

GUIDELINES FOR AREA 64 (TENNESSEE) ASSEMBLIES, CONVENTIONS, AND DISTRICT HOST COMMITTEES

Conventions and Assemblies should be instructive as well as informative in nature, to ensure that those present receive as much experience, strength, and hope as possible to share with those fellow sufferers at the District and Group level. Assemblies should not be used to discuss non-essential matters which have no bearing on the program of AA, or the suffering alcoholic.

“The best AA function is just a darn good AA meeting blown up big.”

PLANNING:

The Tennessee State Convention and the Area 64 Quarterly Assembly Meeting should begin with a Host Planning Committee. One convenient method of forming a planning committee is to simply appoint a Committee Chairperson and a Hotel/Motel Liaison who will work together to complete the committee by finding able volunteers to chair the various sub-committees. Another method is to assign a committee representative from each group involved, when a number of groups are sponsoring the AA function. After the host committee is formed the chairperson should establish meeting times and places. The number of meetings should be up to the discretion of the entire committee. Some of the sub-chairpersons may need more assistance than others, particularly members who have not assisted in an AA function. Records and information from previous AA functions in the area can be of great assistance in planning for any Host Committee. These records and information can be obtained from the Area Assembly and Convention Committee.

The Host Committee should then submit a proposed bid package (see cover sheet attached) to the Area Assembly and Convention Committee within the time-frame outlined in Section IV, Area Service Structure. The bid package should include **six (6) copies** each of:

- the hotel contract
- a written proposed budget
- a signed statement of approval and support from the District Committee.

Generally, a bid is accepted for an AA function at least one year in advance of that function. However, there are instances where a bid has been accepted and approved in a shorter time-frame. Remember that planning is very important and more time allowed to plan generally results in greater success of any function.

NOTE: Often, initial hotel proposals look different from final hotel contracts. Items such as incidental fees and equipment charges sometimes change from proposal to contract. If your host committee would like help from Assemblies and Conventions before signing the final contract, even after discussing the initial proposal, you are welcome to send your contract to the Assemblies and Conventions Chairperson via email before signing.

The District(s) of the Host Committee should submit any and all bids for AA functions to the Area Assembly and Convention Committee for consideration and recommendation to the Area 64 Assembly.

Host Committee, please be mindful of “personal” fees or deposits. Check to see if there will be a “hold” on credit or debit cards at check in, fees for parking, or room night charges on reservations or any incidental fees. Report these in your bid.

This is to be done to ensure that all bids received are complete and accurate before being presented to the Assembly body for a vote.

Once a bid for AA function has been approved by the Assembly and Convention Committee, and the Assembly Body, the flyers for the function should be made available at the next quarterly assembly. This is to allow all who wish to attend ample time to plan as well.

LOCATIONS FOR CONVENTIONS: When planning a convention location, it is suggested that consideration be given to having camping, golf, etc., available in the vicinity for those who want it.

FLYERS: It is suggested that the flyer be available at registration desks (6) months prior to the event, and a copy furnished to the Area Secretary and Web Servant for inclusion in the minutes and posted to the website.

Flyers should include the basics:

WHO IS HOSTING FUNCTION?	One or several districts?
WHAT IS THE FUNCTION?	An Assembly or Convention?
FOR CONVENTIONS:	List speakers
SPANISH TRANSLATION:	It is suggested that where possible, the flyer be duplicated in Spanish on the rear of the flyer

SPEAKERS FOR CONVENTIONS: A good balance of out of area and local area speakers should be scheduled for our conventions. Experience has shown that out of area speakers at our main speaker meetings will attract a better cross section of our membership and their families.

WHEN IS THE FUNCTION? Check your dates before you have copies made and confirm them with your hotel/motel where the function will be held. Area 64 has two time zones, please note if the function will be in the Eastern or Central time zone. It is important not to schedule an Area Assembly that will be back to back to an Area Convention. It is also important not to schedule an Area Assembly which will conflict with the Delegate attending the General Service Conference. If you are bidding on a 2nd Quarter Assembly, be sure and schedule it before the beginning week-end of the Conference so that the pre-Conference session can be held at the 2nd Quarter Assembly. If you do not know the date of the Conference, check with the Delegate or the Assembly and Convention Chairperson.

WHERE IS THE FUNCTION? List the hotel/motel name and phone number. A map is of great assistance in larger metropolitan areas. If room permits, directions to the hotel are helpful.

