

# SUGGESTIONS FOR HOSTING AREA 46 ASSEMBLIES

Hosting an Area 46 Assembly can help build unity within a district as groups and members pull together to host the event. All of us in Area 46 appreciate your hard work and dedication in hosting an assembly.

Please read and follow Section I.C of the Area Information Pamphlet (AIP) as closely as possible. The recommendations in the AIP were voted on by members of the Area Assembly. The following are additional suggestions that have been found to work well in making for a productive assembly:

**1. Support:** The area chair can and should be used as a resource. Additionally, it is recommended that, early in the planning of the assembly, the hosting district's assembly chairperson contact the chairpersons of recent past assemblies to learn from their experience.

*It is requested that the area chair be informed of any significant events encountered by the hosting district's assembly committee.*

**2. Funding:** The hosting district will receive \$1,000 expense money from Area 46. The area treasurer gives a check to the host district's DCM at the assembly when the bid is accepted. *These funds do not need to be returned to the area.* 7<sup>th</sup> Tradition contributions received at the assembly go to the area's general funds.

**3. Insurance:** The area provides liability insurance for every area assembly. If your facility requires proof of insurance, please contact the area treasurer.

**4. Reporting at Assemblies:** Historically, the district's assembly committee chairperson or DCM gives a brief report during "old business" at each assembly leading up to the assembly that is hosted by the district.

**5. Planning Meeting:** The hosting district's assembly chairperson (or their representative), attends the trusted servants' committee planning meeting held 6-8 weeks prior to the Area Assembly. Announcement of the planning meeting is made in *El Farolito* and on the Area 46 website.

**6. Facility:** In addition to the guidelines provided in the AIP, accessibility for persons with special needs should be considered when choosing a facility.

The hosting district should provide the area with any special information about the facility, such as rules concerning opening and closing times, special parking considerations, pets, outdoor smoking areas and accommodations for persons with special needs.

**7. Fliers (maps & lodging):** It is requested that, at least two months prior to the assembly, the hosting district provide to *El Farolito*, the area registrar, and post on the Area 46 website a flyer for the assembly. The flyer should include a map showing the location of the assembly as well as a representative number of motels and RV parks in the vicinity. A list of the names and phone numbers (and rates, if possible) of the motels and RV parks is also helpful to travelers.

**8. Friday Night:** The Friday night meeting before the assembly creates an opportunity for fellowship and kicks off the assembly in the spirit of our Three Legacies.

The Friday night meeting is not an official part of the assembly, so *the hosting district is free to schedule and program this evening as they wish.* Typically, hosting districts arrange for a short fellowship reception (coffee and cookies)

followed by a speaker meeting or a service-related panel or workshop.

The Friday meeting/workshop does not have to be held at the venue where the assembly is held. Some districts have asked a local meeting to host the event.

In September of odd-numbered years and December of even years, the delegate invites either the Southwest region trustee or a GSO staff member to participate in our assembly. Historically, these guests have been invited to be the speaker of a Friday night speaker meeting.

The time, location and format of the Friday night event should be provided to the area chairperson at or before the planning meeting so this information can be included on the assembly agenda and in announcements.

**9. Saturday Night "Fun":** Experience has shown that more people return for the Saturday night sharing session when dessert is provided. The host district is asked to provide a simple dessert (such as ice cream or a dessert pot-luck) ½ hour before the sharing session begins.

Additionally, a fun activity during this time can create greater unity. The area young people's committee is a wonderful resource for game ideas.

**10. DCM Meeting:** The hosting district's DCM should chair the DCM meeting on Saturday and make a 5-minute report of the DCM meeting on Sunday. Suggested topics are listed below.

**11. GSR Meeting:** The hosting DCM selects a GSR to chair the GSR meeting on Saturday and make a 5-minute report on Sunday. Suggested topics are listed below. The GSR is free to ask the area delegate to assist in leading this sharing session.

**12. Outdoor Signs:** On the day of the event, the assembly location should be clearly marked with signs. It may be helpful to indicate the building entrance if it is unclear.

The area has two sandwich board signs that are used for area sponsored events. The hosting district should arrange to take these signs from the assembly or convention immediately preceding their event.

**13. Indoor Signs:** Please provide as much signage as is needed to help members find their way to breakout rooms, the hospitality room, registration, etc. *A well-placed site map or two can be very helpful.* Please remember that many people will be attending their first assembly and will be overwhelmed.

Breakout rooms should be assigned before the day of the assembly. Signs can be hung quickly on the day of the assembly if the rooms are pre-assigned. The tables provided below may help with planning.

**14. Main Meeting Room:** The AIP suggests that the main meeting room accommodate at least 200 people. This room

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will be in constant use on Saturday from at least 8:30 am until 8:30 pm and again on Sunday from 8:00 am until noon (or several hours later for elections). Thus, seating should be reasonably comfortable. *The use of bleachers, benches and cafeteria seating in the main room is discouraged.*

**15. Breakout Rooms:** Up to six committees meet at the same time on Saturday morning. *It is desirable to hold these meetings in six separate rooms;* experience has shown that holding multiple meetings in one room creates noise that is distracting and disruptive. The main meeting room may be used as one of the breakout rooms.

