CNCA Assembly Guidelines

Holding Assemblies to allow full participation by AA members in our Conference Process is one of our Area's primary functions.

Hosting an Area Assembly can and should be fun, and will promote unity within your district. If your district indicates willingness, the first step will be to elect a committee chair or co-chairs who can work with the district officers to locate an appropriate facility. When you've found a facility and ascertained that it will be available, call the Assembly Coordinator and set up a date for him or her to review the site and help you prepare a bid. If the Area Committee accepts your bid, the next step is to appoint your various subcommittee chairs and invite full participation from your district.

Sometimes, as with the Pre-Conference Assembly, planning and hosting an assembly may span two service panels... Six months or so before the event should be adequate lead time to have all the sub-committee chairs and members in place. These should include Food, Registration, Hospitality, Set-up & Clean-up, Coffee, Sodas, Parking, & Decoration.

Your district's Assembly chairperson should schedule several planning & progress meetings in the months prior to the event. The Assembly Coordinator will attend some of these. Sub-committees may wish to meet independently to see to detailed planning. All committees should try to work within an established budget, and report any changes as they occur.

If possible, involve people who are not already heavily committed to ongoing service responsibilities. Participation by individual groups or sub-districts can be rewarding. Committee chairs should delegate tasks whenever possible. Their responsibility is for planning, coordination, and oversight.

Specific Guidelines:

❑ These items should be verified prior to bidding.

✓ These apply to actually hosting the assembly.

ASSEMBLY BIDS:

❑ **Assembly Coordinator must check the facility prior to the bid.**

❑ The bid must be for a specific date. Find out if the facility is available for backup dates. Check the date for conflicts with the Assembly Coordinator prior to making your bid.

MONEY:

❑ Typical costs for one day assembly: Facility (total) = $1,000- $4,500*; Food & Coffee-$4.50/person, (2 day-$5.00/person) ; Decoration: under $100.00
*** Be sure to mention that we're a non-profit organization EIN 942958080.**

❑ The Area will pay or reimburse the host district for all expenses.

❑ The host district should provide a complete cost estimate, including: building, set-up & tear-down, kitchen, breakout room rent, tables & chairs, stage, podium, food & coffee, early entry, trash disposal, etc. (Please complete the CNCA Basic Assembly Bid Form.)

❑ Is a deposit required to secure the facility? How much? Check if a fee increase is scheduled. Will we be liable for increased fees? Note: Security deposit should not be included in total bid cost.

✓ Please let the Assembly Coordinator know if you will need money in advance, & how much. We'll need an itemized list of projected expenses, and the dates when you'll need them covered.

INSURANCE:

❑ Area will pay for event insurance. Some facilities require that we use their policy, but normally we can use the CNCA insurance policy with a free rider for the facility. Check with Assembly Coordinator. Include any costs in the bid.

FACILITY:

❑ The meeting room should accommodate as follows: Pre-Conference - 450; Election - 400; all others 300-350. (See box at lower right for actual projected attendance.) 6,000-7,000 sq. ft. total floor area for banquet style seating; check posted capacity.

❑ Get a set-up plan from the facility administration. Check if the seating plan and actual set-up will have to be reviewed by the local fire marshal prior to use.

❑ Find out if there are additional rooms available for break-out panels or sharing sessions (Summer Assembly only). At what cost?

❑ The facility must be wheelchair accessible, including rest rooms. Relevant doorways should be 36" wide; restrooms must have turning space.

❑ 60 - 75 tables are necessary: 40 to 55 for seating, and the rest for registration, food & coffee service, displays, etc. (Seating + 19 extra.)

❑ A small stage or elevated platform at least 8' X 16' is required, wheelchair accessible for the Election Assembly and as required or determined by the Area Officers for other assemblies.

❑ Nearby parking should accommodate 200 vehicles.

