

SUGGESTIONS FOR HOSTING SCA ASSEMBLIES

Holding assemblies to allow full participation by AA members in our Conference Process is one of our Area's primary functions. Hosting one of these events is a privilege that should be experienced by any and all districts who so desire. This document is offered as an aid in preparing your bid successfully.

The following suggestions represent the collective experience of SCA districts who have hosted assemblies over the past years.

The work done during assemblies is an important part of SCA's overall service work and a well planned and organized assembly makes this day-long event more enjoyable and productive to all the participants. Therefore a district has process.

The opportunity to make a positive contribution to the Area's service work by hosting one of these events, but perhaps just as important, is the fact that most districts find that a positive contribution is made to their own service work during the hosting process as GSRs and non-service AA workers within the district experience the rewards of working together for the benefit of others.

So, we who have hosted assemblies in the past, ask that you look through the following suggestions, use what you can, and let us know if there are ways you find to improve the process.

Your first priority should be to make definite arrangements to secure the facility. Deposit checks are available from the Area Treasurer and the Area Finance Chairperson can provide you with insurance information. Obtain any forms the facility may require to be filled out.

Our experience has shown that the best way to be assured of a successful event is to begin planning as soon as possible. Most districts immediately appoint an Assembly Event Coordinator who, in turn, will form subcommittees for each of the key assembly functions. Typically these functions will be:

- * Set-up and clean-up

- * Signs and information personnel

- * Parking

- * Coffee

- * Food

The host district's Assembly Event Coordinator should conduct several planning and progress meetings prior to the event. The subcommittees are usually given a budget and asked to work within that amount. The Coordinator should keep the SCAA Chairperson updated on the event planning progress.

When selecting volunteer workers, remember that this event can provide those who are not normally active in service work a "limited scope" opportunity to see what it is like; so, try to involve people who are not already holding service positions.

Following are some important items of general information, based on the experience of districts that have hosted assemblies, which you may find useful in your planning efforts.

1. Money

- o The SCAA budget for an assembly is \$1400 (\$800 for facility rent and \$600 for food and refreshments.) Try to keep the total costs within the budgeted amount. There are times when it is appropriate to mention that we are a non-profit organization. Our EIN # is available from the Area Treasurer.

- o The Area will pay or reimburse the host district for all expenses incurred. Be sure to keep and submit all receipts. Coordinate required cash advances with the Area Treasurer.

2. Insurance

- o The Area will provide general liability insurance coverage for the event. Contact the Finance Committee Chairperson to obtain certificates of insurance and, when it is required, "additional insured" riders.

3. Facility

- o The main meeting room should accommodate about 300 people and have tables and chairs for all unless the facility has an auditorium and separate accommodations for eating.

- o A small stage or elevated platform for the officers would be convenient but is not essential. An electrical outlet will be needed for the sound system.

- o Additional breakout (meeting) rooms should be available. Inquire whether or not we will be charged extra for them.

- o Make sure that all areas of the facility that we are using are wheelchair accessible, and verify that wheelchair lifts and elevators, if needed for accessibility, and special restrooms for the handicapped, are operable on the day of the assembly.

- o Nearby parking should accommodate 175 vehicles.

- o As assemblies (and most public facilities) are non-smoking, inquire as to the availability of smoking areas, and plan for "butt cans."

- o We frequently trip the electrical circuit breaker switches while brewing coffee, so verify where the circuit breaker box is located.

4. Food

- o Keep the meal menus simple. Donuts, bagels, tea and coffee are appropriate for the morning, while a deli-style meal consisting of bread, cold cuts, cheese, potato salad, cole slaw, green salads, sodas, water, etc. is sufficient for lunch. Be sure to remember our vegetarian members while planning the menu.

- o There are usually some items such as: Paper products, coffee, condiments, etc. available from the previous assembly. Add to these supplies as needed, but avoid buying more than is necessary just to obtain "quantity discounts." Such purchasing rarely pays.

5. Transport supplies

- o A certain amount of paper goods, tableware, non-perishable condiments, as well as trash containers, signs, and the earthquake and first-aid kit are passed on from assembly to assembly. Be prepared to pick-up these supplies at the assembly prior to the one you are hosting. A pickup or van should be brought for this purpose.

6. Flyers and signs

- o 300 flyers announcing the date and location of the assembly you are hosting, along with easy-

to-read maps, should be distributed at the assembly prior to yours. An additional 100 flyers should be distributed at the prior Area Committee Meeting. Make sure the Area secretary has a copy of the flyer to include with the minutes for each of those meetings.

- o Easy-to-see exterior signs indicating the route to the facility should be strategically placed at the primary freeway exits, street intersections, and in front of the facility (to indicate parking areas).

- o Signs on site should direct people to the registration table, meeting rooms, and rest rooms.

7. Parking

- o You may want to have a few people to direct traffic in the morning, particularly if the parking arrangements are not obvious, or if the facility has restricted parking.

8 Room use requirements

TIME	CLASSROOM/SPACE NEEDS	ATTENDANCE
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9:30 to 10:30 AM	New GSR Orientation	
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GSR Sharing Session

DCM Sharing Session

Spanish speaking Session

40

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40

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10:30 to 12:00	Archives Committee	
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Audio Visual Committee (a)

Central Offices/Liaisons (a)

CPC Committee

Finance Committee

Grapevine Committee

Guidelines & Policy Committee (a)

Hospitals and Institutions/Liaisons (a)

Literature Committee

Public Information Committee

Registration Committee (b)

SCAAN (a)

Treatment Facilities Committee

12

6

6

30

10

30

6

6

20

30

30

4

20

12:00 to 1:00 PM Lunch 300

1:00 to 5:00 PM Assembly 300

Notes

(a) Some of the smaller committees can meet in the same room or different parts of the assembly hall. The larger committees need their own rooms.

(b) The Registration Committee prefers to meet near the registration table.

HOSTING THE ASSEMBLY

If you have planned well, there is not much to do on the day of the assembly other than to carry out those plans; however here are a few more ideas to ensure a smooth running event

1. Set up as much as you can the night before, if allowed by the facility.
2. Start early on the morning of the assembly by placing the exterior signs and brewing the coffee.
3. Have a team of volunteers on hand as walk-around information booths during the morning. Some districts have had them carry "Ask me" signs.
4. Arrange the lunch serving tables so that at least two lines of people can be served simultaneously. This will aid in getting everyone served and allow them time to eat during the one-hour lunch period.
5. Most important—have a good time!