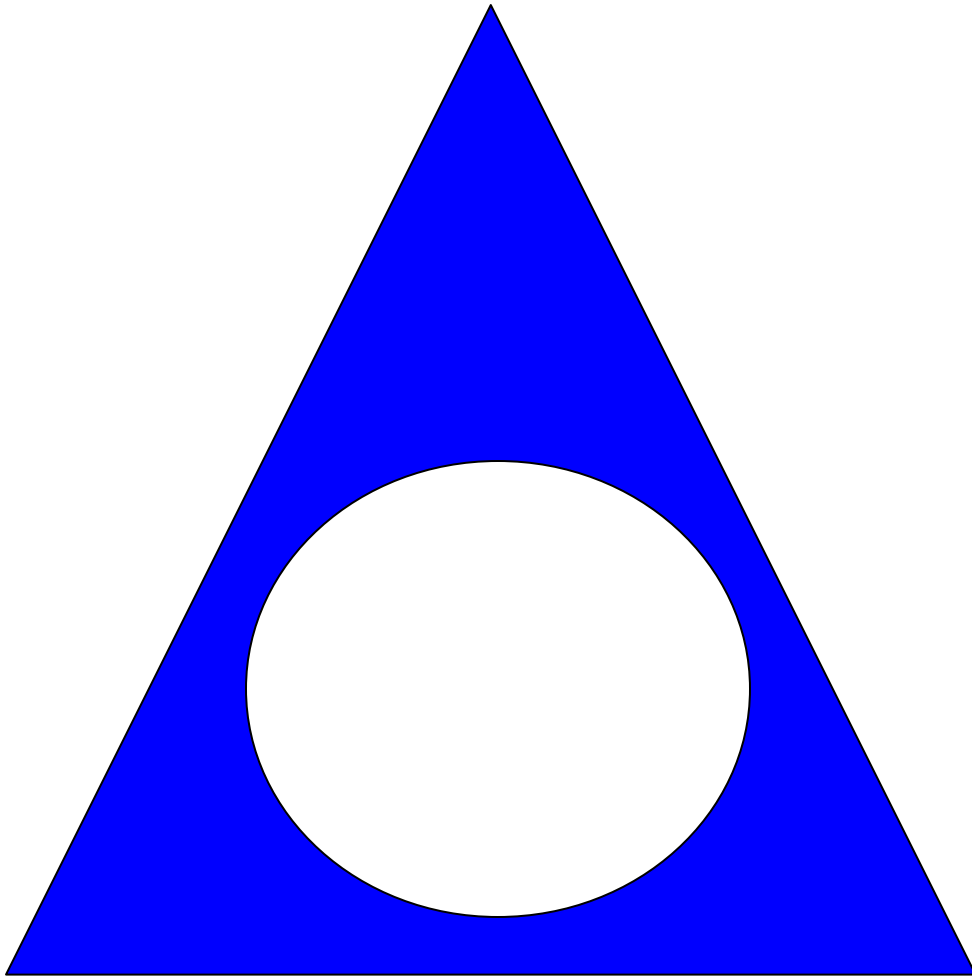


# Maine Area Assembly Guidelines



# ASSEMBLY COMMITTEES

- 1) **Organizing Committee** – generally consists of all chairpersons for the various committees. By group conscience, vote in an Organizing Committee Chair.
- 2) **Entertainment Committee** - (for a three day Assembly) responsible for: providing an “early bird” meeting and meeting chair for mid-afternoon on Friday; some form of entertainment for Saturday PM; and spiritual speaker(s) for Sunday AM. **Remember, Keep It Simple.** Assemblies are business meetings. Costs for entertainment are the responsibility of the hosting district.
- 3) **Registration Committee** - responsible for: receiving room reservations from the membership (most hotels are now requiring members to make room reservations directly through the hotel so this would eliminate this responsibility). If not, you would be responsible to verify room count and provide the hotel with names of the room guests; receiving meal reservations; passing all Assembly reservation funds to the Assembly Treasurer; providing registration packets for each assembly attendee registered and extras for “day registrations” (approximately 20). Packets include meal tickets, “give-aways”, name tags, assembly agenda and area information on voting issues, evaluation form and the budget. Also responsible for a schedule for members to man the registration table throughout the weekend.

**All reasonable costs associated with registration are the responsibility of the Maine Area. “Give-aways” are generally gifts from the hosting district membership.**

- 4) **Decorating Committee** – responsible for picking a “theme” for the assembly and decorating the meeting room accordingly. **Remember to preserve member’s anonymity. Use of signs which read Al-Anon is not permitted.** Costs for decorating are the responsibility of the hosting district.
- 5) **Hospitality Room Committee** - responsible for providing free snacks and beverages throughout the weekend to assembly attendees. The Hospitality Room is manned during “free” (non-business meeting) time throughout the weekend by members of the hosting district. Hours should be posted when the room will be open.