IS THERE A REGISTRATION OR RESERVATION DEADLINE? Prominently position this so that everyone realizes that only a certain number of spaces or rooms are available for the function. It is generally helpful to have mail-in registration, or some type of form at the bottom of a flyer for attendees to submit on their own, either by mail or at subsequent assemblies, prior to the function.

COST?: Include the total room reservation cost with tax so that when a group reads that they need a certain amount of money for their representative to attend there are no surprises for the attendees. It is also helpful to note if an advance deposit is due at time of registration. If there is room, please include information about any incidental fees or holds that will be placed on cards.

ACCESSIBILITY:

Facilities and designated seating should be accessible and made available for our members with disabilities. The available number of sleeping rooms for members with disabilities must comply with Federal and State guidelines. Additionally, please consider accessibility of all gathering places (hospitality room, meeting rooms for committees, etc.).

Interpreters should be available for persons with hearing impairments or others who need these services. Seating should be reserved for members with wheelchairs, hearing impairments, or other special needs.

RESPONSIBILITIES:

The overall host committee will be directly responsible to ensure that all printed materials and logos meet the requirements set forth in the A.A. Service Manual. The Twelve Steps, Twelve Traditions, and Twelve Concepts should always hang left to right, opposite each end of the podium or table being used at the A.A. function.

COMMITTEE CHAIRPERSON:

This position coordinates all aspects of the function. Remember in planning that this is the person turned to when problems arise.

Please consult with all District GSRs for a “group conscience” vote to support the AA function in the area.

Notify the Area Assembly and Convention Committee of your intentions as far in advance as possible, to ensure there is no conflict with other AA functions during the time-frame selected for your planned function.

Plan to be giving short, regular, reports to the Area Assembly and Convention Committee regarding your progress with your function. This report should include the number of advance registrations, estimate of contributions and expenses, coffee report, and other items of importance to the AA function.

This position should be one of two persons dealing directly with all vendors of services for the function. Your Host facility should understand that only the Committee Chairperson and Hotel Liaison are allowed to approve any non-contracted expenditures. This is done to ensure that there are no unapproved expenses added to the final accounting once the function is concluded.

The Chairperson will be working in conjunction with the Hotel/Motel Liaison in performing their overlapping job duties.

HOTEL/MOTEL LIAISON:

Ensures smooth interaction with the vendor, hotel/motel, and the function. Assists Chairperson in resolving any problems ranging from initial contact with hotel/motel sales and marketing staff to the final accounting with all vendors after the function.

This position should be one of two persons dealing directly with all vendors of services for the function. This cannot be stressed too firmly. It is essential that your host facility understand that any expenses not approved by these two persons will not be paid.

This is done because many members take it upon themselves to order copies, trash cans, or other extras that are charged to the host facility. To keep things on budget, this is important.

Is responsible to ensure that adequate accommodations for sleeping, lodging, and meeting space are available for this function. We are looking for the best at a reasonable cost. Other local hotels should be asked to provide room overflow at the same rate as the host hotel/motel.

Items that must be taken care of include, but are not limited to:

The number of rooms to be set aside (blocked) for the function.

Room rates are generally determined at this time.

Cut-off date for room block (to ensure that these rooms are held exclusively for A. A. function attendees).

Check out time on Sunday is very important in Assembly bids.

Remember we are conducting business meetings on Sunday and have been known to “run over”.

It will be necessary that we use some large meeting rooms for the duration of the function. These rooms should generally hold 350-450 people comfortably. Inquire if there is a minimal or no charge for these rooms based on the number of rooms blocked. Discuss

suites or hospitality rooms. Ideally these should also be provided at minimal or no extra cost. Traditionally, comp rooms have been provided for speakers and the taper.

Check with the host facility to see if buffets will be available during the function. If so, the host facility may want to provide a menu or flyer to be placed at the check-in desk when attendees receive their room keys, or on a marquee in the facility lobby. In keeping with our Traditions, we will not include anything in our minutes, flyers, agendas, mailings, or anything of interest to our members to otherwise solicit this aspect of our function. However, this can be a money maker for the host facility and an effective bargaining tool when negotiating a room rate or meeting room space.

The Assembly owned public address system, and any translation equipment will be brought to the Assembly or Convention as directed by the Assembly. Table hookups for taping the functions or business meeting are required.

Work in conjunction with coffee committee chairperson in arranging the coffee cost per gallon and any brewing fees. This is one of the most costly items for our functions and we should try to get the best rate. Condiments, i.e.: creamer, sugar, cups, etc.... should be included in this cost.

