

QUARTERLY / ASSEMBLY

PLANNING

WORKBOOK

South Florida Area 15

Quarterly Coordinator

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AREA 15 QUARTERLY COORDINATOR

The Area 15 Quarterly Coordinator helps the bidding districts understand the physical requirements needed for a facility to be able to adequately hold a quarterly. Provides historical data from past quarterlies to bidding and hosting districts. Keeps the Area Committee advised of any changes. Reviews the hosting district's Agenda prior to publication in accordance with Area 15 Current Practices. Is available for guidance to the districts regarding quarterlies.

The Area 15 Quarterly Coordinator chairs the Quarterly Coordinator Meeting on Saturday afternoon at 3:00 PM at each Area 15 Quarterly.

Participates in review of hotel contracts with State convention Committee. Attends State Convention Committee at quarterly. Provides attendance estimates for each Quarterly meeting and workshop. Collects the Quarterly Host District Review Sheets after each Quarterly. Presents a report of committee activities orally at the Area Business Meeting and in written form for inclusion in the Area minutes. Provides the Area Finance Committee with an annual request for funds at budget time.

The Quarterly Coordinator does not dictate how Quarterly Host districts plan their Quarterly. The Quarterly Coordinator communicates current and standard practices, quarterly planning information or makes suggestions based on personal experience or that of past quarterlies.

COMMITTEE CHAIRS

Some ideas for obtaining chairs for the committees are to look to your DCM, ACM and GSRs at District meetings or Service functions. It is a good idea to select committee chairs that have Co-Chaired or served on the committee for previous Quarterlies.

The following is a list of suggested Committee Chairs:

District Quarterly Chairperson
Alternate District Quarterly Chairperson
District Quarterly Hotel Liaison
District Quarterly Secretary
District Quarterly Treasurer

Registration Committee Chairperson
Greeter Committee Chairperson (can be part of Registration Committee)
Program Committee Chairperson
Speaker Committee Chairperson (often combined with Program Committee)
Banquet Committee Chairperson
Coffee Committee Chairperson
Hospitality Committee Chairperson
Special Needs Committee Chairperson
Room Scanners
Ready Squad
Voice of the Quarterly (often the duty of the Quarterly Chair or CoChair)

The following is a suggested breakdown of the responsibilities of each committee chair.

The detailed lists, worksheets and forms can be found in a separate section of the Workbook.

HOST DISTRICT QUARTERLY CHAIRPERSON

Select Alternate Quarterly Chairperson and Hotel Liaison
Attends State Convention Committee meeting for review of contract.
Attend Area 15 Quarterly Coordinators meetings.
Give reports at the District level and Area Quarterly Coordinators Meeting.

The following is a chronological overview of the planning stages for a Quarterly. The Quarterly Chairperson should be the overseer of all the committees and continually be aware of their activities. This is intended to be a check list for the Chairperson and not actually all the duties of the Chair. The following duties are repeated for the appropriate committee in their section.

1 YEAR IN ADVANCE:

Set up first Quarterly Committee meeting.
Select Committee Chairs - see committee chair sections
Determine theme of Quarterly
Set up Calendar of Quarterly Committee meetings

6 MONTHS IN ADVANCE - CONFIRM:

Flyer design from the Program Committee is ready to send to Area Quarterly Coordinator.
Speaker has been selected for Friday and Saturday Night from Program/Speaker Committee
Panel for Traditions, Concepts and Service Manual Workshops have been selected by
Program/Speaker Committee
Spanish Speakers for Spanish Traditions, Concepts and Service Manual Workshops have
been selected by the Area Linguistic Committee.
Panel for GSR and DCM Sharing has been selected by the Program Committee.
Room assignments have been set for all meetings with Hotel Liaison and Hotel.
Recorder has been selected and confirmed.

NOTE: For funding for the Friday and Saturday night speakers, if they are invited by the Delegate, the Area funds them and the Area Treasurer makes their reservations. If they are invited by the Host District, then the district funds them and makes their reservations. Host districts usually use their comp rooms for the speakers that are not otherwise funded by District or Area. It is also customary for the Host district to provide the 2 main speakers with 2 banquet tickets each.

For the Past Delegates that have a function at the Quarterly, either speaking or chairing a workshop or meeting, the Area provides 1 night lodging and makes their reservations. Give a list of Past Delegates that have been invited to participate in the Quarterly to the Area Treasurer and he/she will make their reservations.

AT PRIOR QUARTERLY – CONFIRM:

Quarterly flyers are on tables Sunday morning before Area Business Meeting.
Set up table Sunday morning for Banquet ticket sales. (Banquet Committee)
Pick up lectern, unused supplies and recycled badges before leaving Quarterly.

2 - 3 MONTHS IN ADVANCE - CONFIRM:

Program Committee has program ready to go to Area Quarterly Coordinator.
Centerpieces have been designed by Banquet Committee
Invitations have been emailed or mailed by Secretary

6 WEEKS PRIOR:

Finalize all committee, District and Area requirements
Confirm that emails have been sent to Delegate, Alternate Delegate, Area Chair and Area
Quarterly Coordinator asking if there are any last minute changes or requests.
Set up Restaurant reservations or special meeting requirements.

3 WEEKS PRIOR:

Confirm with Alternate Chair that Special Needs, Recorder and speakers are all confirmed.
Obtain local restaurant list and make copies.
Obtain local meeting list and make copies.

If this is an April Quarterly, make 300 copies of Final Conference Agenda Items.
(This is not a requirement and would be an added expense to the District.)

