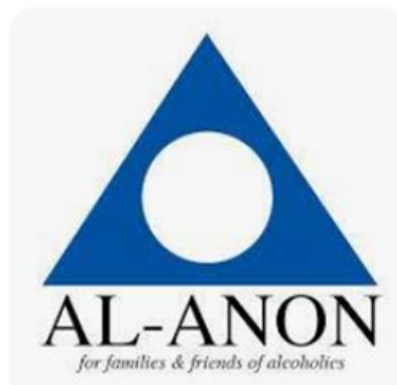


GUIDELINES FOR HOSTING

AN

AL-ANON/ALATEEN

ASSEMBLY WEEKEND



PREPARING A BID TO TAKE TO ASSEMBLY

Use the Bid Form for Hosting Assemblies, See Appendix A

1. Phone a couple of hotels (if possible) to acquire the best rates. Estimate 80 weekend in-person attendees.
2. Information needed from the hotel:
 - a. Main meeting room for Friday evening, Saturday and Sunday until 1:00 p.m.
 - b. Is the meeting room able to accommodate 80 people (for hybrid assemblies) with approximately 20 tables?
 - c. Does the meeting room split into two or more smaller rooms? Are there any extra rooms for breakout sessions?
 - d. Walk through the meeting room, is it adequate size and layout? Will everyone be able to see and hear?
 - e. Please refer to Appendix B, Technical Information Checklist for Assembly Bid Committee

Generally, the cost of the meeting rooms is based on guaranteeing the number of meals or hotel rooms booked. The meeting room may be free of charge. Check with the hotel as they all differ. Sometimes it is cheaper to pay for a few additional meals over actual attendance than to pay for the meeting room rental cost.

Check with the Area Chairperson to see if any extra rooms are needed for meetings (such as Al-Anon or Alateen). Is there a free hospitality room that can be used for smaller meetings? Only book the meeting rooms necessary to save on cost. With hybrid (in person and virtual) meetings, usually everything is in one room.

3. Obtain menus from the Hotel and select meals for Saturday (breakfast, lunch and dinner) and Sunday (breakfast). Some hotels provide a complimentary breakfast for guests. In this case, breakfast doesn't have to be included in the meal package. Make sure coffee/tea is included in the meal price. The cost of meals varies depending on what you choose from the menu. Price needs to include 5% GST, 6% PST & 15-17% gratuity for the total meal package (2 breakfasts, 1 lunch and 1 banquet). There is also GST and PST on the gratuity.

Example:	Lunch cost is	\$19.00
	5% GST	\$.95
	6% PST	\$ 1.14
	15% Gratuity on \$19.00	\$ 2.85
	5% GST	\$.14
	6% PST	\$.17
	Total cost of lunch	\$24.25

Does the hotel provide a "you pay" or a flat rate for coffee/beverage service? If so, will they set up a table with coffee/tea/cold beverages for sale (Tradition 7) at set break times? There is usually a break Friday night, Saturday mid-morning, Saturday mid-afternoon, Saturday evening, and Sunday mid-morning.

4. Will the hotel need a deposit? How much and when? Obtained from the Area Treasurer.
5. Cost of guest rooms:
 - a. Does the price change with the number of guests per room?
 - b. Is there a block of 30 rooms available (should be rooms with two double or queen beds as opposed to one bed and a hide-a-bed)
 - c. Ask to see a guest room to ensure that they are clean and adequate for 2 to 4 people sharing.
 - d. Check with the hotel concerning Sask Assembly's liability for costs in the event the weekend must be cancelled, or a large number of meals are cancelled due to bad weather.
 - e. Get all the bid information from the hotel in writing.

If everything for the above has been answered to your satisfaction, tentatively book the hotel, and inform the hotel when your bid will be confirmed.

CONGRATULATIONS – YOUR BID HAS BEEN ACCEPTED!