Adequate meeting space for all six (6) standing committees and the three (3) service committees should be considered in planning your meeting space for assemblies. Standing committee displays should be included in these space requirements.

TREASURER:

It is strongly recommended that the treasurer have no less than two (2) years of sobriety. The alternate treasurer should have a like amount of sober time. This position is of course responsible for all money, including revenue from registration, banquets, entertainment of other sources of income.

- 1. Pays all bills.**
- 2. Advises host committee on cash supply as well as expenses. The host district is responsible for obtaining necessary funds for the function keeping in mind at all times Tradition Seven.**
- 3. Maintains all receipts to support your financial report, which must be submitted to the Area Assembly and Convention Committee no later than the Assembly immediately following the function in question.**
- 4. The financial report will be submitted as outlined in Appendix A attached to these guidelines.**
- 5. All residual money will be handled in accordance with the Area Structure and Tennessee Financial Guidelines. The Area Treasurer will provide the host committee treasurer with seed money for assemblies and seed money for Conventions, no later than the Assembly prior to the approved function, or upon request.**
- 6. Remember keep in at all times our Seventh Tradition. We are self-supporting through our own contributions.**
- 7. Area 64's Tax Exempt certificate may be used for the host committee's purchases for the Assembly or Convention. This certificate, when presented to the hotel, or other vendors for host committee expenses, will eliminate the paying of state sales tax. This certificate can be obtained from the Area 64 Treasurer.**

SECRETARY:

Takes minutes of all planning meetings. Notifies chairpersons of scheduled meetings no less than one week in advance of that meeting. For State Conventions, sends invitation to AI-Anon for their participation in the planning stages of conventions. Should they choose to participate, keeps them informed of meeting times and dates.

Dates and location of State Conventions should be sent to Box 4-5-9 and the A.A. Grapevine with a mailing address for information and registration, no less than four (4) months in advance of the function. Please remember to include various central office locations in this mailing of information.

Box 4-5-9
New York, NY 10163

Grapevine
Box 1980
New York, NY 10163

For Conventions: Using the mailing list from the previous State Convention, advance flyers are to be sent to all previous attendees on that list. It is also suggested that flyers also be sent to the surrounding state's Area Chairpersons, and Central Offices in the surrounding states, as well as all Central Offices in Tennessee. It is also helpful to send flyers to the host committees of Conventions of the surrounding states for the registration tables at their Conventions.

CONVENTION PUBLICITY MATERIALS:

In keeping with our Traditions of Anonymity please have your committee secretary consult with the Public Information Chairperson for assistance in this matter. We want the press and media to be aware of our functions, but keep in mind, and respect, our Traditions.

COFFEE:

One of the biggest essentials in any function. Many of our members simply enjoy talking together over a cup. This position ensures that this beverage is available in sufficient quantities for the duration of the function. Will work in conjunction with Hotel/Motel Liaison to ensure that this feature is not neglected by the host facility. There is nothing quite as mournful as several members standing around an empty coffee urn.

REGISTRATION:

Is responsible for several essential elements of the AA function. There should be no less than three (3) 4 ft. x 8 ft. tables for the registration area, with adequate seating for the volunteers to staff the tables. These volunteers should ask that that AA member sign in on the attendance sheet. Ask if they are voting members of the Assembly Body and if so have they signed in the Area roll call book. Adequate space should be provided for agendas, schedules, flyers of upcoming events and for members to fill out name tags. Signs should be prominently displayed directing members and guests to hospitality, coffee, meeting rooms, workshop, or panel meeting spaces.

At State Conventions, separate registration should be kept for AI-Anon. This ensures that money is easily assigned. Your Hotel/Motel Liaison will assist you in this.

For State Conventions, each host committee will compile a mailing list of the attendees, who want to be included, with addresses, etc. This list will be updated at each convention and passed on to the next host committee. This list will be used to send out registration flyers to all past attendees announcing the upcoming Convention.

HOSPITALITY:

The days of feeding the masses have passed. Tennessee Health Department regulations will not allow us to provide meals for attendees, however, most host facilities are receptive to allow us a place to gather and socialize over hors d'oeuvres, party snacks, or finger foods.

Adequate plans must be made to ensure that there are hosts and hostesses to ensure the smooth operation of the hospitality room and the replenishment of those hors d'oeuvres, party snacks or finger foods.

