assembly should be obtained from the AA district host.
- **Notify the Area 5 Chair of the facility walk-through date** (they will attend this meeting)
- Discuss financial obligations (i.e. rent, equipment) with AA and the Al-Anon Area Chairperson
- Attend walk-thru with AA of facility ~ ensure rooms are identified for Friday - Sunday

## Communications:

- Finalize the Al-Anon flyer as soon as possible
  - Include hotel reservation information (hotel housing options and map to assembly location is usually provided by the AA Host Committee)
  - Please include a map and restaurant options on the backside of the flyer or have available at assembly
  - When possible, reach out to Spanish Translation to have flyer translated
  - Bring copies to the prior Assembly (approx 200) to distribute
  - Forward a copy to the Butterfly Coordinator
  - Forward a copy to the Website Coordinator and permission to use any personal information
  - Forward a copy to the Service Centers (Denver / Pikes Peak)
  - Forward, via email, a copy of the flyer to the AWSC as soon as possible

## Committees:

Suggested Committees are:

- **Saturday Night Speaker** (generally 7-8pm)
  - District chooses an Al-Anon or Alateen speaker (provide speaker with G-1 Guideline)
  - Coordinate with AA on the time of the first speaker
  - Introduces speaker, selects readers for preamble, steps and traditions
- **Registration** (Friday 4-9pm; Saturday 7:30am - 12pm)
  - Coordinate volunteers to cover time slots (2 per shift)
  - Help members sign-in (registration book/name tags/voting chips/etc)

- **Signage**
  - Directional signs to registration table and hospitality room
  - Use the Al-Anon logo with the words “Area 5”
  - Determine how signs can be hung in facility (ask AA and/or the facility)
  - Create signs for tables - so coordinators know where to set up
  - Hang the Steps, Traditions, Concepts (English & Spanish) banners and traveling banners
- **Friday night and Saturday morning Al-Anon meetings**
  - Coordinate volunteers to lead both meetings  
(Night Owl - Friday night at 9pm and Early Bird on Saturday morning at 7am)
- **Silent Auction** ~ all checks payable to AFG of Colorado
  - Coordinate volunteers to staff on Friday night (4-9pm) and Saturday (8am - 4pm)
  - Count all funds received at end of day Saturday and deliver to Area Treasurer
- **Hospitality (in cooperation with AA)**
  - Set up on Friday afternoon
  - Coordinate volunteers to staff and announce to surrounding groups the need for food/supplies in cooperation with AA host committee

### Friday Night Facility Needs:

- **Main Room:** 175-200 people with platform/stage for 5 people (consists of two 8’ tables with podium and microphone stand in between tables, 5 chairs)
- **Breakout Room:** 50-75 people (AWSC meeting) with microphone & overhead projector with screen (check with IT for help with set-up of equipment)
- **Small Breakout Room:** 25-30 people (Night Owl meeting at 9pm)

### Saturday Facility Needs:

- **Main Room:** 175-200 people (same as night before)
- **Small Breakout Room:** 25-30 people (Early Bird Meeting at 7am)

### Sunday Facility Needs:

- **Main Room:** 175-200 people (same as day before)
- **Breakout Rooms Needed:**
  - **Main Room:** 175-200 people (GRs w/Area Chair stay in this room)
  - **Breakout Room:** 25-30 people (DR Breakout w/Delegate)
  - **Breakout Room:** 15 -20 people (Coordinators w/Alt Delegate)

### Furnishings Needed:

- **25 tables total & 29 Chairs (see spreadsheet for details)**
  - 2 banquet tables for head table at Assembly (2) and AWSC Breakout (2).
  - 2 tables for Registration & flyers outside main Assembly room area
  - 13 tables for Coordinators - preferably inside main Assembly room (Alateen; Archives; AAPP; Butterfly; DIA; Forum; Records; Spanish Translation; Website; Public Outreach; Service Centers; State Convention; Weekend In Al-Anon)
  - 5 tables for Silent Auction (inside main Assembly room)
  - 3 small tables for IT (approx 2’ wide - for projector and sounds system)
- Tablecloths and Linens for all tables (usually provided by facility)
- Water available for head table in Assembly room
- Water available for participants in Assembly room

## Audio/Visual (IT):

- Podium set up in between head tables on stage or risers (we own the microphone for this podium, we just need to be sure there is a stand on the podium)
- Standing microphone for assembly participation (we own mike and stand)
- Main room and Friday night breakout room: 2 small tables (2' wide approx) for our projector, computer, and sound equipment. The IT Coordinator will set up all their equipment.

*Note: We have our own screen, sound system, projector, mics. The only time we would use the facilities screen is if it was free.*

## Registration Table Supplies (Friday 4pm - 9pm, Saturday 7:30am - 12pm):

- Volunteers needed: 2 registrars per shift
- Registration sign-in book. Provide final # of voting GRs and Alt GRs to Area Chair
- Pens
- Nametags (lanyards, if available)
- Sharpies for Tags (4 min)
- Voting Chips (each voting GR or Alt GR receives one)
- Flyer for Area Restaurants and Facilities Map (100 - may be provided by facility)
- Agenda copies and area maps (provided by Area Chair)
- Copies of local meeting schedules (if desired)
- Flyers for upcoming events - can be placed on separate table
- Tickets to sell lunch/ice cream social/coffee provided by AA (if possible) or direct them to the AA table that is selling the tickets
- Provide "Ask Me" buttons to Past-Delegates or anyone else willing to be a resource in answering questions during Assembly to new members, if available

## Host Committee Responsibilities during and after Assembly:

- Please be prepared to make announcements on Saturday and Sunday of any housekeeping items (bathrooms; locations of breakout rooms; AA related items like coffee and ice-cream social sales; smoking areas; lost and found; any facility related announcements; etc). The Area Chair will ask you to come up at the beginning of each day. Announce on Saturday morning the closing of Silent Auction (4:00pm Saturday afternoon)
- Provide total number of voting members (GRs **or** Alt GRs) that have signed in to the Area Chair on Saturday morning
- Assist Area Treasurer in passing the 7th tradition basket and be sure it is returned
- Calculate which district will receive the traveling banner (quilt) - Collect and calculate the number of GRs from each district (provided by the DRs during Assembly on Saturday). You will announce the winning district and present the banner at close on Saturday
  - To find the district with the greatest percentage of GRs in attendance (# of GRs divided by # meetings in district x 100 = total percentage) Example: 8 GRs / 22 meetings x 100 = 36%. You can get the number of meetings from the records coordinator, if needed.
- Provide all totals below to Area Treasurer by Sunday morning:
  - Silent Auction proceeds
  - 7th tradition basket totals
- **Host committee responsible for breakdown and passing on traveling materials to next Hosting District**