1. Call the hotel to confirm the booking, find out by what date you will need to confirm the number of meals. Let them know if breakout rooms are needed.
2. Prior to Assembly, advise the hotel of the set-up arrangements for tables and chairs.
 - a. We need:
 - i. 2 Tables for Registration Committee
 - ii. 4 Tables for Table Officers (two on each side of the main podium)
 - iii. 1 Table for Delegate's display
 - iv. 1 Table for Alateen display
 - v. 1 Table for Archivist Display
 - vi. 1 Table for Public Outreach Display
 - vii. 1 Table for Newsletter Editor
 - viii. 2 Tables for Literature sales (Saskatoon LDC or Prince Albert LDC)
 - ix. 2 Tables for snacks and beverages (if applicable)
 - x. 2-3 Tables for raffles (if applicable)
 - xi. 10 Tables set up for attendees on the assembly floor.
 - b. Advise hotel that individuals will book their own rooms and ask what the final date for booking will be to ensure rooms are within the reserved block. Find out what the procedure is for people booking to obtain one of the reserved rooms. Get a code number or word for the reserved block of rooms from the hotel to include on the registration form.

The contract with the hotel needs to be signed. If the hotel has requested a deposit, ask the Area Treasurer to send you a cheque to give to the hotel after the contract has been signed.

3. Use registration funds for establishing a petty cash float if required. Banks will issue a debit card if requested. See point 4 under the Registration Section.
4. **The Registration Form must be created and sent to the Area Secretary as soon as possible after the Area World Service Committee meeting.**

The Secretary keeps a blank copy of the registration form on the laptop. If she hasn't already sent you a copy, please ask for a copy. Fill out your information and send it back so she can send it to the AWSC members. Be sure to add your Hotel Accommodation information on Page 2. This includes name of the hotel, address, phone number, online booking info, room rates for single, double, triple and quad occupancy, booking code name or number. Also add any pertinent info such as complimentary breakfast to this information.

Send both Registration and Hotel Accommodation forms to the Secretary so that she can make it a "fillable" document. **The Area Secretary will be responsible for sending the registration forms to Area World Service Committee**

members as soon as she receives them. (Motion 07/11) The registration form will also be available on the website.

5. Form your Hosting Committee

a. Registration Committee which includes the following people:

- | | |
|---|------------|
| i. Registrar/Treasurer | 1 |
| ii. Hosting Chairperson | 1 – 2 |
| iii. Folder Committee | 4 – 6 |
| iv. Desk Committee | 6-8 |
| v. Hotel Contact Person | 1 |
| vi. Ticket Collectors for meals | 1 per meal |
| vii. Table Decorations for Banquet | As needed |
| viii. Someone to say Grace | 1 |
| ix. Greeters for Banquet ^[OBJ] | 2 – 3 |
| x. Miscellaneous Sign-makers | 1 – 2 |

6. Water pitchers and glasses should always be on all tables.

7. Advise the hotel that no head table is set for the banquet.

8. The Area Secretary has the table signs for the table officers, coordinators, and districts. Make sure they have been updated with current names. They should be put on the tables on Friday.

9. You will also need to ask for volunteers to billet people.

10. If you can bring food to the hotel (beverages and snacks) or prepare coffee, etc., volunteers or a committee will be needed.

REGISTRATION

Registration Committee:

This Registration Committee consists of the Registrar/Treasurer who has their email address on the Registration form, the hosting Chairperson, the Hotel Contact Person and members/groups who prepare the registration folders and name tags and work at the registration desk during the Assembly weekend.

Obtain Registration bins from the host District Representative and check for ample supplies including new folders, name tag holders and name tags, meal tickets, copies of Voting Procedures, Provincial Map, Alateen Safety and Behaviour Requirements, Ask-It-Basket forms, Gratitude Basket donation envelopes, current FORUM subscription form, Al-Anon Abbreviations. Purchase supplies and photocopies as needed. There are copies of all the forms in the Registration Binder. The Area Secretary also has a folder of all the forms on the Area Secretary laptop.

It is helpful to check the Registration Binder to familiarize yourselves with the forms and previous registration committee evaluations.