ENTERTAINMENT:

A dance or some other form of entertainment is generally a pleasant break from the rigors of attendance at assemblies and conventions. This can be provided in the form of a dance, play, or variety show generally relating to the theme of the function. Scripts are available from GSO for plays relating to recovery and sobriety.

AGENDA:

Seek assistance from your District Committee on how the agenda should be outlined.

The agenda chairperson will be directly responsible for Friday 3 p.m. until ?? (whatever time is needed).

The remainder of the agenda will be a coordinated effort between the agenda Chairperson and the Area A.A. Convention/Assembly Committee, as outlined in Area Structure (see attached suggested meeting schedules). It is helpful to have an agenda available in Spanish.

Six copies of the proposed agenda should be brought to the Assembly and Convention Committee six (6) months prior to the functions for review. Once the agenda has been finalized at least three (3) months prior to the function, the Assembly and Convention Chairperson will forward one finalized copy to the Area Secretary for inclusion in the minutes, and one copy to the Web Servant to be posted on the website. See Appendix D as an outline.

It should be clear when speakers are booked what terms are being made for their expenses. Unless otherwise specified it is reasonable to assume that all the speakers expenses will be paid for by the host committee. Speakers will also expect Hotel/Motel Accommodations as a matter of practice. If the speaker is to be a guest in a private home, this should be explained well in advance of their arrival/confirmation of attendance.

ALANON AT STATE CONVENTIONS:

In keeping with the principal of non-affiliation most function committees invite Al-Anon to participate by planning its own part of the program and arranging facilities for their use. Please be guided by G.S.O. for the appropriate guidelines and instructions regarding contributions from non-members.

VENDORS:

While our guidelines tell us that we have no outside affiliation and do not endorse outside sources, we do welcome vendors of sobriety related trinkets, goods, and memorabilia. We do not endorse their sales, provide any sleeping rooms or designated space to sell their wares. However, they are most welcome to come to our conventions and assemblies.

This is not intended to be all inclusive of the Chairpersons or their job descriptions for your host committee. Many have more Chairs for each aspect of an A.A. function; this is at your discretion. We will endeavor to assist you in any way possible in all phases of planning your function.

Function Closing Procedures – All Host Committee Chairpersons:

The close of a function is just as important as the planning and function itself.

1. Please schedule your follow-up meeting no later than 1 to 2 weeks after the function. Remember this is just as important as your planning meetings and stress to all your Chairpersons the importance of their attendance.
2. Collect all Purpose and Task sheets of the Committee Chairperson. These will be included in your report packet (see report form attached) which is returned to the Area 64 Convention/Assembly Committee. Be sure that included with your final report is a full financial accounting. For Conventions, be sure and include a copy of the updated attendee list.
3. Pay all outstanding bills with any vendors, if needed.

4. Issue a check to the Area Treasurer for refund of the seed money advanced to the Host Committee for the function.
5. Finalize your financial report. All residual money will be handled in accordance with the Area 64 Structure and Financial Guidelines. Any losses or shortage of funds incurred by a given function would be paid by the Area Treasurer.
6. Disburse any coffee or excess supplies. It is generally recommended that these items are disbursed equally to all groups within the host district(s).
7. Prepare and submit the final event report to the Area 64 Assembly and Convention Committee at the next Assembly following the event.

HOST COMMITTEE SUGGESTED TOPICS:

While workshops are important, most successful conventions also allow some free time to be built in the schedule.

Topics for non-voting assemblies are offered in the A.A. Service Manual under the chapter headings:

The Area Committee:

Many topics are found for workshops and meetings in this chapter, on understanding our responsibilities. This chapter also offers a sample election agenda for review.

Area Activities:

This chapter offers many suggestions for Assembly and District meetings, workshops, and sharing sessions.

The General Service Office:

By understanding the responsibilities of our G.S.O. and the varied services they are designed to provide, we can better serve our fellow alcoholic. The lists of literature and publications offer many ideas for workshops and sharing sessions in addition to films that could be shown to our members at any assembly or conventions.