The District Literature Committee or Intergroup may sell Service Manuals if they have a table set-up along with AA Literature, books, pamphlets and free local “Where & Whens”. Otherwise the District Grapevine Committee can offer Service Manuals at their display table.

FRIDAY AFTERNOON AT QUARTERLY:

Around Noon, if possible, hotel debrief and walk-thru to review room set ups and banquet. Invite Area Quarterly Coordinator to attend as well.
Confirm number of Comp rooms and ensure smoking area.
Give hotel banquet count (according to contract). *Work with hotel on when the final banquet count can be turned in. Often they will accept this on Saturday afternoon of the event.*
Assign Comp rooms and give to hotel.
Get Archives room key for Archivist. Ensure that Archives room does not get opened.
Have a table set up near Registration for the Florida State Convention Committee and ICYPAA.
Help committees in set up of displays.
Make sure “Ask It” Baskets for DCM meeting, GSR sharing and “What’s On Your Mind?” are on the Registration table (Program Committee).
Ensure program and agenda items on Registration table (Program Committee).
Ensure Service Manuals are on Literature, Intergroup or Grapevine table to be sold.
At 7:45 pm check to be sure that registration totals and announcements are given to the Chair of the Speaker Meeting.
Ensure the 7th Tradition is collected by the District Treasurer.

SATURDAY AT QUARTERLY

If the Area Chairperson is having a Sunday Morning Breakfast meeting with the Area Officers and Committee Chairs, double check the restaurant reservation.
At 7:45 pm check to be sure that registration totals and announcements are given to the Chair of the Speaker Meeting.
Ensure the 7th Tradition is collected by the District Treasurer.
Attend Area Quarterly Coordinator meeting.
Help Registration figure out seating arrangement for district tables for Sunday morning.

SUNDAY AT QUARTERLY

Ensure that laminated table numbers are on tables by 8:00 am.(set Sat night if possible)
Laminated table numbers are provided by Area Quarterly Coordinator.
At 8:45 a.m. get registration totals to Area Quarterly Coordinator.
Ensure the 7th Tradition is collected and given to Area Treasurer.
Collect recycled badges, unused supplies and lectern for next quarterly hosting district.
Ensure all signs of AA are removed from the hotel.
Debrief with hotel and pay remaining balances.

Turn in Host District Review Sheet to Area Quarterly Coordinator as soon as all information is complete. ALTERNATE DISTRICT QUARTERLY CHAIRPERSON

Supports and stays in constant contact with the Quarterly Chairperson and Hotel Liaison.
Oversees all committees and acts as contact point for committee chairs.
Sets a committee meeting one year in advance to determine theme and ensure special needs.
Sets all committee meetings – 6 months in advance.
Calls or emails to remind committee chairs of meeting 1 week in advance.
Greets committee chairs and coordinates meetings.
Obtains the Recorder for the event.
Assists Hotel Liaison in room assignments for all meetings and workshops.
Confirms Recorder, Speakers, Interpreter and any Special Needs one month prior to Quarterly.
Friday of Quarterly, arrive early and attend debrief and walk-thru with hotel.
Help committees to set up tables and displays.
Oversee Coffee Police
Attend Area 15 Quarterly Coordinator meetings.
Assist District Quarterly Chairperson with wrap up reports after the Quarterly.

HOTEL LIAISON

Bids – (see bid section)
Contract – (see contract section)
Negotiates the contract with the hotel.
Contract must be signed by Area Chairperson by date agreed upon with Hotel Contact.
Support and stay in constant contact with the Quarterly Chairperson and Alternate Chairperson.
Obtain proposals and send to Area Quarterly Coordinator by deadline prior to October quarterly.
Attend State Convention Committee meeting for review of contract,
Present bids at the Area Business Meeting at the January Quarterly.
Sets up room assignments for the workshops. The Host Committee is responsible for providing meeting space only to all the scheduled sessions on the Area approved agenda.
Reports at the Quarterly Committee meeting.
Friday of Quarterly, arrive early and attend debrief and walk-thru with hotel.
Coordinate the Banquet with the Hotel for the Banquet Committee. Give the hotel the total Banquet numbers and total for the food choices as soon as possible.

DISTRICT QUARTERLY SECRETARY

Maintains contact list including names, phone numbers and email addresses for all committee chairpersons.
Maintains a list of all speakers and workshop chairs address and phone numbers.
Emails or Mails out invitations to speakers and chairs 3 months in advance.
Attends all committee meetings and takes notes for archival purposes (held at 1 year, 6 months, 3 months, 4 weeks, 3 weeks and 2 weeks in advance). Some Districts hold monthly meetings.
4 weeks prior to Quarterly, sends a note to the Delegate, Alternate Delegate and Area Chair asking for any personal needs or requests (i.e. dinner reservations, etc.)
4 weeks prior - maintains contact list of all group donations and mails out Thank You letters
3 weeks prior – email out reminder notes
2 weeks prior – mails out the anonymity letter to the hotel

2 – 4 weeks following event complete a wrap up report and give all notes to District Archives.

DISTRICT QUARTERLY TREASURER

Coordinate with Area 15 Treasurer to receive Area funding.

Coordinate with District Chairperson/Treasurer/Area Treasurer to make a deposit on the Hotel.

Send Finance report monthly to Area Chairperson.

Keep detailed records of all expenses and income from event and coordinate with Host District Treasurer for any funds required.

Keep detailed records of all group contributions including group names and contact.

Keep detailed records of all Banquet money received.

Collect the 7th Tradition at Friday and Saturday night's speaker meetings and record as income.

Collect the 7th Tradition at Sunday Business Meeting and give to Area 15 Treasurer (CP165)

Attend the hotel debrief on Sunday with Area Treasurer to settle any final bills.

