CALIFORNIA NORTHERN INTERIOR AREA (CNIA)
ASSEMBLY GUIDELINES
(www.cnia.org)

One of our Area's primary functions is holding Assemblies to allow full participation by A.A. groups in our Conference Process. Hosting an Area Assembly can be an amazing, gratifying opportunity to promote unity within your district, and it can be lots of fun. If possible, involve people who are not already heavily committed to ongoing service responsibilities. Participation by individual A.A. members can be rewarding.

The CNIA Alternate Chairperson serves as Assembly Coordinator. The CNIA Alternate Chairperson works with District Committee Members (DCM's) and/or their appointed Assembly Chairperson(s) in planning, coordination, and oversight. DCM's or their appointed Assembly Chairpersons are encouraged to appoint Committee Chairs, and to delegate tasks whenever possible.

The Assembly Chair will work with the members of the committee to establish guidelines for monies to be spent on various aspects of hosting an assembly. It is suggested that all committees work within the established budget and report any changes to their District Treasurer.

A. <u>Area Assemblies</u> (See CNIA Calendar in the *Area Accents or at cnia.org* for actual dates.)
1. WINTER ASSEMBLY - 2 days, usually held 3rd Saturday and Sunday of January, 200-275 Attendees.
2. PRE-CONFERENCE ASSEMBLY – 2 days, held in April (but not on Easter weekend), 200-275 attendees.
3. POST-CONFERENCE ASSEMBLY – 2 days, held the 3rd Saturday and Sunday of May, 200-275 attendees.
4. ELECTION ASSEMBLY - 3 days, Friday, 3rd Saturday and Sunday of November in odd years, 200-300 Attendees.
5. MINI-PRAASA ASSEMBLY - 3 days, Friday, 3rd Saturday and Sunday of October in even years, 200-275 Attendees.

B. <u>Bidding for an Assembly</u>
1. Assembly Bid Forms are available at Area Committee Meetings (ACM) or at cnia.org. CNIA accepts bids for assemblies at the December ACM for the year beginning 13 months from that December. This means that the District Panel submitting the bid will not be the Panel that actually hosts the Assembly.
2. If your District indicates willingness to host an assembly, get your district approval and fill out an Assembly Bid Form prior to the Area Planning meeting in December.
3. If the Area votes to accept your bid, the first step is to appoint an Assembly Chairperson or Co-Chairs. Consult with the CNIA Alternate Chairperson regularly as you select your site and appoint your various Committee Chairs, following the

Assembly Guidelines. Suggested Committees include: Decorations, Food, Treasury, Facility set up and clean up, Coffee and snacks, and Registration.
   4. It is helpful to come to bid at ACM with a venue location and information available.

C. Organizing the Host Committee
   1. Committee Chairs should delegate tasks whenever possible. Their responsibility is for planning, coordination, and oversight. All committees should try to work within the established budget and to report any changes to the District Treasurer.
   2. A Separate Treasurer and bank account for the assembly can be assigned. The Assembly treasurer will work closely with the registration chair.

D. Facility
   1. Facility must be Handicapped Accessible, have at least 5000 sq. ft. available to accommodate/seat up to 250 participants in classroom style tables and chairs and tables for Registrar/Treasurer (1), Literature (1-2), Grapevine (1-2), H&I (1), Translation (1), Archives (1-2), Bridging the Gap (1), and Service Materials (1). We also need nearby parking for 150 cars.
   2. Find out cost of rental – Hotel facilities will sometimes provide the meeting room at no additional cost if a sufficient number of hotel rooms are rented and/or meals are purchased. Find out whether security, setup, takedown and/or cleanup costs are included, Ask if there are any extra service charges and taxes. Check if these are included in the quote.
   3. Find out type (e.g., Public/Contractual Liability) and dollar amount of insurance, and when proof of coverage is required. (CNIA has access to a Liability Policy, if needed. See H. below.)
   4. Find out if other meeting rooms are available, and what their cost is.
   5. Find out when rent, security deposit, and cleanup costs are to be paid.
   6. Find out when you will have access to facility. Coffee and snacks will need to be available for attendees as soon as doors open.
   7. All Assemblies are non-smoking, so check for nearby smoking areas.
   8. Find out if trash cans will be available, and what the details regarding trash disposal. Provide for recycling, if possible.
   9. Area will provide public address system and translation equipment.
   10. The facility will need to have hotel rooms available on-site or nearby.
   11. Check on RV parking, for hookups or self-contained RVs.
   12. Check on ability to hang our banners at the facility.

