

Area 5 Host Committee Guidelines

Cooperation:

- Identify the AA Area Chair, and Host Committee Chairperson for the assembly and introduce yourself.
- Attend as early as possible and as often as possible, the AA Host Committee planning meetings. Notify the Area 5 Chair of any and all meetings.
- Discuss financial obligations (i.e; rent) with AA and your area chair.

Communications:

- Receive traveling materials from the Al-Anon Host committee chair at the assembly before your assembly.
- Finalize the Al-Anon flyer
 - Hotel housing options and map to assembly location is usually provided by the AA Host Committee.
 - Please include a map and restaurant options for the backside of the flyer
 - forward a copy to the Butterfly coordinator
 - forward a copy to the Website coordinator, and permission to use my Personal information on the website.
 - forward a copy to the Service Center
 - Bring copies to the Summer Assembly
 - Forward via email a copy of the flyer to the AWSC as soon as possible

Committees:

Suggested Committees are:

- Saturday Night Speaker
- Registration
- Signage
- Friday night and Saturday morning meetings (need leader)
- Silent Auction
- Audio/visual-
- Spanish member support
- Hospitality

Facilities and Rooms:

Hospitality Room for the entire Assembly will be set up late on Friday afternoon with cooperation with AA. Be sure proper signage in place for registration and directions to the meeting rooms which starts at 4:00 p.m. Work in cooperation with the AA host committee chair to coordinate food and schedule of coverage of help for the entire event.

Friday night:

Main Room for 175-200 people with **platform for 5 people** (consists of 8 foot table, podium with microphone and stand, another 8 foot table).

- **Breakout room:** AWSC meeting 50-75 people podium, microphone overhead projector with screen.
- **Small Break out room:** for the night owl meeting 9:00 p.m.

Saturday:

- **Main room** for 175-200 (same as night before)
- One small room for the morning/night owl Al-Anon meeting 50 people

Sunday:

- Main room for 175-200 (same as day before)
- Break out rooms
- Break out room for the DR with our Delegate
- Break out room for our Coordinators with our Alternate Delegate
- Main room for our GR's with our Chair

Furnishings:

- 2 banquet tables for head table for Assembly and AWSC meetings. Will need access to electricity for computers.
- 2 tables for Literature Coordinator. Preferably placed in the assembly room.
- 1 banquet table for Records. Preferably placed in the assembly room.
- 5 banquet tables for silent auction, flyers and Archives.
- 1 banquet table for registration.
- Tablecloths and linens for all tables
- Hang the steps, traditions and concepts banners as well as the traveling banners.

Water should be made available for head table in assembly room.

Audio/Visual

- Podium set up inbetween head tables on stage or risers (we own the mike for this podium just need to be sure there is a stand on the podium).
- Standing mike for assembly participants (we own mike and stand)
- Computer projector and Screen set up for AWSC in break-out room and Saturday night in the main room for the Assembly.

Registration Table

- Registration sign-in book
- Pens
- Nametags
- Sharpies for tags
- Orange voting chips
- Flyer for area restaurants
- Agenda copies and area map provided by area Chair
- Copies of local meetings schedule

Closing Assembly

Host committee responsible for passing on traveling materials to next Hosting District.