Assembly evaluations are to be included in the folders. Also, they will be sent out electronically to Zoom participants by the Alternate Delegate right after Assembly. Ask the Alternate Delegate for the most current version.

Master copies in the binder can be photocopied for the folders. All the forms are stored on the Area Secretary's laptop for safe keeping.

Hosting Chairperson:

The Hosting Chairperson coordinates with Hotel Contact Person when:

1. Preparing the bid, booking the hotel, and choosing menus.
2. Gets the meeting room set up, arranges tables, and communicates with hotel staff as necessary.

Registrar:

1. Acts as contact for all registrations, in person and on Zoom.
2. Acts as treasurer for Assembly weekend, deposits all money, pays bills and prepares financial statement (wrap up)
3. Works with the Hotel Liaison who contacts the hotel regarding meeting rooms and number of meals and special meal requests.
4. Makes sure other committee members are aware of duties and have necessary supplies.

Registrar duties:

1. The email address created for the registration process is:
SKAlanonAssembly@gmail.com. The password to get into the email account is:
skassembly2022.
2. Open a bank account as **SK Alanon Assembly**. Two signing officers will be needed, usually the Chairperson or Registrar or District Representative. The bank may require a letter stating who the signers are. You will only need a few cheques (approx. 10) and a duplicate deposit book. Make sure the bank account has etransfer capability, a debit card for making deposits, and online access to the account. Check email and etransfer to make sure it works properly. You should be able to opt for Direct Deposit at the bank, so you don't have to ask a question and name the answer.
3. You may want to contact the previous Assembly Registrar if you have any questions. The Area Secretary can tell you who it was.
4. Keep a file or binder of the registration forms as they are received. Assign a number to each registration form and record information on the Registration Summary form. Zoom registrants should be on a separate list. Only the Group Representatives attending on Zoom will have a sign-in number, beginning with GR101, first name and initial of last name. Other Zoom attendees will also be given a sign in code, usually their first name and initial of last name. (Copies of previous registration worksheets will be in the binder) Before the start of Assembly, these **ELECTRONIC** Registration Summary forms should be sent to the Chairperson, Technical Coordinator, and Area Secretary. If there are any late attendees, also pass their information on to the Chairperson, Technical Coordinator, and Area Secretary.
5. Advise the Hotel Contact Person of the number of meal packages/lunch/banquet tickets and any special dietary needs required. Find out when the deadline date is for ordering meals.
6. Check the registration forms to see if there are any people attending their first Assembly and have requested to receive the pamphlet, "So This is Your First Al-Anon Alateen Assembly". If they have indicated "yes" to both, email them a copy, along with a "Letter of Acknowledgement".
7. Prepare a receipt for payment using a duplicate receipt book or computer receipt. Attach the receipt to the registration form. Receipts for Zoom participants can be emailed or mailed upon request.
8. Saskatchewan Assembly Table Officers and Coordinators and Literature Distribution Centre Representative will have registration and meals paid by Saskatchewan Assembly. It is helpful to get the current list from the Area Chairperson/Secretary.

Motion 33/23: That Area 89 covers the expenses for the Literature Distribution Center (LDC) representative to bring and sell literature at Fall and Spring Assembly not to exceed \$500.00.

Area 89 will reimburse the expenses for up to 2 Assembly Technical Support team volunteers to attend hybrid assemblies. Please check with the Technical Coordinator to confirm who the volunteers are prior to each assembly.

Motion 9/24: That Area 89 reimburse the expenses for up to 2 Assembly Technical Support team volunteers to attend hybrid assemblies in order to provide technical support to the meeting. Cost to the Assembly not to exceed \$500.00 per Assembly.

9. Prepare a list of billets. Assign as needed.
10. After the Area World Service Committee meeting, the **Area Secretary sends out the weekend Agenda to the Registrar and the Area World Service Committee members. The Area Chairperson sends out the Friday Night Pertinent Topics, Business Meeting Agenda, and Zoom Etiquette to the Registrar and Area World Service Committee members.** Before sending out the Agendas to all Registrants, check with the Technical Coordinator to make sure the Zoom meeting numbers and passcodes are correct for each meeting.
11. You can make a folder on your computer so you can attach the forms to the email you send to the **In-person attendees'** confirmation of their registration.