Provide a detailed report to Host District.

Reimburse Area for bills paid and return Area 15 funding to Area Treasurer (if possible)

Provide wrap up report after event to District.

The following is the procedure that ought to be followed by the Hosting District & Area 15 Treasurer when hosting a quarterly and having to pay the Food & Beverage invoice at the end of the event.

- Hosting District makes deposit to hotel if required at contract signing. District Treasurer provides Area Chair & Area Treasurer dollar amount of deposit.
- District informs Area Treasurer if deposit is to be applied to Food & Beverage invoice.
- Total invoice amount remaining on Food & Beverage is to be verified by *District*.
- After verifying, District writes a check to the Area within 7 days for amount of invoice.
- Area Treasurer issues check for the Food & Beverage invoice (on company check) with funds received from District, and mails to the hotel.
- With this process, no refunds are necessary to District.

REGISTRATION COMMITTEE

Pick up unused supplies, clip boards and recycled badges before leaving previous Quarterly.

Table numbers are provided by the Area Quarterly Coordinator.

You will need approximately 800 name badges. If there are not enough recycled from previous quarterly, you will need to order more.

Have DCM/GSRs sign up individuals from their home groups to man the registration table.

Collect the sign-up sheets prior to the Quarterly to ensure all slots are filled. Call volunteers before the event to confirm participation day and time.

Preprint badges with ribbons for the following:

Past Delegates, Current Delegate, Alternate Delegate, Area Officers, District Chairs, Area Standing Committee Chairs, Friday and Saturday night speakers, Officers of the host district and host quarterly committee with name and position.

A list of names for the above badges will be provided by the Area Quarterly Coordinator.

Ribbons are provided by the Area Quarterly Coordinator

Prepare badge labels for all other registrants with Quarterly title, date and theme.

Need packing tape, stapler, pens for sign-up sheets and felt tip pens for badges (12).

Get to hotel early to set up tables. Lay out registration sign in sheets available on the Quarterly Coordinators page on the area 15 website. Have plenty of copies of the Area agenda for current quarterly.(optional)

Program Committee will supply 800 copies of program and 150 Spanish programs.

Count registrants Friday and Saturday nights and give number to Speaker Chair before the speaker meeting using form provided.

Count total registered for weekend Sunday morning and give number to Quarterly Coordinator before the business meeting using forms provided.

Coordinate with District Quarterly Chairperson to figure out seating arrangement for district tables for Sunday morning.

Provide a box for Sunday morning for recycling badges for next Quarterly.

Provide Quarterly Coordinator with all forms and supplies to be passed on to the next Quarterly.

Know the hotel (bathrooms, meeting rooms, etc)

Have fun and help others feel welcome.

After Quarterly, complete wrap up Report and give to Area Quarterly Coordinator.

Provide list of volunteers and their groups to your District Quarterly Secretary for Thank You notes.

GREETER COMMITTEE

Recruit volunteers for time slots, recommended 4 hour shifts.

Maintain volunteer list to call in case of no shows. Call 1-2 weeks prior to confirm participation.

Familiarize Greeters with hotel facilities (i.e., bathrooms, coffee tables, hospitality room, etc.)

Make sure table and signs are ready at least ½ hour prior to Registration sign in times (Friday 3:30 pm, Saturday 7:30 am, and Sunday 6:30 am)

Get local meeting and restaurant lists and have available on Greeters table.

Get local maps (usually available from hotel or local visitors' center) and have available.

Provide District Quarterly Chairperson with table signs and extra supplies at end of Quarterly.

Provide District Quarterly Chairperson with wrap up report with any problems or comments.

Provide list of volunteers and their groups to District Quarterly Secretary for Thank You notes.

Stickers are very difficult to get off the badge holders. The next quarterly will have a much easier time recycling your badges if you do not use little stickers or stick them on the insert and not the badge holder.

PROGRAM COMMITTEE

Select the Theme for your Quarterly (usually done by entire Quarterly Planning Committee).

600 copies of your flyer plus 100 Spanish flyers must be ready by Sunday morning at the Quarterly prior to yours.

As soon as possible, develop the Flyer design with logo and Quarterly Agenda. Be sure that any ad hoc committees in session are listed – double check with Area Quarterly Coordinator.

Email English flyer to Area Quarterly Coordinator for approval. Provide a scrubbed version of your flyer by removing personal emails and phone numbers to the Area Quarterly Coordinator for the website.

After final approval of your flyer the Area Quarterly Coordinator will email the flyer to the Area Linguistics Chair, linguistic@area15aa.org, for Spanish translation.

Provide copies of final flyers to District and ask all GSRs, DCMs and ACMs to distribute to groups.

Hold off printing of flyers for Sunday morning tables at Quarterly as long as possible in case there are last minute changes.

Have 600 English and 100 Spanish flyers printed for the tables on Sunday Morning at the Prior Quarterly.

Design the printed program.

Check with Archives, Registration and Hospitality committees for opening and closing times.

Encourage them to close or run a skeleton crew from 8:30 to 9:30 on Friday and Saturday nights in respect for the main Speaker.

Email printed program to Area Quarterly Coordinator for approval before printing.

Final approved printed program will be emailed to the Linguistics Chair, linguistic@area15aa.org, by the Area Quarterly Coordinator for translation.

Hold off printing of the programs as long as possible for any last minute changes. You will need 800 English and 150 Spanish Programs.

Create signs for the Registration and Greeters tables.

Create meeting room signs if not provided by the hotel – check with Hotel Liaison.

Provide “Ask It” baskets with pens and papers for the GSR and DCM sharing sessions and “What’s On Your Mind” meeting.