**16. Hospitality:** If possible, locate coffee/food outside of the main room; this reduces noise and distractions during meetings held in the main room.

It is not required that the hosting District provide lunch or breakfast. Coffee, water and snacks should be adequate (consider including healthy snacks as a choice). Some districts have opted to provide lunch for those who cannot afford to purchase lunch offsite; again, this is optional. Attendees appreciate when copies of a list of local restaurants (preferably with a simple map) is provided on Saturday.

*For election assemblies, it is very helpful to provide a light lunch on Sunday as this day runs much longer than normal Sundays.*

In general, try to keep costs down and avoid wastefulness. It has been suggested that recycling bins be provided.

**17. P.A. System:** Three microphones are required – one for the podium and two for the floor. If cordless microphones are used, make sure additional batteries are available.

*A good sound system is absolutely essential for a successful assembly.* Before using an in-house sound system, be sure to test it well ahead of time. If needed, a good P.A. system should be rented.

**18. Tables:**

- a. **Front tables:** Tables at the podium should have skirting for ladies who may be wearing dresses or skirts. A power supply (extension cord) is required for the

secretary's laptop. An additional power supply for the treasurer's laptop is appreciated.

In addition to the front tables, a podium will be required (centered between the two tables). The podium can be free-standing or table-top style.

b. **Bilingual Interpretation:** At least one table, preferably two, will be needed in the main room for the bilingual interpreters. The table should be located toward the back of the room and, if possible, away from other activity. Access to a power source will be required.

c. **Registration:** The hosting district will provide tables. The area registrar will provide the various supplies and nametags needed for registration.

The hosting district should provide volunteers to help the area registrar collect the registration information of attendees present at the assembly.

d. **Display Tables:** Other tables needed at the assembly include:

- 1) Flyers and copies of *El Farolito*.
- 2) Literature display.
- 3) Grapevine/La Viña display.
- 4) Archives display.
- 5) Others as requested.

The specific number of tables needed will be determined at the planning meeting (see Table below).

**19. Copies:** At the end of the day on Saturday, the hosting district should make, or assist the area secretary in making, copies of the bids and motions to be voted on Sunday morning.

**20. Election Assembly Supplies:** For election assemblies, the hosting district is responsible for seeing that a large chalkboard or whiteboard is available along with the necessary writing and erasing materials. The hosting district may be asked to help assemble paper ballots for the election(s).

The following section is provided to assist in the planning process:

## Display/Work Tables Needed (to be completed at the planning meeting)

Purpose	# needed	Power	Other requests
Front of main room	2	Yes	Table skirts, podium
Bilingual		Yes	Access to power (i.e. near an outlet)
Registration		no	
Archives			
Literature		no	
Grapevine/La Viña		no	
El Farolito & flyers	1	no	
Area Convention			
Other			

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## ROOM ASSIGNMENTS

- Room assignments (and signs) should be made BEFORE the first day of the assembly.
- If at all possible, provide 6 separate breakout rooms (the main meeting room counts as 1 of the 6).
- The main meeting room should seat at least 200 people (per the AIP). Seating should be reasonably comfortable (bleacher, bench and cafeteria seating is discouraged).
- Bridge-the-Gap (BTG), Corrections, and Treatment committee meetings are held in the same room.

### Breakout Room Capacities

Rm	Room Name or #	Cap
1	Main Room	(200 minimum)
2		
3		
4		
5		
6		

### Breakout Meeting Typical Attendance

Meeting	Attendance	Meeting	Attendance
Ad hoc	25	PI	25
Archives	20	Special Needs	20
Bilingual	15	Treatment*	40
BTG*	40	Website	20
Convention	25	Young People	20
Corrections*	40		
CPC	20	GSR Orientation	50+
El Farolito	25	GSR Meeting	100+
Finance	20	DCM meeting	20
Grapevine/La Vina	20	Trusted Servants	30
Literature	30	Past Delegates	10

### Breakout Room Assignments

(use the assembly agenda to determine when committee meetings are scheduled to be held)

Rm	Session 1		Session 2		Session 3		Session 4	
	Committee	Attn	Committee	Attn	Committee	Attn	Meeting	Attn
1	GSR Orientation	50+					GSR meeting	100+
2								
3								
4								
5								
6								



## DCM Meeting Format Suggestions

1. Open with a moment of silence followed by the Serenity Prayer.
2. Ask someone to take notes.  
Retrieve the notes after the meeting to use as the basis for the DCM Meeting report (5 min. or less) on Sunday morning.
3. Allow everyone to introduce themselves and give a brief report on their district, limited to, say, 2 minutes per person.
4. Introduce a topic of relevance for DCMs. Some possible topics:

### Conference topics:

- Is there a topic coming up that the Delegate would like to hear from the DCMs about?
  - If so, introduce it and open it up for discussion.
  - If the Delegate or Area Chair is present, s/he can provide further background on the issue.

