

AREA ASSEMBLY HOST DISTRICT GUIDELINES

This is a checklist to assist the host districts prepare for hosting an area assembly.

- (1) Room size-minimum seating for 75 persons classroom style seating. (Tables horizontally with chairs.) Additional space is needed for display items. *10/15/05
 - (a) Table or tables that can accommodate up to six people should be placed at the front of the room with a lectern/podium and microphone.
 - (b) A microphone should also be available which is centrally located on the floor of the assembly.
 - (c) Separate room available on Saturday morning for GSR orientation.

- (2) Cost for weekend meeting room facilities not to exceed \$350.00 without the approval of the Alternate Chairperson.*07/24/04 Area 66 is responsible for monies. Try to have the cost of the meeting room waived by guaranteeing a certain number of guest room nights. (Usually 20-30)

- (3) The assembly is non-smoking so there needs to be easy access to the outside or a smoking area.

- (4) Refreshments – Area 66 is financially responsible for the cost. The hosting district is responsible for preparation and set up. This will require two large coffee pots (30 cup minimum), along with water (bottled or large container) and ice. Area 66 will also provide disposable spoons, napkins, cups, as well as sugar and cream.
 - (a) The host district for the upcoming assembly will be responsible to assist the current host district in clean-up as they are responsible for the remaining supplies.
 - (b) Some type of container needs to be provided to collect donations for refreshments. All coffee kitty donations will go to Area 66.

- (5) The host district will be responsible for providing a map with directions to the hotel along with any additional facilities which will be used for the assembly and to include other services, i.e. transportation, convenient restaurants. This information is to be provided at the assembly prior to the assembly to be hosted as well as to be included in the mailing of the agenda.

- (6) Agenda - The Area Chairperson is responsible for setting the assembly agenda with respect to business, workshops, etc. Registration is the responsibility of the Area 66 Alternate Secretary.
 - (a) The host district may have an event such as a speaker or meeting on Friday night however this is not part of the assembly.