If the district decides to have a raffle, pick up raffle tickets and solicit contributions for raffle (from; Recorder, Grapevine, groups, etc.)

Get speaker gifts (and gift bags) for Friday and Saturday night speakers only.

SPEAKER COMMITTEE (can be combined with Program Committee)

Select Chairs for Friday and Saturday night Speaker meetings. This is usually the District Chair or the Quarterly Chair or a combination of both.

Select speakers for Friday and Saturday night speaker meetings.

Try to select speakers with General Service experience but it is not mandatory.

Friday night is usually a “local” speaker or anyone you choose.

If a Trustee, Delegate from another area, or anyone from GSO is at your Quarterly, they will be your Saturday night speaker.

Every other year the Delegate has the opportunity to invite a Staff member of GSO or a Trustee to our Assembly. CP308

Give names of main speakers to Quarterly Secretary with address and phone numbers to send out invitations. Also give to Recorder for CD labels.

Select speakers, chairs and readers for the remainder of the meetings. The names of the Traditions, Concepts and Service Manual workshops must also be given to the Recorder.

The Linguistics Committee usually selects the speakers for the Spanish Traditions, Concepts and Service Manual workshops. Be sure to confirm that they have been selected.

The names of 4 Sunday morning readers must be given to the Area Chair unless the Chair wants to select them. Be sure all readers are seated up front and ready to go to the microphone when called.

Ensure the District Quarterly Chair has all names, addresses and phone numbers of all speakers, Chairs and readers prior to the Quarterly.

If you do not have Spanish speaking people in your district to chair the Early Bird and Night Owl meetings, ask the Linguistic Committee Chair, linguistic@area15aa.org to provide them.

Communicate to the linguistic committee your plans or needs ahead of time.

Call prior to the Quarterly to confirm all speakers, chairs and Hispanic speakers.

A list of Past Delegates and Trustees can be obtained from the Area Quarterly Coordinator. We should take advantage of their experience and knowledge as often as possible for workshop panels and meeting chairs

Current Practices dictates that the Concepts meeting is chaired by 2 AA members that are well informed on the 12 concepts. Therefore the Concepts meeting is usually chaired by a past delegate with 1 or 2 other AA members on the panel. The same follows true with the Traditions workshop.

Area 15 has requested that we seek continuity from one Quarterly to the next. Therefore the following workshop formats are suggested:

January Concepts and Traditions #1 – 3

April Concepts and Traditions #4 – 6

July Concepts and Traditions #7 – 9

October Concepts and Traditions #10 – 12

It is suggested that you consider the following format for the GSR and DCM sharing sessions. Since we have two hours for each session, please consider having presentations in the first 30 to 45 minutes of the session. The presentations should be done by experienced or past GSRs, ACMs or DCMs in the GSR sharing and experienced or past DCMs or ACMs in the DCM sharing session. Our trusted servants need our experience in being effective in those positions so that we develop a strong base of positive experience that we can continue to pass on. We have new GSRs and new DCMs at every Quarterly and we are responsible for helping our trusted servants communicate effectively with groups.

Remind chairs and panel members that the workshops are not speaker meetings and that interaction is desirable after their presentations. Ask It Baskets work well with the GSR and DCM sharing sessions. They are always used in the “What’s On Your Mind” meeting so have baskets, pens and papers ready. It saves time at the sharing sessions and allows questions to come from the floor that people may be too shy to come to the microphone to ask but this is not dictated by Current Practices.

The Service Manual Workshop held in January, July and October must be chaired by Past Delegates. This meeting and “What’s On Your Mind” are suspended in April for the Conference Agenda Review. “What’s On Your Mind” is always chaired by the Alternate Delegate.

At the October Quarterly of even numbered years, the “What’s On Your Mind” meeting is devoted to allowing all the current Area 15 Officers to give a summary of their positions so that interested trusted servants can consider whether to offer their services for any those positions at the elections on Sunday.

The time slots for the meetings are dictated by Motions in Current Practices. Hosting Districts cannot change any time slot from the Area 15 set Agenda. Only the Area Chairperson and the Area Quarterly Coordinator can approve deviations if they must be done.

BANQUET COMMITTEE

Banquet tickets should be created, printed and ready for sale by the prior Quarterly.

Banquet food choices should be printed on tickets to aid the servers.

Keep track of food choices and give totals to the Hotel Liaison as early as possible.

Be available to sell tickets and gather volunteers to sell tickets prior to Quarterly

All money is disbursed to the District Quarterly Treasurer when received.

Maintain financial records of tickets sold, money received and money disbursed.

Two non-voting members must be available at the prior Quarterly Sunday morning to sell banquet tickets from 8:00 am to close of the Assembly.

Create centerpieces for Banquet tables using Quarterly Theme. (usually 12 plus 2 head tables)

Select a spiritual AA person or member of the clergy to do the Blessing.

Get volunteers to sell Banquet tickets at the Quarterly on Friday and Saturday.

Give an accounting of total ticket sales and money disbursed to the Treasurer and the District Quarterly Chairperson.

COFFEE COMMITTEE

One of the most expensive items for many Quarterlies is the “free coffee”. Very few hotels give us unlimited free coffee as was customary in the past. Some hotels let us brew our own in the Hospitality Room and some provide a set number of gallons as part of the contract. Be very careful to adhere to the contract specifications. Coffee can be very expensive.

If providing your own cups try to use 6 oz. cups instead of 8 oz. to save on waste.

It is suggested that one or two people be designated to sign off on the coffee when it is delivered to the table by the hotel. This is to ensure coffee is not replenished right before the last meeting thus wasting gallons of coffee overnight. It also double checks the hotel count. This is optional, but experience has shown that having a “coffee overseer” to be a valuable tool in maintaining costs.

