

**Assembly
Guidelines
Hosted by District ___**

Date:
Hotel Mead WI Rapids

<i>Guideline</i>	<i>Who is doing? Assign committees for each.</i>	<i>Notes</i>
1. Contact Assembly Coordinator. Invite to planning meeting(s). Select Host Chair. Set theme.		Set timelines on what should be done by next planning meeting.
2. Expense Sheet – District Treasurer (contact Area Treasurer)		The Area does not pay any personal costs incurred by members of the hosting district. Advance for Assembly items may be requested. Submit bill/receipt and an Expense Reimbursement Form to the Area Treasurer .
3. Flyer: Create and design. Must be okayed by Assembly Coordinator one month previous to AWSC.		See Assembly Coordinator for list of what information should be included on flyer. * Have hard copies available at AWSC (50+), and send to Area secretary to be put on website. Include more for secretary to mail to unrepresented groups (ask Assembly Coordinator for #).
4. Program: Create and design. Must be okayed by Assembly Coordinator one month previous to Assembly. Contact Area Chair and/or Assembly Coordinator for highlights and schedule times.		1:00 Standing Committees for AWSC members 1:00 Breakout for GRs: (Delegate may ask for leaders, recorders) (times: approximate)
5. Speakers: Spring and Fall : Lunch (chosen by hosting district) Expenses paid by Area.		Spring and Fall Lunch: may also be a panel, skit, etc. Per hotel and Area 61 participating minors policy: Alateen must room with parent or sponsor. A Participating Minor's Information and Permission Form must be signed, notarized and presented before registration is complete and participation allowed.

		<p>DR or hosting chair: chairs all speaker meetings.</p> <p>Speaker's guest(s) are welcome but they pay their own expense.</p>
<p>6. Registration Table Need 3 people Friday night and 3 people Sat.morning. Includes GR sign in / GR paddles., 2 pre-registration lines, and a "walk-in" line.</p>		<p>Fall Assembly: take home favor to include 100 for Delegate for their Love Gift for WSC. Assembly Coordinator provides sign in sheets, signs, cash box with cash and GR paddles. Registration chairperson is cashier.</p>
<p>7. Name Tags (Area has lanyards you may use)</p>		<p>Suggest: might want to include the name and where from.</p>
<p>8. Friday night activities: candlelight meeting, panels, other ideas?</p>		<p>Contact Assembly Coordinator on possible times.</p>
<p>9. Literature Table: Friday night and all day Saturday. Need people to assist the Literature Coordinator: Don't forget setting up and taking down.</p>		<p>Contact Literature Coordinator to be sure of times.</p>
<p>10. Basket Raffle: Fundraiser for Area.</p>		<p>Assembly Coordinator has aprons and number tubes. Host district purchases raffle tickets. Remind DRs to notify districts and groups about donating baskets. Keep monies separate from registration.</p>
<p>11. Meal Planning Spring and Fall Lunch Meal tickets: Host district provides.</p>		<p>Assembly Coordinator will get menus from the hotel. Host district chooses meal(s) and then A.C. sets price for meals on registration. A.C. will provide number of meals and names of dietary restrictions to hosting district one week</p>

		before assembly.
12. DR/ GR orientation		Growing Service Committee finds people to lead the orientation and provides the folders.
13 Decorations Dais, tables, registration table Fall: Love gifts		
14. Reports: a. progress report to AWSC prior to Assembly. b. Written report to Area Secretary asap after Assembly: flyer, program, planning minutes, and pertinent comments.		

Assembly Coordinator:

Is the liaison between host districts, attendees, AWSC members and the hotel. Please ask the Assembly Coordinator to contact the hotel with any questions.

Has the banner, projector, cash box with cash, cash control sheets, table tents, GR paddles, registration lists, raffle supplies (except tickets) and will bring what is needed to AWSC or Assembly.

Checks to see that meeting rooms are ready for various events of Assembly.

Oversees cash counting and writing of cash control sheets at Registration Table.

*Flyer: (include) Hosting District; Name, phone and address of Hotel; Cut off dates; check writing information; first name and city of speaker(s) and state if from outside WI; Literature sales; Basket Raffle; DR/GR Orientation; Assembly Coordinator P.O. Box address; Registrant Information lines: name, district, address, phone, email, service position; Costs: Registration, meals ; and line for Dietary Restriction; time of Friday night meeting/activity,