❑ The Public Address system will be supplied by the Area. Contact the Assembly Coordinator for details about any special requirements he or she might have for set up of the PA system prior to the Assembly.

| Assembly Attendance*	
Pre-Conference	450
Election	400
All others	300-350
*based on recorded attendance for last panel	

Dinners the night before the Assembly:

The only dinner that is required is the one before the Election assembly- CNCA sponsors this event. The other dinners are an option of the host committee and an opportunity for a dinner and meeting the night before the Assembly. Whatever you decide, please let us know your intentions, so those attending can plan accordingly.

After the Assembly

The host district should report actual expenses to the CNCA Treasurer as soon as possible after the assembly so the district may be reimbursed, and to provide data for future assembly planning. Please fill in the right-hand column on the CNCA Basic Assembly Bid form. In addition, the district is encouraged to provide a brief report to the Area. What it was like to host the assembly? What problems did you encounter, and how were they re-solved? Is there anything you feel you should have been made aware of, but weren't? Any other information you'd like to pass on to districts who are in line to host assemblies? Overall, was this a positive service experience for your district? This archive can provide useful guidance for future assembly hosts.

Thanks!
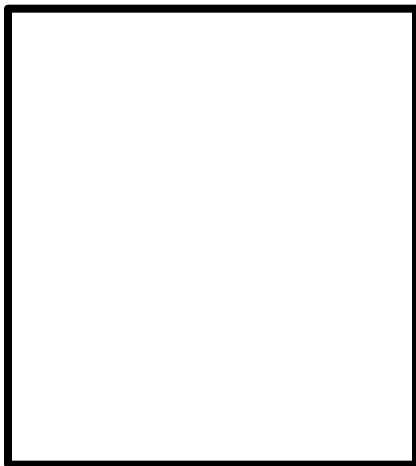
FACILITY (CON'T)

- ❏ All assemblies will be non-smoking.
- ❏ Check if there are nearby smoking areas and facility policy. Find out if set-up and take-down is included in rental.
- ✓ Most facilities have a set-up diagram. If not, make one.
- ✓ Seating is usually 8 to a table. Tables can be ganged.
- ✓ Assembly Coordinator will let the host committee know what tables will be needed by Literature, Bridging the Gap, Archives, P.I., Finance, H & I, etc.
- ✓ Find out if there will be access the night before, for set-up, decoration, & prepared food storage.
- ✓ Find out if trashcans will be available, & about trash disposal & facility cleanup requirements. Provide for recycling if possible.

FOOD:

- ❏ The host committee should provide estimated food cost to be included in the bid. Approximately $4.50 per person ($5.00 per person for 2-day Assembly). Actual cost will be born by the Area. Keep it moderate. Ask Assembly Coordinator for guidelines.
- ✓ Check kitchen facility to make sure that all appliances are operational.
- ✓ The host committee will be responsible for the menu, preparation, & serving. The Assembly Coordinator can provide guidance.
- ✓ Try to accommodate our vegetarian members.
- ✓ Some paper products, coffee, etc. may be available from prior assembly. Ask. These may include paper cups, plates, bowls, plastic utensils, & butcher paper for covering tables. Arrange for pickup at prior assembly.

SODAS & COFFEE:

- ❏ The host committee is responsible for providing coffee. Include $75.00 cost in bid.
- ❏ Host committee is responsible to provide sodas. Assembly Coordinator can provide purchasing guidelines and you should check with preceding host committee for left over supplies. This is usually self-supporting as sodas are sold at assemblies on break-even basis.

FLYERS, PROGRAMS & SIGNS:

- ✓ These will be provided by Assembly Coordinator. You may want to make additional signs to direct traffic if site is hard to locate.
- ✓ Four months prior to the assembly, the host committee will provide the Assembly Coordinator with a list of hotel/motel accommodations and a map of how to get to the assembly. Host may also wish to provide a list of local AA meetings.
- ✓ Registration materials will be provided by Area.
- ✓ Seventh Tradition buckets and district table signs should be picked up at end of the preceding Area Meeting.

DECORATIONS:

- ❏ Estimate Cost. Keep it simple (under $100.00).

PARKING:

- ✓ Host district may need to provide a few people to direct parking in the a.m.

HOSPITALITY:

- ✓ Host District may provide liaison between members needing accommodation and those locally willing to provide it. Please specify smoking or non-smoking households.