Please provide Area Quarterly Coordinator with number of total gallons used per day.

HOSPITALITY COMMITTEE

Some hotels allow us to bring in our own hot foods, slow cookers, coffee pots, etc. Other hotels limit us to snacks and desserts with no cooking or hot foods. Your Hospitality Room is not in competition with prior Quarterly hosting committees. Be sure to tell your hotel contact what foods and beverages you intend to have in the Hospitality Room and adhere to the hotel’s policy. A suggestion found useful: Get groups involved by having them “sponsor” 2 – 4 hours in the Hospitality Room with greeters and food. Groups can also donate funds for this room to ensure it stays self-supporting.

Create a Volunteer/Time Slot spreadsheet.

Recruit volunteers for time slots, recommended 2 - 4 hour shifts.

Maintain volunteer list to call in case of no shows.

Call volunteers 1 – 2 weeks prior to confirm participation.

Make sure food and beverages are ready ½ hour prior to Hospitality posted times.

It is suggested that Hospitality Room closes during the main speakers.

Games are nice – some use this room for fellowship so having cards and dominos are a nice idea.

If hotel allows, ensure coffee pots and tea are in room and going at all times.

Have door guards on duty and do not let people take food out of the Hospitality Room.
Provide a list of volunteers and groups for thank you notes to the District Quarterly Secretary.
Provide the District Quarterly Treasurer with a financial report including donations and expenses.

Please provide Area Quarterly Coordinator with wrap-up report for future hosting Hospitality Committees to use as reference.

SPECIAL NEEDS COMMITTEE

The Chair of the Area Special Needs Committee is listed on the flyer with email and phone number and will handle all special needs requirements. Please refer all special needs requests to that Chairperson.

ROOM SCANNERS

Prior to each meeting, ensure that the room is set up as requested including the Room Sign outside each meeting room door.

Ensure a wrap up report is on the head table for the chair to fill out if you are doing final wrap up reports at the end of each workshop. Give the reports to District Quarterly Chairperson.

Give a list of number attending each meeting to the Area Quarterly Coordinator.

READY SQUAD (optional)

A Ready Squad is 2 or more people that are available during the Quarterly to just do whatever is needed. They may have to go out for supplies when they run out or pick up whatever has been forgotten. They have to be ready to pick people up or drop them off. If you have forgotten to assign a volunteer to a task, they can fill in. If you have a no show for a committee, they are a call away. The only requirements to serve on the ready squad are a car, a cell phone and willingness.

VOICE OF THE QUARTERLY (optional)

Some District Quarterly Committees have a Voice of the Quarterly but others have the Quarterly Chairperson or Alternate Chairperson makes the announcements and introductions.

Make any announcements before the speaker meeting

Announce registration counts before the Friday and Saturday night speaker meeting.

Introduce person giving the blessing before the Banquet.

Introduce the Chairs of the speaker meetings using the format provided.

ROOM REQUIREMENT SUGGESTIONS

Take into consideration when you might have a large local turnout that you may need to provide extra seating for like the speaker meetings.

Remember when setting up room assignments that many standing committees have displays or literature that they like to display. Try to arrange for an extra 6' table in each breakout room for this purpose if requested.

Archives requires a room that will hold 50 people. Make sure that the room locks and that the Archive people have a key. Inform the hotel contact not to "just unlock" the room in the morning. The room should NEVER be unattended.

The Sunday morning business meeting is always best served by the officers being in the center of the longest wall. Four 6 or 8 foot tables work well as some area officers work from their computers. These tables should be elevated by a riser. If feasible, arrange round floor tables in rows rather than staggered to ease in taking vote counts. The room should be set up to hold about 450 at tables with the addition of chairs around the outside walls for nonvoting members and visitors.

For the April Quarterly, try to get a second table microphone for the Assembly so that the Delegate does not have to share his microphone with the Agenda Item Speaker. It is too unwieldy and time consuming. Please ask for two (2) microphones at the dais for the Assembly.

For the July Quarterly, try to get a small table around the Registration area for the Delegate to display his "storybook" from the Conference.

Figuring out seating can be based on the registration counts as of Friday & Saturday totals for attending voting members of each district. How many seats (8 or 10) at each table is important to determine how many tables each district will require to seat first their voting members then any nonvoting members and then any guests the district might have. Please seat smaller Districts (14, 16 & 19) at the same table. Deaf members may prefer to be seated with their districts and so we may need to put those districts up by the ASL signer when possible. Ask the Area Special Needs to help you know their preferences.

Please try and put district tables together as best you can. Nonvoting district members and guests may find additional seating in chairs set up around the perimeter of the meeting room in order to seat all of the voting members attending. **MAKE SURE DISTRICT NUMBERS ARE ON THE TABLES BY 8:00 am** Sunday morning so early arrivals can find their seats well before the 9:00 am opening of the South Florida Area business meeting. Table numbers are provided by the Area Quarterly Coordinator. It is suggested to set up the room Saturday night after the speaker meeting.

If this is an Election Assembly, the Sunday morning room requirements must include a large dry erase board set up by the end of the Head table. Ensure that each of the tables has a number of ballots and that baskets are available to collect the ballots. It is also suggested that you have a calculator available for use at the head table to figure out number of votes needed. Also provide some small plastic bags to hold each set of ballots separately until all voting is ended (CP347).

ROOM REQUIREMENTS

FRIDAY

Function: **Registration**

Time: At host district's discretion; 1-10 p.m. is suggested.