The following forms are emailed out as soon as you receive them:

- Weekend Agenda
- Business Meeting Agenda
- Friday Night Pertinent Discussion Topics

The rest of the forms will be in their individual folders which they will get when they arrive at the meeting place.

If someone asks to print and mail them the forms, ask them to get someone in their group to do that as it is very expensive for us to print and mail them.

12. You can make a folder on your computer so you can attach the forms to the email you send to the **Zoom attendees'** confirmation of their registration. All required documents for the meeting will be housed by the Secretary, who will also make any required updates.

Zoom attendees will have the following emailed to them:

Registration Confirmation – Zoom with their sign in number and a copy of the following:

- Weekend Agenda
- Business Meeting Agenda
- Friday Night Pertinent Discussion Topics
- Zoom Meeting Etiquette
- *“So this is your first Assembly”* pamphlet (first time attendees only)

The following documents will be in one pdf file named Folder Inserts for Zoom Participants:

- Area 89 Alateen Safety & Behaviour Requirements
- Area 89 Map
- Voting Procedures
- Al-Anon Abbreviations
- Ask-it-basket question Form
- FORUM subscription Form – most current

13. The Registration Desk Committee will need a list of people attending the Assembly and any money owing, as well as prepared folders, a few extra made-up folders for drop-in day registrations the receipt book and Registration Fee envelope to the Registration Desk Committee on Friday.

Registration Folder Committee:

1. Obtain the following from registration committee:
Registration bins that have folders, name tags, supplies etc.
Current registration forms
Copies of the Friday Night Pertinent Topics, the Weekend Agenda and the Business Meeting Agenda as well as all the other forms
2. Previous folders are filed in alphabetical order by last name. Using current registration forms, select a previous folder and name tag or prepare a new folder and name tag.
3. Name tags for first time attendees should have goldenrod colored paper, others are white.
Name tag (in holder) to be printed out in advance with full name and town unobstructed and a blank name tag be available if members would like to make an alternate tag.
(Motion 03/11)
The first name should be in capital letters followed by the last name.
Example: JANE Doe, Saskatoon. Blank tags are available at the registration table.
4. Name tags for Al-Anon Adult Children should have a small green dot and Alateen members should have a small red dot.
5. Each **in-person folder** should have the following:
 - a. Name tag and holder.
 - b. Receipt for payment of registration and meals (remove from member's registration form).
 - c. Meal tickets as paid for are placed in the person's name tag holder. One colour for banquet and a 2nd colour for lunch.
 - d. Voting Procedures
 - e. Area Map and Al-Anon Abbreviations on the inside covers
 - f. Gratitude Basket donation envelope
 - g. Weekend Agenda
 - h. Business Meeting Agenda
 - i. Friday Night Pertinent Discussion Topics
 - j. Ask-it-basket question Form.
 - k. FORUM Subscription Form – most current.
 - l. The Alateen Safety & Behaviour Requirements
 - m. *Letter of Acknowledgement* (first time attendees only)
 - n. *So this is your first Assembly* (first time attendees only)
 - o. If Billeting, include the name & phone number of the host billet.

Mark the registration form in some manner to indicate that a folder has been completed. Sort completed folders alphabetically in the file box (white tub) for the registration.

5. **Zoom** attendees will have all the forms sent to them electronically by the Registrar. See # 11 in Registration Section.