Committee Meeting Schedule

First and Third Quarters

Friday 6:30 –7:30 PM

Corrections

Grapevine

Cooperation with the Professional Community (CPC)

Website

7:45 – 8:45 PM

Budget and Finance

Public Information

Treatment

Archives

9:00 – 10:00 PM

Workshop

9:00 – 10:00 PM

Assemblies and Conventions

Liaison

Saturday Morning 7:30 – 8:45AM

Corrections Facilities

Grapevine

Cooperation with the Professional Community (CPC)

Website

9:00 – 10:15 AM

Public Information

Treatment Facilities

Archives

Assemblies and Conventions

Budget and Finance

Liaison (Restaurant)

Committee Meeting Schedule

Second and Fourth Quarters

Friday 6:30 – 7:30 PM

Public Information

Treatment Facility

Archives

Website

7:45 – 8:45PM

Budget and Finance

Corrections

Grapevine

Cooperation with the Professional Community

9:00 – 10:00 PM

Workshop

9:00 – 10:00 PM

Assemblies and Conventions

Liaison

Saturday Morning 7:30 – 8:45 AM

Public Information

Treatment Facilities

Archives

Website

9:00 – 10:15 AM

Corrections Facilities

Grapevine

Cooperation with the Professional Community (CPC)

Assemblies and Conventions

Budget and Finance

Liaison (Restaurant)

You must sign the Roll Call book before the business meeting starts on Saturday and answer the Roll Call to be eligible to have a voice and a vote.

Friday

REGISTRATION from 3:00 PM - 9:00 PM

6:30-7:30 PM Standing Committee Meetings

7:45-8:45 PM Standing Committee Meetings
Budget & Finance

9:00-10:00 PM Conventions & Assemblies
Liaison

9:00-10:00 PM GSR Orientation
DCM Orientation
(first quarter of even years; otherwise optional)

9:00-10:00 PM Workshop (*host committee responsibility*)
(always optional)

Saturday Morning

REGISTRATION from 8:00 AM – 3:00 PM (1:00 PM for voting assemblies)

7:30-8:45 AM Standing Committee Meetings

9:00-10:15 AM Standing Committee Meetings

10:30-11:30 AM DCM and Area Committee Meeting
GSR and Alternate Delegate Meeting

11:30-12:15 PM DCM/GSR Combined

12:15-1:00 PM

Lunch

Saturday Afternoon

1:00 PM -2:45 PM

Workshops

(host committee responsibility)

***Exceptions:**

2nd Q: Conference Agenda

3rd Q: Conference Report

4th Q Voting: Business

Meeting Begins

3:00-5:00 PM

Business Meeting

5:00-8:00 PM

Dinner- Free Time

8:00-

Speaker

9:30 PM

Dance

Sunday Morning

8:30-12:00 PM

Business Meeting

HOSPITALITY ROOM

**AREA 64 (TENNESSEE) Assembly Final Report
FOR A. A. RECORDS AND EVENTS**

YEAR: _____ QUARTER: _____ HOST CITY: _____ DISTRICT: _____

COMMITTEE CHAIRPERSON: _____

HOTEL PACKAGE:

HOTEL SITE: _____ ADDRESS: _____

NR. OF ROOMS BLOCKED: _____ CUT-OFF DATE: _____ ROOM RATE: _____

NR. OF COMPLIMENTARY ROOMS: _____ FREE: _____ RENTED: _____

COST OF COFFEE WITH HOTEL: _____ COFFEE PROVIDED: _____

COST OF MEETING SPACE: _____ TOTAL CAPACITY OF HOTEL: _____

ROOMS RENTED: _____ NR. OF MEETING ROOMS: _____

CAPACITY OF LARGEST MEETING ROOMS: _____ RATE HOTEL SERVICE: _____

CREDIT ARRANGEMENTS WITH HOTEL: _____

OTHER INCIDENTAL COSTS WITH HOTEL NOT LISTED ABOVE: _____

STATISTICS OF THE A. A. EVENT

NR. OF REGISTRATIONS: _____ NR. OF VOTING MEMBERS: _____

NR. ATTENDING LARGEST MEETING: _____ NR. OF HOTEL ROOMS BOOKED: _____

NR. OF GALLONS OF COFFEE: _____ WAS THERE ENTERTAINMENT: YES ___ NO ___

ADDITIONAL STATISTICS FOR STATE CONVENTIONS

NR OF ALANONS: _____ NR OF ALATEENS _____

NR OP PREREGISTRATIONS: _____ NR. OF FREE REGISTRATIONS: _____

****BE SURE AND ATTACH THE UPDATED LIST OF ATTENDEES FROM YOUR CONVENTION TO BE PASSED ON TO THE NEXT CONVENTION.**

NOTE: PLEASE ATTACH A LIST OF HOST COMMITTEE MEMBERS. COMMITTEE REPORTS AND MINUTES MAY ALSO BE ATTACHED, FOR REFERENCE OF FUTURE HOST COMMITTEES.