



Area 30

Alcoholics Anonymous
General Service Committee
of Eastern Massachusetts



Suggested Hosting District Assembly Checklist

Budget

Area 30 provides the hosting district with a budget of \$2,200 to defray the cost of financing an assembly. After receiving confirmation from the Area Chair that you will host the assembly, you may request the cash advance from the Area Treasurer. Please be sure to retain and turn in all receipts to the Area 30 Treasurer.

Site

When selecting the site, please consider the following requirements and guidelines:

- Must have one large meeting room for approximately 140-170 people. Must have three smaller rooms for approximately 40-50 people each. The one exception is the Election Assembly, which will require one large room and one smaller room for Orientation.
- Kitchen facility, as necessary.
- Site should be available from 7:30 a.m. until 5:00 p.m. Check with Area Chair for any changes in these times.
- Ensure facility has adequate WIFI to support virtual portion of hybrid assemblies.
- Special conditions and/or restrictions to make note of:
 - Handicap accessibility
 - Insurance requirements (Area 30 carries General Liability Insurance. This information can be obtained from the Area Treasurer.)
 - Special food requirements
 - Smoking policy.
- The site should be reasonably accessible by car with parking available. MBTA/bus accessibility is desirable if located in the Boston area.

Flyer

Prepare flyer and review draft with Area Chair at least 2 weeks prior to the **preceding** Assembly. The flyer should be sorted and disseminated according to the following distribution no later than the Area Assembly immediately preceding the one you are hosting. Use standard format for the flyer with an Area Assembly heading – use A.A. logo if possible. Include good directions and a map on the flyer. Including the Area website address (www.aaemass.org) is also a good idea. A Spanish version of the flyer should be created. An accessible electronic version of the flyers should be provided to the Area Chair and Website Chair. Accessibility can be confirmed easily by contacting the Accessibility Committee. Be creative!



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Distribution

Service Entity (see Area Confidential List)	# of Copies
Districts (23 meetings for 26 Districts)	23 x 10 = 230
Service Committees (12)	12 x 5 = 60
Central Office/Intergroups (3)	3x10=30
Spanish District (in Spanish)	25
YPAA Liaisons	10
Area Delegate	10
Area Chair	10
Distribution at Area Meetings	100
Total Flyers to be printed and distributed	475

Contact intergroups and provide enough information to have the Assembly listed in their Calendar/Bulletin/Secretary's report. If you are unable to hand deliver flyers to intergroup offices, please mail them. Addresses can be found on the Area 30 Confidential List.

Day of Assembly

- Prepare and post signs that will help people in and around the site, including entrances and parking facilities. Don't use AA or the AA logo on the signs. Use the words "Area 30" and/or "Assembly"
- Consult with Area Chair and Registrar to determine the appropriate registration area. Hosting district is expected to assist the Area Registrar as needed and help provide volunteers for the registration table beginning at 9 a.m. through lunch. The Area Registrar will provide instruction and materials.
- Consult with Area Chair for location of "handouts" table.
- Consult with Area Chair for location of Conference Committee display area.
- Consult with Area Chair for location of Officers table and presentation area (if applicable).
- Large meeting room should have tables and chairs set up prior to 9:30 a.m.
- Small meeting rooms should have chairs for workshops/presentations. Prepare and post signs indicating name and location of workshops/presentations
- Leave Assembly site in the same, or better, condition as we found it.
- **Election Assembly Only:** Consult with Area Chair to see if colored ballots should be provided by district. Ballot paper is typically 5 reams of different colored paper, cut into eight parts and bagged separately by color. Area Chair may have left over from prior Election Assembly.
- **Election Assembly Only:** District should provide 6 non-voting volunteers to act as collectors and counters of ballots.



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Food

- Hosting District to provide breakfast and lunch.
- Plan on serving 125-150 people – check with Area Chair to be certain.
- Breakfast ideas – donuts, muffins, bagels, fruit, juice, coffee, etc.
- Lunch ideas – Your choice – keep it simple, remember your budget. Cold drinks, including bottled water in addition to coffee and tea.
- Afternoon snack/dessert – Your choice – sheet cake is always a good idea – keep it simple, remember your budget.
- Coffee/tea - regular and decaffeinated should be available at all times

It is your District's conscience, ask your groups for support in the form of volunteers, food and paper goods.

When in doubt, feel free to ask for help from the Area Chair or another District with experience hosting Assemblies. Most importantly, keep in mind Rule 62!