Set-up requirements: Five 6-foot tables with six chairs and one trash can for registration;
one 6-foot table with three chairs for Banquet sales.
two 6-foot tables with two trash cans (no chairs) for coffee set up;
one 6-foot table with two chairs for greeters;
one 6-foot table with two chairs and one trash can for Grapevine display;
one 6-foot table with two chairs for area accessibilities committee;
one 6-foot table with two chairs for birthday display;
one 6-foot table with three chairs for Intergroup.
two 6-foot tables with one chair for taper (check with taper);
One 6-foot table with two chairs for Florida State and ICYPAA Convention Registrations sales;
For April: One 6-foot table with two chairs for the Delegate to display the Conference Agenda Binders;
For July: One Table for the Delegates Storybook.

Function: **Archives display**

Time: At host district's discretion; 1-8:30 p.m. is suggested for Friday and Saturday and until noon on Sunday.

Set-up requirements: Five 6-foot tables set up around perimeter of room with three chairs. ***The room must have a door that locks.***

Function: **Speaker meeting**

Time: 8-10 p.m.

Set up requirements: Theater style seating for 400 people. Head Table for host, readers and speaker should be on a riser and Microphone at Area 15's lectern.

Function: **Night Owl meeting**

Time: 10-11 p.m.

Set up requirements: Theater style seating for 30 people. Head table with two chairs.

Function: **Spanish Night Owl meeting**

Time: 10-11 p.m.

Set up requirements: Theater style seating for 25 people. Head table with two chairs.

SATURDAY

Function: **Registration**

Time: At host district's discretion; 7 a.m.-8:30 p.m. is suggested.

At the close go over Friday plus Saturday totals for each District. Give these to Quarterly Chair Saturday night to determine how many tables each District will need on Sunday morning.

Set-up requirements: See above.

Function: **Archives display**

Time: At host district's discretion; 7 a.m.-8:30 p.m. is suggested.

Set-up requirements: See above.

Function: **Early Bird meeting**

Time: 7-8 a.m.

Set up requirements: Theater style seating for 30 people. Head table with two chairs.

Function: **Spanish Early Bird meeting**

Time: 7-8 a.m.

Set up requirements: Theater style seating for 15 people. Head table with two chairs.

Function: **Concepts Workshop**

Time: 8:00-9:00 a.m.

Set up requirements: Theater style seating for 150 people. Head table with 3 chairs. Add a Microphone at head table and a standing floor microphone if possible.

Do the next three Concepts for your Quarterly as follows:

January	Concepts #1 – 3
April	Concepts #4 – 6
July	Concepts #7 – 9
October	Concepts #10 – 12

Function: **Spanish Concepts Workshop**

Time: 8:00-9:00 a.m.

Set up requirements: Theater style seating for 25 people. Head table with 3 chairs.

Do the next three Concepts for your Quarterly – see above:

Function: **Remote Communities meeting**

Time: 8:00-9:00 a.m.

Set up requirements: Board room if possible; otherwise, set up one 6-foot table in the center of the room with nine chairs.

Function: **Treatment Facilities Committee**

Time: 8:30-10:50 a.m.

Set up requirements: Theater style seating for 50 people. Head table: 2 tables with five (5) chairs. (Water Station and 1 extra table in rear of room).

Function: **Archives Committee**

Time: 9-10:50 a.m.

Set up requirements: Theater style seating for 50 people. Head table with four chairs. Additional single 6-foot table is needed off to the side for displays. If possible put committee in room that has no prior or meetings after.

Function: **Current Practices**

Time: 9-10:50 a.m.

Set up requirements: Board room if possible; otherwise, set up two 6-foot tables side by side to form one large square table in the center of the room with ten chairs. Arrange as many chairs as possible around the perimeter of the room.

Function: **Grapevine Committee**

Time: 9-10:50 a.m.

Set up requirements: Theater style seating for 30 people. Head table with four chairs.

Function: **Literature Committee**

Time: 9-10:50 a.m.

Set up requirements: Theater style seating for 25 people. Head table with four chairs.

Function: **Public Information/Cooperation with the Professional Community**

Time: 9-10:50 a.m.

Set up requirements: Theater style seating for 50 people. Head table with four chairs also a 6-foot thin (12-18 inches wide) table behind head table for displays.

Function: **Special Needs Committee**

Time: 9-10:50 a.m.

Set up requirements: 35 chairs (no tables needed) set up in a U-shape if possible with additional chairs behind it; if this is not possible, theater style seating for 30 people. Head table with four chairs.
This meeting should be set up as close as possible to the rest rooms.

Function: **State Convention Committee**

Time: 9-10:50 a.m.

Set up requirements: Theater style for 25 people. Head table with three chairs.

Function: **Traditions workshop**

Time: 11 a.m.-Noon

Set up requirements: Theater style for 250 people. Head table with four chairs on riser. A microphone at head table plus at least one standing microphone in the room. You may want to have an Ask It basket with paper and pens at the registration tables. (no meeting opposite, apart from Spanish)

Do the next three Traditions for your Quarterly as follows:

January	Traditions #1 – 3
April	Traditions #4 – 6
July	Traditions #7 – 9
October	Traditions #10 – 12

Function: **Spanish Traditions workshop**

Time: 11 a.m.-Noon

Set up requirements: Theater style for 25 people. Head table with three chairs. A microphone at head table and a standing microphone in the room.

(no meeting opposite, apart from English)

Do the next three Traditions for your Quarterly as above:

Function: **Web Site Committee meeting**

Time: 12:00-1:30 p.m.

Set up requirements: Theater style for 25 people. Head table with two chairs. Also require a power out let at head table for computers or perhaps on a wall near head table.