## OTHER APPOINTMENTS

- 1) **Assembly Treasurer:** responsible for maintaining an account for Assembly receipts and expenses, including, but not limited to, meal plan and room reservation monies if the hotel does not require direct bookings. **Assembly funds must be kept separate from the hosting district's treasury funds.**

**The Assembly Treasurer will also be responsible for collecting the \$5 per person registration fee. This may be included in the total cost of the weekend package or charged separately. These fees are collected to assist the hosting district to cover expenses and any remaining funds would be sent to the Area Treasury.**

- 2) **Facilities Manager:** responsible for on-site facilities management throughout the weekend and securing the on site needs of all Assembly committees. Handles **all** facilities problems that may arise with the designated staff person on duty at the facility. Serves as the primary, and preferably **ONLY**, contact with the facility.
- 3) **Door Monitors:** (during Assembly voting) responsible to track voting members of the Assembly entering or leaving the meeting room.
- 4) **Greeters:** responsible to assist the Registration table and to greet Assembly attendees, especially the new comers. Al-Anon hugs and smiles welcome!
- 5) **Caucus Chair:** responsible to facilitate the Friday PM Group Representative caucus. Well-informed, experienced GR(s) to facilitate discussion of the voting issues on the agenda for Saturday's business meeting are recommended. It is helpful if the GR is able to attend the September AWSC meeting to become better informed on motions and agenda items planned for the Assembly.

## **Submitting Bids**

Initial duties when submitting bids include:

1. Obtaining bids for a site. Providing an assembly site location DOES NOT obligate that District to host the Assembly.
2. Submitting bids at the February AWSC meeting two (2) years prior to the Assembly being bid on. Room rates on all bids should be quoted per room, per night, per number of persons and include all applicable taxes. Meal plans should be quoted per person and include taxes and gratuities.
3. Reserving a standard of 25-30 double rooms for overnight accommodations for a three (3) day Assembly with a deadline date for reservations.
4. Ensuring that meeting rooms are equipped with an audio/sound system including more than one (1) microphone for larger meeting rooms.
5. Reserving a Hospitality Room/Suite and determining the room charge, if any.
6. Ensuring that meeting rooms can accommodate the following numbers (classroom style preferred).

### **Meeting Rooms needed for 3-Day Fall Assembly**

Early Bird Meeting – can use the main conference room

Friday PM Caucus - 30-40 attendees

AWSC meeting - Friday PM - 20 attendees

Saturday business meeting – 60-80 attendees

Sunday spiritual meeting – 30-50 attendees (classroom style not necessary)

### **Spring Assembly**

50-75 attendees

### **Delegate's Report Assembly**

40-50 attendees

7. Checking on the facilities position regarding attendees carrying in coffee from outside vendors or our hospitality room – (most do not permit it).
8. Making certain the facility is handicap accessible.
9. Checking with the facility on their smoking policy.

## Hosting District Duties

Upon receipt of the voted approval of the Assembly, the Hosting District needs to:

1. Check with the facilities management on the reimbursement policy and cancellation deadline before signing a contract and/or making the deposit with the facility. Determine if the facility will charge for all rooms initially reserved. Once negotiated, make the deposit necessary to reserve the needed facilities. **The deposit is paid by the Maine Area.**
2. Preserve the anonymity of others when securing the site location for Assembly use. Reserve in the name of AFG, identify the organization as Al-Anon, and ask management to record or name on all records and the facility marques as AFG. **Consider writing an anonymity statement for the facility, especially if staff changes or weekend staff differs from the staff you originally dealt with.**
3. **Create Fall Assembly flyer which includes, dates, location, room rates and meal packages which include the tax and gratuity and \$5 registration fee. The flyer will indicate if the room reservations will be made directly to the hotel or the registration person. Also include deadlines for reservations – (sleeping rooms & meal packages) and deadline for meal package refunds, if the hosting committee want to include that option. The lower half of the flyer will display the meal package selections and the name and address where to mail the money for the meal packages. (see page 7 for a sample) This flyer should be completed and available at the Spring Assembly.**
4. Include vegetarian meal options and skim milk when choosing final meal menus. Check with the facility on additional charges for meal variations. **Watch out for hidden charges!!**
5. Form an Organizing Committee (see Assembly Committees).
6. Designate a person from the District to serve as Assembly Treasurer (see job description under Other Appointments).
7. Designate a person from the District to serve as Facilities Manager (see job description under Other Appointments).
8. Identify the facility staffer who will be available on site during the Assembly.
9. Create a budget with members of the Organizing Committee. By vote, obtain District approval for entertainment and decorating expenses.