Registration Desk Committee:

1. Obtain all the registration boxes, supplies and Registration Summary spreadsheets with registrants' names and information and binder with registration forms. Make someone the Chairperson of the desk registration (if not the Registrar) and advise the Assembly Chairperson.
2. Set up a work schedule. There are some forms in the Registration Binder you can photocopy and fill out.
 - Friday: 2 or 3 people from 4:00 to 6:00 p.m. and 2 or 3 people from 6:00 to 8:00 p.m. and at least 1 person from 8:00 to 10:00 p.m.
 - Saturday: 2 people from 7:30 to 9:30 a.m., 1 person from 12:00 to 1:00 p.m., and 1 person 5:00 to 5:30 p.m.
 - Sunday: 10:00 a.m. to 12:00 p.m. 2 or 3 people to put away folders, etc. and pack up for the next host committee.
3. Set up two tables; a large one for registration and small one for masks, sanitizer, stickers, blank name tags, felt markers, etc.
4. Have your registration summary form/spreadsheet ready to mark off when the member comes, collect any unpaid amounts, prepare a receipt, and mark amounts on the Registration Summary and give folder to member. There is an envelope for Registration Fees to put cheques or cash in, give it to the Registrar as soon as possible. Don't leave any money unattended or there overnight.
5. If not previously registered, record their name and amounts paid in Registration Summary and prepare receipt, folder, and name tag.

If advised of any cancellations, mark "cancelled" on the Registration Summary, and inform the registrar. Registration fees are not refundable. Meal fees are not refundable after meal count cutoff date.

6. On Sunday morning you will need two people to file turned-in folders alphabetically in boxes and pack supplies. Ask the Chairperson to announce that attendees leave their name tag and holder in their file folders before handing in. ***Make sure you have all the registration supplies at the Assembly as you will need to pass them all on to the next host committee.*** If there aren't any bids for the next Assembly, check with the Area Chairperson to make a plan on what to do with the bins. Make sure someone knows where the bins are being stored.

Other Needs

Some of the followings have been mentioned previously, but it never hurts to double check!

1. If a member is not going to attend the meal they have paid for, they can give the ticket to the Area Chairperson who will announce there is an extra paid ticket to pass on. Once we give the numbers to the hotel that is the number we must pay for, whether people show up or not.
2. A couple of baskets to collect the tickets at mealtimes.
3. Two rolls of tickets (different colors) for the meals. It is good to use a different color for the Saturday banquet as it is a more expensive meal, and many are only attending for that one meal. Example: blue ticket for the banquet and white for the lunch
4. A Cashbox or Registration Fee Envelope for the registration table, a small float may be needed. Most registration and meal fees are paid by etransfer or cheque ahead of time.
5. Removeable plastic hooks and string to hang the banners (Steps, Traditions, Concepts). Funtac just doesn't work.
6. Extra pens, pencils, masking tape, folders, labels, scissors, nametags, hand sanitizer, masks, stickers etc. for registration desk. Check the bins and replenish if necessary. Supplies may be used for workshops.
7. Table cards for Districts and Table Officers are kept by the Area Secretary. Ensure that the cards are updated to represent the names of individuals holding the positions currently. These cards should be placed on the tables on Friday.
8. Duplicate receipt book or computer issued receipts.
9. For Hybrid meetings, the workshops have been done in the main meeting room. In the past, we had sign-up sheets for in-person workshops numbered to show how many can attend each workshop. (Check the number of registrations and divide by the number of workshops)
10. Use cheque-sized envelopes for Gratitude Basket donations so we aren't folding cheques and cash. There's a "Gratitude Basket" stamp and ink pad in the registration bin.
11. Small Kleenex packages for each table (these should be passed on with the registration supplies).
12. Larger green, yellow, and red stickers and masks to use if desired. There is a poster in the binder designating which sticker to use as to what level of personal contact attendees wish.

WRAP – UP

Registration Committee Checklist of Duties: (following Assembly)