Function: **District Chairpersons meeting**

Time: 12:30-1:30 p.m.

Set up requirements: Theater style for 30 people. Head table with two chairs.

Function: **District Secretaries/Registrars meeting**

Time: 12:30-1:30 p.m.

Set up requirements: Theater style for 25 people. Head table with three chairs.

Function: **District Treasurers meeting**

Time: 12:30-1:30 p.m.

Set up requirements: Theater style for 25 people. Head table with three chairs.

Function: **Linguistics Committee meeting**

Time: 12:30-2:00 p.m.

Set up requirements: Board room if possible; otherwise, set up one 6-foot table in the center of the room with at least ten chairs. Arrange a few chairs (at least 10) around the perimeter of the room.

Function: **Corrections Committee meeting**

Time: 1:30-3:50 p.m.

Set up requirements: Theater style for 50 people. Head table with four chairs. Need microphone if possible.

Function: **Finance Committee meeting**

Time: 2-3:50 p.m.

Set up requirements: Board room if possible; otherwise, set up one 6-foot table in the center of the room with eight chairs. Arrange as many chairs as possible (at least 20) around the perimeter of the room. Set up in October, as it is a budget quarterly; add an additional two 8-foot tables.

Function: **Intergroup/Central Office meeting**

Time: 2-3:50 p.m.

Set up requirements: Theater style for 25 people. Head table with three chairs.

Function: **DCM Sharing**

Time: 2-3:50 p.m.

Set up requirements: Theater style seating for 100. Head table with four chairs on riser. Microphone at head table and a standing microphone in the room.

Function: **GSR Sharing**

Time: 2-3:50 p.m.

Set up requirements: Theater style seating for 250. Head table with four chairs on riser. Microphone at head table and a standing microphone in the room.

Function: **Quarterly Coordinator's meeting**

Time: 3 – 3:50 p.m.

Set up requirements: Theater style seating for 30 people. Head table with two chairs.

Function: **Service Manual workshop**

Time: 4-5 p.m.

Set up requirements: Theater style seating for 150. Head table with four chairs on riser. Microphone at head table and a standing microphone in the room.

(No meeting opposite, apart from Spanish)

In April this meeting is replaced by the Conference Agenda Review.

Function: **Spanish Service Manual workshop**

Time: 4-5 p.m.

Set up requirements: Theater style seating for 25. Head table with three chairs.

(No meeting opposite, apart from English)

Function: **What's On Your Mind meeting**

Time: 5-6 p.m.

Set up requirements: Theater style seating for 150. Head table with three chairs on riser. Add a water station, microphone at head table (*wireless microphone. would be wonderful*) and a standing microphone in the room. Have paper and pens for Ask It basket available in the room as well as at registration table. ***(No meeting opposite)***

In April this meeting is replaced by the Conference Agenda Review.

Function: **Banquet**

Time: 7-8:30 p.m.

Set up requirements: Rounds of 10 for at least 175 people. Microphone at Area 15 podium on riser in front of room. Water at podium.

Function: **Speaker meeting**

Time: 8:30-9:30 p.m.

Set up requirements: Theater seating for 300 in room adjacent to banquet room. Partitions come

down before meeting starts. These seats should be set up behind the banquet tables or perhaps on the sides of banquet tables depending on the number of banquet dinners.

Function: **Conference Agenda Review – APRIL only**

Time: 10-11 p.m.

Set up requirements: Theater style seating for 100. Head table with two chairs on riser. Microphone at head table and a standing microphone in the room.

Function: **Night Owl meeting**

Time: 10-11 p.m.

Set up requirements: Theater style seating for 30 people. Head table with two chairs.

Function: **Spanish Night Owl meeting**

Time: 10-11 p.m.

Set up requirements: Theater style seating for 15 people. Head table with two chairs.

SUNDAY

Function: **Registration**

Time: At host district discretion; 7-9 a.m. is suggested.

Set-up requirements: See above.

Function: **Archives display**

Time: At host district discretion; 7-Noon is suggested.

Set-up requirements: See above.

Function: **Early Bird meeting**

Time: 7-8 a.m.

Set up requirements: Theater style seating for 30 people. Head table with two chairs.

Function: **Spanish Early Bird meeting**

Time: 7-8 a.m.

Set up requirements: Theater style seating for 15 people. Head table with two chairs.

Function: **South Florida Area 15 business meeting** (and assemblies when required)