E. Money
   1. An Area Assembly is paid for by registration, dinner, and coffee fees.   Any expenses not covered by these fees are the responsibility of the Area.
   2. Registration fee should be based on cost of rent, nonrefundable facility or equipment deposits, decorations, flyers, and other general costs divided by the expected number of registrants.

3. Typically Registration fees are $10-$15. Meals, if provided, are sold at cost and should be under $15 if possible. Bottomless Coffee, if provided, is typically about $2.00 per day per person. The host committee will also need to supply hot water and may choose to sell various teas to attendees.
4. While the intent is not to make a profit, if the expenses for the Assembly are covered by the fees, then the Host District keeps any income from snacks and soda sales, while the Area keeps the income from coffee sales. The expenses for purchasing snacks and sodas are the responsibility of the hosting District. The District will not be required to make up any losses incurred from hosting an Assembly.
5. If the District does not have the financial ability to front the costs of the snacks and soda consult with the CNIA Alternate Chairperson to find a solution.

F. Housing. Assemblies need to have a host hotel(s), either at or near the meeting facility. Rooms should be in the range of $75.00-125.00 per day, double occupancy. We also strongly encourage availability of "BACK-TO-BASICS HOUSING" where A.A. members of the host district make rooms available in their homes at no charge to attendees who cannot afford to share a hotel room.

G. Food and Decorations. Keep costs low to moderate. The Host District is responsible for the menu, preparation, and serving, preferably on site. Try to accommodate vegetarian members. Provide tablecloths and District identification signs. Many assemblies prefer to cover the tables with paper and provide crayons for attendees. In some cases Districts have also provided simple table decorations.

H. Insurance. CNIA provides insurance coverage. Contact the CNIA Treasurer to help with the assembly's insurance needs. The insurance will probably be different for every assembly, depending on the facilities used.

I. Flyers. Assembly Flyers in anonymous form must be approved by the CNIA Alternate Chair, sent to Translation and submitted to the *Accents* Publisher in time for the Accents deadline.

The flyer is published up to three months prior to the event. Assembly flyers are due to the *Accents* Publisher and Written Translation Chairperson by the 15th of the month prior to publication.

Assembly flyers will be published in the *Area Accents* and online at cnia.org. The CNIA Alternate Chairperson must approve the flyer **prior** to its publication and distribution. Once approved send the flyers to Translation.

The Area can provide an anonymous email address "for more information" (i.e. winterassembly@cnia.org).

Flyers will be most effective if they are clear and legible. The flyer may be double sided; however, if a "cut off or tear off" registration is to be used, directions to the facility/Assembly should remain.

Phone numbers and addresses to the Motels/Hotels need to be double-checked for accuracy. If blocking rooms, give the "Block Code" next to the motel/hotel; e.g., CNIA. PLEASE NOTE: Double-check the code with the hotel before publishing. Ensure the code is not translated when published in Spanish.

The flyer also needs to give the actual **physical** street address, not a P.O. Box, so that others using internet or GPS directions may be able to find the facility.

Ensure that directions to the Assembly Facility are clear with Street names and turn directions (left on… right on…). Experience shows that it is a good idea to verify the directions. Directions need to include all obvious approaches to the facility, e.g. "from I-5 South, or from Hwy 99 North.

J. Assembly Agenda. The agenda for the event is created by the CNIA Alternate Chair, in close partnership with the CNIA Chair. If you have ideas or suggestions for a theme or for non-business activities, please work directly with the CNIA Alternate Chair. The host committee is not responsible for the Agenda.

Preparing for the Assembly - "Keep it Simple"

A. Nine to Twelve Months Before Assembly
   1. Have a "kickoff meeting" with the CNIA Alternate Chairperson, the Assembly Chair, the Committee Chairs and committee members. This meeting may be held in conjunction with a district meeting. (Sometimes Committee Chairs are identified during this kickoff meeting.)
   2. Have facility contracts signed and copies sent to the CNIA Alternate Chairperson.
   3. Determine registration and other fees (i.e. meals, bottomless coffee) to be charged.
   4. Establish a budget.