1. Send Zoom registrants' email addresses to Alternate Delegate so she can email the Evaluation forms.
2. Have the Registration Committee members fill out the "Registration Committee Evaluation Template" forms found in the binder. This includes the Registrar, Chairperson, Hotel Contact Person, and Registration desk volunteers. They can be left in the binder for the next Assembly.
3. Before paying the hotel bill, the Registration Committee will carefully review the bill, checking which meeting rooms were charged for what days, and if there was a discount for the number of meals/rooms make sure this has been taken. Check with Technical Coordinator for additional charges such as audio/visual equipment, etc.
4. Make meals refunds by cheque or etransfer to any member that notified you prior to the start of the Assembly that they were not coming, **only if you were able to cancel meal charges** with the hotel. Advise refund recipients to cash their cheque promptly.
5. Finalize bills/adjustments as quickly as possible and summarize bank transactions on **Bank Summary** (see Master Copy in the Binder). This will be the information from your bank statements.
6. Prepare **Statement of Receipts & Disbursements** (see Master Copy, revised March 2014.) Use your totals from the columns on the **Registration Summary spreadsheets** to help fill this out.
7. When all items have cleared the bank, close the bank account by writing a cheque, make an etransfer or obtain a bank draft for the final balance amount (Surplus) **to Saskatchewan AI-Anon Assembly**. Send **the Bank Summary and the Statement of Receipts & Disbursements to the Area Treasurer**. Advise the bank you are closing the account to make sure all bank charges are included before you process the final payment. Be aware that some banks charge for an etransfer, so deduct the fee from your final payment to the Area.
8. Make any notes to improve these Guidelines and send them to the Area Secretary and submit at the next Area World Service Committee meeting.

BID FORM FOR HOSTING ASSEMBLIES			
LOCATION			
DATES OF ASSEMBLY			
HOTEL:			
Room cost (taxes included) per night	Single		\$ _____
	Double		\$ _____
	Triple		\$ _____
	Quad		\$ _____
Number of rooms available			
Complimentary breakfast (circle one)	Yes	No	
Meals (tax and gratuity included)			
Do we have to guarantee number of meals?	Yes	No	
Saturday Breakfast			\$ _____
Lunch			\$ _____
Banquet			\$ _____
Sunday Breakfast			\$ _____
TOTAL MEALS			\$ _____
Outside food allowed?	Yes	No	
Beverages			\$ _____
Meeting Rooms			
Is there an extra charge?			\$ _____
Do we have to guarantee number of rooms rented?	Yes	No	
Equipment			
What is Wi-Fi speed in meeting room?			_____
Microphone(s); how many are available? At what cost?			_____
Is there an In-Room Public Address System	Yes/No		
Flip Chart/White Board	Yes/No		\$ _____
Screen (65" recommended size)	Yes/No		\$ _____
Podium	Yes/No		\$ _____
Extension Cords (2 - 25 ft or longer)	Yes/No		\$ _____
Other			\$ _____
Amount of deposit required by hotel			\$ _____
PLEASE NOTE: ALL PRICES SHOULD HAVE TAXES AND GRATUITY INCLUDED			
Are billets available?	Yes	No	
SUBMITTED BY:			
DISTRICT #			
LOCATION			

Appendix B

TECHNICAL INFORMATION CHECKLIST FOR ASSEMBLY BID COMMITTEES

INFORMATION TO ACCOMPANY AN ASSEMBLY BID INCLUDES:

How many microphones does venue have (Assembly uses 3 microphones – 1 for podium, 1 for secretary/table top and 1 floor). NOTE: Tech team will bring at least two microphones.

Does venue have an in-room PA (public address) system? If not, tech team will need to arrange for loudspeakers.

What is wi-fi speed available in the meeting room?

Is wired internet available in the meeting room?

Can venue provide:

- projector screen (find out size/minimum 65" recommended)?

- 1 podium

- 2 long extension cords (25 ft or more)

- Flip chart/White Board

ONCE BID HAS BEEN ACCEPTED TECH TEAM WOULD LIKE:

Room Floor plan (dimensions, doors, AV/microphone port and outlet locations) 2 weeks prior to Assembly to Area Chair and Tech Team Lead

1-2 volunteers to help set up Tech Equipment.

CONFIRM WI-FI SPEEDS. (Tech team will talk a host committee member through doing an on-site speed test to determine actual upload and download speeds).

Will the wi-fi be shared with other conferences happening concurrently?

Note:

Most of the above are not absolute requirements however Tech Team needs to know what is available for planning purposes.

Projector is provided by Area Delegate

Cameras (3) are provided by Tech Team