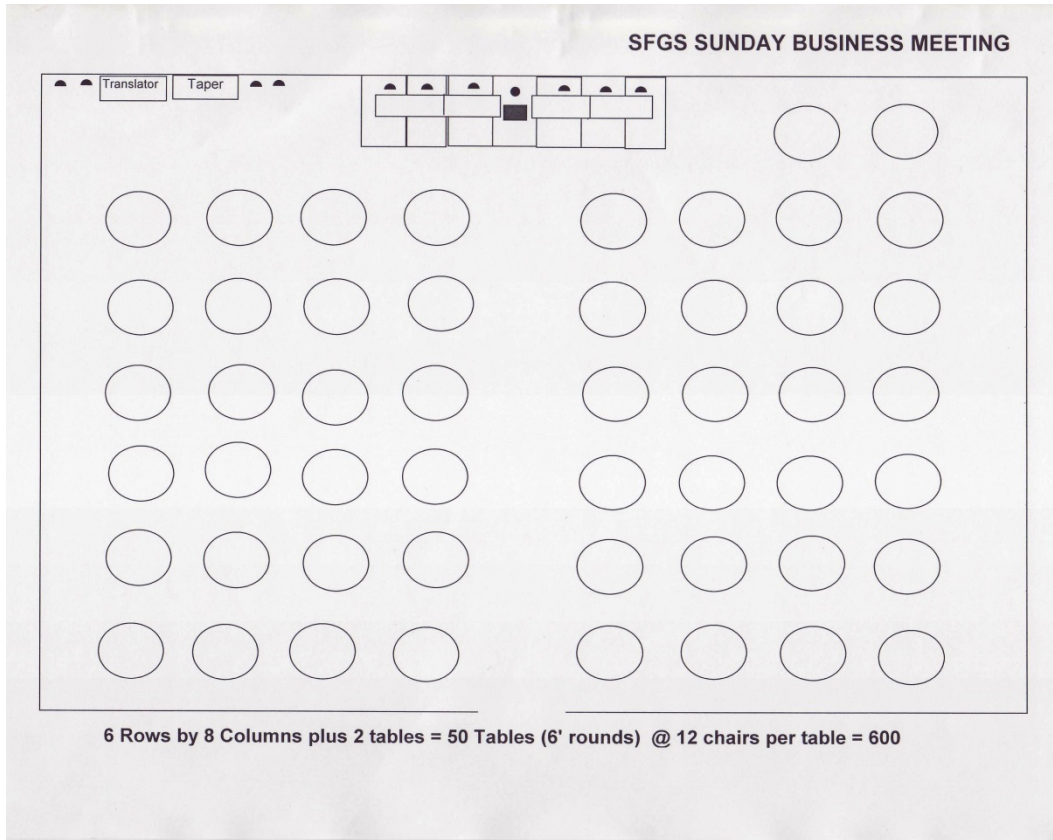
Time: 9 a.m.

Set up requirements: Forty-five rounds of 10 is optimal, but the room must be set up in the best configuration possible for 450 people. Each Table should have a number (provided by Area Quarterly Coordinator) to correspond to the District's seating requirements based on attending voting members. It is a good idea to provide additional seating along the perimeter if space provides.

Four 6-foot or 8-foot tables with six chairs set with water pitchers and glasses. Two tables on either side of the podium, with Microphone at Area 15's lectern. A tall chair or Bar Stool at podium for Area Chair.

At least two floor microphones in room. One table with chair near the podium for the Recorder. One Small table for ASL Interpreters.

Here is a great example of a Sunday Morning Business Meeting set up from District 5.



ANONYMITY AT THE PUBLIC LEVEL

A NOTE OF THANKS, A REQUEST FOR COOPERATION

Our anonymity, like our sobriety, is a treasured possession. We ask the help of our guests and hotel staffing in protecting the anonymity of all alcoholics present or mentioned here this weekend. We thank you for helping us observe our long-standing tradition of anonymity for members of Alcoholics Anonymous.

We respectfully request your cooperation with us in maintaining the anonymity of our members by holding in confidence anything that is heard during the Assembly.

From time to time we write our public media friends to thank them for helping us observe our long-standing tradition of anonymity for members of Alcoholics Anonymous. The principle of anonymity is a basic tenet of our fellowship. Those who are reluctant to seek our help may overcome their fear if they are confident that their anonymity will be respected. In addition, and perhaps less understood, our tradition of anonymity acts as a restraint on our members, reminding us that we are a program of principles, not personalities, and that no individual A.A. member may presume to act as a spokesman or leader of our fellowship.

Again, we thank you for your cooperation. Those who wish to know more about our fellowship may write or phone, or visit the section "Media Resources" on www.aa.org.

Sincerely,

District # ___ Quarterly Chair
Alcoholics Anonymous

GSR'S PLEASE READ AT YOUR GROUPS

Greetings,

We are excited to inform you that District ___, which is YOUR District, is privileged to host the date So Florida Area General Service Quarterly. The week-end Quarterly will be held at the insert Hotel info on April insert Month, days and year.

We need YOUR help in assisting our brother and sister alcoholics from out of town. We need YOUR help with host and hostess to greet them as they arrive. We need YOUR help with the registration table. We need YOUR help with manning the hospitality room.

“_____” is the theme of the Quarterly. We need YOUR help in showing our fellow visiting alcoholics that the Service leg of our triangle fills us here in _____ and _____ Counties can fill them too.

Thank you in advance for YOUR support.

PLEASE TELL US HOW YOUR GROUP CAN HELP US

_____ Registration
_____ Hospitality
_____ Greeters
_____ Other _____

Thank you for your help in advance. Without your support we would not be able to have a successful Quarterly.

Yours in Love and Service

- _____
Return to Your GSR or contact _____ at _____ or email at _____

Thank You Example

District __ would like to thank _____ for your participation in the South Florida Area Quarterly.

The success of the Quarterly would not have been possible without the generous support of people like you and the Home Groups of our wonderful District.

Thank you again and may God Bless You on your journey.

District #__

Reminder Example

The Quarterly Hosting Committee of District __ would like to remind you of the upcoming South Florida Area Quarterly on _____ .

Thank you again for your service. The success of the Quarterly is due to the gracious service of people like you.

Thank you again and may God Bless You on your journey.

The Quarterly Hosting Committee
District #__

Event/Workshop/Commitment	Date	Time
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Note Example

The Quarterly Hosting Committee of District __2 would like to extend a warm welcome to your upcoming visit to our District for the _____ -So Florida General Service Quarterly.

If there are any special requests or needs that would make the Quarterly more enjoyable for you such as dinner reservations for Friday evening or a need of a small meeting space, please let us know and we will do our utmost to assist you.

Again, we are excited to have you coming to District __ and may God Bless You on your journey.

The Quarterly Hosting Committee District #__