

AL-ANON ASSEMBLY

HOST COMMITTEE GUIDELINES

Please remember that we are the guests of AA at Assemblies, cooperating with them, and these guidelines are traditional only. If questions cannot be resolved at the district level, take them to the Area. Please contact the Area Chairperson for questions or additional help.

GROUNDWORK

The host Al-Anon District Representative gives the Registration Book, Assembly Notebook, Voting Chips, and Banners of the Steps, Traditions and Concepts to the next host District Representative at the end of the Assembly. In the event that either DR is not present at the Assembly, the Area Chairperson will transfer the books. The name of the AA district host can be obtained at the Assembly and a harmonious working relationship should be established between the fellowships. The specific date, time and place of the Assembly should be obtained from the AA district host. Current customs for assemblies are contained in the Assembly Notebook and each Al-Anon host committee adds additions and suggestions. **Please carefully safeguard the Assembly materials.**

1. Host committee should provide a flyer showing the date, time and place of the assembly, along with a phone number, contact and cutoff date for housing reservations. Please provide as soon as possible, two assemblies prior, if available. Send a copy of the flyer to the Butterfly coordinator and Website Coordinator.
2. Host committee may provide a list of alternative housing: e.g., motels, campgrounds, private homes, etc. (optional).
3. A clear map showing access from major roads to the Assembly facility should be provided (on the flyer if there is room).
4. All of the above should be sent to the Butterfly for publication before the Assembly. Submission deadlines are usually the 15th of the month prior to the publication date. Also send to the Chairperson and the Denver and Colorado Springs Service Centers or liaisons.
5. A current local or district meeting list should be available at the registration desk.
6. Contact the Area Literature Coordinator prior to the Assembly in regards to where to set up the literature display, preferably near the Al-Anon meeting rooms. Coordinate this with the hotel and the AA host. Have district Al-Anon members available to be hosts. Have district Al-Anon members help with literature sales.

7. Check well in advance with AA district host to confirm that meeting rooms have been reserved for the numbers and times described below. It's a good idea to visit the room(s) and coordinate directly with the hotel/facility meeting coordinator.
8. Obtain from the AA District Host times and places of speakers and social events, and convey them to the Area Chairperson for inclusion in the Agenda. Pick the Al-Anon speaker(s) (area officers will help find speakers if asked). The Area Chairperson will send copies of the detailed AWSC/Assembly Agenda to the Butterfly and to the DR/Program Chair.
9. The Area Chairperson will provide a detailed agenda for distribution at the registration desk to those attending the assembly.
10. A fundraiser to benefit the Area may be held in conjunction with assemblies at the discretion of the host district. The fundraiser may not be a "raffle". Any items auctioned, awarded or otherwise used should meet the guidelines found in the Service Manual, page 71 (...to avoid commercialism in the fellowship, it is suggested that these items relate in some way to our spiritual principles. Items such as Al-Anon or Alateen books, subscriptions to The Forum, or the donated products of the creative efforts of individual members are suggested.) [This Assembly asks that items with commercial labels/logos not be used.] All fundraiser activities should take place outside the context of the assembly meetings to avoid disruption of any kind. The proceeds of the fundraiser are to be delivered to the Area Treasurer after they are collected.
11. The host committee will be responsible for conducting the closing of the assembly. [Group conscience recommended not using prayers of a strongly religious nature and keeping in mind the inclusion of all members of the assembly.]

AL-ANON

General

- Lost and Found Area
- Adequate ventilation
- Extra chairs, if needed.
- Food contributions from the membership for the Hospitality Room.
- Name Tags
- Microphones -- One at podium and one on floor (make sure they work).
- Overhead Projector (let AA know of our need)
- Television with VCR for showing PSAs etc.
- Coffee and Hot water for tea/decaf (AA sells tickets)
- Signs (Don't use initials such as ACOA, ACA. These are not Al-Anon.)
- A container to distribute and recollect the voting chips.
- 7th Tradition containers.

Program

Al-Anon host committee:

- Sets up Sharing Session Friday night 7:00 p.m. - 8:00 p.m. (alt. 8:00-9:00)
- Arranges Saturday night Al-Anon Speaker, usually 8 - 9 p.m. (alt. 7:00-8:00)
- Arranges Sunday morning Al-Anon Speaker, usually 10 - 11 a.m. (**optional**).
(Introducer of these speakers reads Al-Anon preamble to the Twelve Steps and the Al-Anon Anonymity Statement) [*We haven't had speakers on Sunday for a long time.*]
- Seventh Tradition basket to be passed twice on Saturday, once during the meeting and following the evening speaker, and once on Sunday if there is a speaker.

Registration: Friday 4 - 9 p.m.; Saturday 7:30 a.m. - noon.

- District Al-Anon members help with registration
- Registration table in hall.
- Name tags
- Local meeting list
- Assembly Agenda (Chairman will bring these or send it to be copied).
- A registration book is used for sign-in. Date the top of the pages and number the lines. There should be columns as follows: Name, Group name, City where the group is located, District, Position, Voting (yes/no). Report the total number registered to the Area Secretary at the close of registration.

Literature: Friday 7 - 10 p.m.; Saturday - check with Literature Coordinator for times.

- Host District Al-Anon members to help with literature sales.
- No literature is sold while meetings are in progress.

Friday Night 7:00 p.m. - 10:30 p.m. (time approx.)

- Room for 75 - 100 people, preferably at tables.
- Public address system.

Saturday 8:00 am - 5:00 p.m.

- Room for 20 - 30 people for New GR Orientation meeting from 8 -9 am.
- Room for 125+ people for AWSC meeting and Assembly from 8 am - 5 p.m.
- Breakout rooms for Action Committees for two hours (check with the Area Chairperson for the hours the rooms will be needed). There are four groups of approximately 25 people each. [*If the Assembly meeting room is large enough, two groups can meet there.*]
- Head Table: 2 - 3 tables to seat 5, podium, water (access to electrical outlets)
- Public Address System with microphones at podium and floor.
- Overhead Projector.

- Television with VCR
- Banners - 12 Steps, 12 Traditions and 12 Concepts (Should transfer with books)

Sunday 8:00 am - 10:00 am.

- Three rooms/areas for breakout meetings:
 - 1) Delegate/DRs meeting [25 people]
 - 2) Alt. Delegate/Coordinators meeting [12 people]
 - 3) Area Chairperson/GRs meeting [25+ people].
- Room for 50 for AWSC meeting (It is ideal to use the Assembly room)
 - Head Table: 2-3 tables to seat 5 with podium, water.
 - Public Address System with microphone at podium and one on floor.
 - Overhead Projector.
 - [All Al-Anons have a voice and are welcome at AWSC meetings.]

Optional

Host Committee may provide flyers at prior assemblies, in local newspapers, or for radio stations, always maintaining personal anonymity.

If the Assembly would have a high impact on nearby restaurants, the Host Committee may want to notify the restaurants, so they can be prepared.

Award banners may be brought to the assemblies by transfer between host committees or by the Archives Coordinator. Please check to see if your committee needs to take this responsibility.

ALATEEN

Provide the following as appropriate:

- Separate sharing room for 15-25. If room is warm and carpeted so the Alateens can sit on the floor, only 15 chairs need be provided.
- The room should be available Friday from 4:00 p.m. - midnight; Saturday from 4:00 p.m. - midnight; and Sunday from 8:00 a.m. - noon.
- Please provide water. Other beverages and/or snacks can be provided by the Host District as desired.

Revised 9/04