### Leadership:

- Are we leading by example?
- What qualities do we strive for? What qualities do we need?
  - Tolerance, responsibility, flexibility and vision.
  - Good listeners and good communicators
  - Able to compromise
  - Able to handle criticism
- How are we helping GSRs and others in our districts to develop their leadership potential? (See especially Concept IX)

### Participation and Inclusion:

- Are we visiting all the groups in our districts?
  - How does visiting a group attract them to participate in district service?
  - What are the challenges of visiting groups?
  - Which is better, speaking during the group's regular meeting or asking to speak at their business meeting?
- Are we talking with the GSRs on a regular basis and helping them to understand their role?
- Are we talking to people not yet involved in service to get them involved?
- Are we communicating with our district officers and committee chairs to stay informed about their service activities and provide guidance as needed?

### Rotation:

- Are people in and not in service encouraged to learn about and consider standing for service positions?
- How well are people in our districts being prepared for service with
  - Service literature,
  - Service-related workshops,
  - Traditions meetings,
  - Service sponsors,
  - other?
- Do service workers in our districts set two-year goals and try to achieve them?
- Can we as DCMs think of at least two people who will be ready to take over as DCM at the start of the next rotation?
- Are our districts preparing for the next rotation?
- Do people pass on what they have learned to the next rotation?
- Do people rotate "on" or "out"?
- Do our districts have elder statesmen, bleeding deacons, or neither?

### Traditions and Concepts:

- How are we acting as guardians of the Traditions and Concepts in our districts?
- How do we deal with Traditions problems when they arise?
- How can we make learning about the Traditions and Concepts attractive to those in our districts?
- What attitude toward the Traditions and Concepts are we modeling in our role as DCM?

### Other Topics

- Feel free to ask the Delegate or Area Chair for suggestions on additional topics.

5. Close with the Responsibility Statement and/or a prayer of your choice.



## GSR Meeting Format Suggestions

1. Open with a moment of silence followed by the Serenity Prayer.
2. Ask someone to take notes.  
Retrieve the notes after the meeting to use as the basis for the GSR Meeting report (5 min. or less) on Sunday morning.
3. Explain the purpose of the GSR Meeting:  
It is an opportunity for GSRs to meet and share ideas, problems and experiences with each other.
4. You may want to set a time limit on sharing and encourage as many GSRs as possible to participate.  
It is not recommended you spend time asking everyone in the room to introduce themselves. GSRs can introduce themselves when they participate in the discussion.
5. Introduce a topic of relevance for GSRs. Some possible topics:

### Conference topics:

- Is there a topic coming up that the Delegate would like to hear from the GSRs about?
  - If so, introduce it and open it up for discussion.
  - If the Delegate or Alternate Delegate is present, s/he can provide further background on the issue.

### What is the role of the GSR?

- How do we as GSRs link our groups to A.A. as a whole?
- Are we doing all we can to make sure our groups have a voice in the district and the area? (See *The A.A. Service Manual*, Chapter 2)

### Informing the group:

- What can we do to make sure we have an informed group conscience?
- How can we make our groups aware of issues coming up in the district, area and A.A. as a whole?
- What do we need to do to make sure we as GSRs have the information we need?

### Traditions:

- How do we act as guardians of the Traditions?
- How do we respond when Traditions issues arise?
- How can we use Traditions issues as opportunities to learn more about the Traditions?
- What mistakes have we made and what can we learn from them?

### Learning more:

- Are we seeking guidance from others who have served as GSRs in the past, from fellow GSRs and/or from our DCMs?
- Are we educating ourselves by reading A.A. literature and attending service workshops?

- What literature do we find particularly helpful and why?
  - The Twelve Steps and Twelve Traditions
  - the A.A. Service Manual
  - "The A.A. Group" pamphlet
  - "GSR: May Be the Most Important Job in A.A." pamphlet,
  - Other?
- Should we seek service sponsors?

### Spirit of Rotation:

- Are we passing on our experience to the next rotation?
- Are we giving our Alternate GSRs the information and experience they will need if they have to take our place?
- Are we talking to potential future GSRs and encouraging them to get involved?
- What would we tell new GSRs to help them succeed and enjoy being of service?

### Right of Decision:

- How do we practice our Right of Decision?
- When do we decide how to vote on an issue and when do we take it back to our groups?
- Are we trying to run things our own way, without seeking group input?
- Are we acting as mere messengers, unwilling to use the trust our groups have placed in us? (See *Twelve Concepts for World Service*, Concept III)

### Other topics:

- Feel free to ask the Alternate Delegate, Delegate or Area Chair for suggestions on topics if you're not sure what to discuss.

6. Close with the Responsibility Statement and/or a prayer of your choice.