## Meeting Room Floor Plan

1. Classroom style is preferred for the caucus and business meeting to accommodate:

Fall Assembly	60-80 attendees
Spring Assembly	50-75 attendees
Delegate's Report Assembly	40-50 attendees
2. One (1) head table with seating for the six (6) Area Officers for Saturday's business meeting.
3. One (1) microphone at the head table and a second at the center of the Assembly floor.
4. Arrange for six (6) eight foot tables around the meeting room for displays.
5. Easel, flipchart and markers for the Friday PM caucus and Saturday business meeting.
6. Registration table at the entrance to the meeting room throughout the Assembly.

**\*Any costs associated with the use of microphones, easel/flipcharts or any other business meeting needs are paid by the Maine Area.**

### **Additional Considerations**

1. Collect meal tickets at each seating and reconcile the meal count with the facility contact. This helps to avoid confusion with attendees over "free" meals and ensures that no unnecessary costs will be added to the Maine Area. Past experiences have included facilities charging for meals by the number of plates used at the buffet tables versus the number of people seated.
2. Man the Registration tables each day of the Assembly. Attendees **must sign in each day**, whether or not they are voting members. **Voting members must indicate with a check mark that they are voting for a Group.**

**Enjoy yourselves!! Hosting an Assembly is a very rewarding experience.**

**P.S. These are guidelines provided by members who have hosted past Assemblies. Perhaps you could take the time to add your experience, strength and hope to this document for the next Hosting District.**

**Attached are examples of the Registration form and Evaluation Sheet**

*When anyone, anywhere reaches out for help let the hand of Al-Anon/Alateen be there, and LET IT BEGIN WITH ME !!*

*One Day at a Time*



**MAINE AFG FALL ASSEMBLY  
OCTOBER 19 - 21, 2007**



*Keep It Simple*

**REAPING THE HARVEST --  
GRATITUDE !!!**

**ROOM RATES & MEAL PACKAGES**

**DEADLINE FOR RESERVATIONS: OCT. 1, 2007**

**ROOM RATE PER PERSON FOR BOTH NIGHTS!!**

SINGLE: \$ 190.46    DOUBLE: \$ 95.23

TRIPLE: \$ 63.49    QUAD: \$ 47.62

**\*\* TAX INCLUDED\*\***

**RESERVE YOUR ROOM DIRECTLY WITH THE HOTEL:**

**!Don't forget: Mention you are with Maine AFG!!**

**HOLIDAY INN**

375 Main Street

Waterville, Maine 04901

Phone: (207) -873-0111

*SERENITY, COURAGE, FREEDOM*



*... GRATITUDE WITH AN ATTITUDE*



*>>>>>>>>> tear here <<<<<<<<<<*

*(Registration fee of \$5.00 has been added to each package)*



Meal packages: Choose from either (A) or (B)

(A)  Full Meal Package: \$ 68.71

includes: Saturday Country-style Breakfast Buffet;

Soup & Deli Lunch Buffet; Dinner. Sunday: Country-style Breakfast Buffet.



(B)  Saturday ONLY Meal Package: \$ 46.23

includes: Soup & Deli Lunch Buffet & Dinner



NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (    ) \_\_\_\_\_

**Mail money for meal package with the bottom half of this form to:  
(make checks payable to AFG)**



Mary Gaylord  
24 Carrie Lynn Lane  
York, ME 03909



**JOIN US TO FILL YOUR 'HORN OF PLENTY' WITH  
GRATITUDE, BLESSINGS, AND GOALS**

MAINE AREA AFG FALL ASSEMBLY

October 16-18

WATERVILLE HOLIDAY INN

1	What are your thoughts on the overall cost/value of meals? <i>use back of sheet for more comments</i>	YES	NO
2	Did you stay at the hotel?		
3	If you did, did you find your room and the overall facility satisfactory?		
4	If not, explain why not:		
5	Could you hear the speakers during the assembly?		
6	Was the set-up and layout of the assembly adequate?		
7	Comments:		
8	Did you visit the Hospitality Room?		
9	If not, why not?		
10	Which Breakout Session did you attend?		
11	Was the leader(s) clear in establishing the purpose and goals of the workshop and/or breakout session?		
12	Comments		
13	What did you like best about the assembly weekend?		
14	Do you have any suggestions to make our Assembly better? <i>(Please use back of sheet for additional comments.)</i>		