B. Six Months Before Assembly
   1. Get Assembly Financial Worksheet from CNIA Alternate Chairperson.
   2. Contact the CNIA Alternate Chairperson or other Host District Chairs who have had an Assembly for their experience on costs and expected income.

3. Review budget with District Treasurer and inform committee chairs of their budget allocation.
4. Get insurance rider for facility.
5. Set schedule of meetings and deliverables (registration form, badges, flyers, setup, etc.).

C. <u>Three Months Before Assembly</u>
1. By the 15th of the month prior to publication, ensure flyers (including registration form) are available for publication in the Accents.
2. At ACM's, the DCM of the Host District should provide a thorough update on their upcoming Assembly and have flyers available for registration.
3. The Assembly preceding yours will have "pass it on" materials including supplies and signs. Contact the DCM and/or Assembly Chair and make arrangements to pick up those materials at the end of the preceding Assembly.
4. Get Back-to-Basics Housing Providers sign-up forms to Host District Groups.
5. Check in with Committees on their progress.

D. <u>Two Weeks Before Assembly</u>
1. Meet with volunteers and review duties and work shifts.
2. Have name tags pre-printed for the pre-registered attendees
3. Have available a written and/or digital copy of the registration spreadsheet of registered names
4. Provide meal preparers with preliminary number of meals required.
5. Obtain usable supplies from the last hosting District (signage, nametag pins, District name tents, etc.).
6. Inventory the supply bins to determine what needs to be purchased for coffee and snack bar.

E. <u>Night Before Assembly</u>
1. Set up meeting room with tables, chairs, decorations if available, etc. CNIA signs should be set out so that those coming to the facility for the first time can be properly directed.

F. <u>First Day of Assembly</u>
1. At least 3 hours before opening, get coffee started, set up snacks and soft drinks, registration forms, badges, supplies (cups, napkins, tape, pens, pencils, paper, paper clips, first aid kit) and equipment (scissors, stapler, pencil sharpener). Need receipt book so attendees may be given receipts to recover costs. The District Treasurer should have checkbook available.
2. Review duties with volunteers; get replacements for absent volunteers.

3. Be prepared to make housekeeping and general information announcements at the start of the assembly on Saturday, before dinner, and Sunday morning.

G. <u>Last Day of Assembly.</u>
1. Pass on usable supplies to DCM or assigned recipient of next District scheduled to hold an Assembly (coffee, signs, etc.).

H. <u>Ten Days After Assembly</u>
1. Submit Assembly Financial Worksheet and any excess funds to CNIA Treasurer. Include receipts for all expenses.
2. Send refunds to members unable to attend after registering.
3. Send final written finance report on Assembly to CNIA Alternate Chairperson.

	WINTER	PRE-CONFERENCE	POST-CONFERENCE	FALL
			CNI AREA 07 HISTORICAL ASSEMBLY CALENDAR	
2015	Sonora (33)	Selma (43)	Sacramento (23, 24, 25, 27, 29)	Fresno (53)
2014	Modesto (56)	Woodland (17)	Sacramento (54)	Placerville (22)
2013	Yuba City (19)	Lemoore (47)	Yreka (09)	Paradise (15)
2012	Merced (36)	Lodi (31, 32)	Rocklin (21)	Angels Camp (30)
2011	Red Bluff (11)	Lemoore (47,49,55)	Placerville (22)	Modesto (33,56)
2010	Yuba City (19)	Mt. Shasta (09)	Fresno (53)	Chico (15)
2009	Placerville (22)	Woodland (17)	Sonora (33)	Sacramento (23,24,25,27,29)
2008	Red Bluff (11)	Manteca (32)	Jackson (30)	Grass Valley (20)
2007	W. Sacramento (53,54)	Mt. Shasta (09)	Roseville (21)	Fresno (41,42,43)
2006	Grass Valley (20)	Placerville (22)	Woodland (17)	Visalia (47,49)
2005	Plymouth (30)	Sonora (33)	Modesto (34)	Chico (15)
2004	Fresno (41)	Yreka (09)	Visalia (47)	Red Bluff (11)
2003	Manteca (32)	Lodi (31)	Placerville (22)	Mariposa (40)
2002	Turlock (34)	Auburn (21)	Grass Valley (20)	Merced (36)
2001	Fresno (43)	Yuba City (19)	Angels Camp (30)	Chico (15)
2000	Sacramento (54)	Roseville (27)	Woodland (17)	Mariposa (40)