

Draft - District 6 - Group Hosting Checklist

(Draft – version 6/15/19)

Service /Location Considerations:

- If you are a small group & would like to host a district meeting, consider working with another small group close by.
- Some groups have hosted and used locations other than their meeting's location.
- Although district meetings have had kitchens in the past, it is possible to have a meeting location without a kitchen. If there is no access to a kitchen area, notify the DR 3 weeks in advance so the agenda can note kitchen exception.
- Tables & chairs to accommodate 35 to 50 attendees is needed.
- A district meeting runs from 8am to 3pm; 8 to 9am (breakfast social), 9am to 3pm (business & workshops). Meetings often finish earlier than 3pm. Setup & cleanup are not included in these times. If the location has needs for same space on same day, discuss needs with DR to see if we can be flexible enough accommodate meeting times.
- The district always makes a donation to the location facility. Some facilities have a minimum donation requirement. Inform the DR / Treasurer if there is a minimum cost. Some facilities request a down payment upfront to hold the room.

Before District Meeting:

1. Collect the Supplies:

- a. The Group Representative (GR) or a group alternate representative needs to collect the traveling (rotating) hosting supply boxes from the previous district hosting group.
- b. There are 3 large plastic containers, 1 coffee pot, a small registration box, and 6 outside signs which help members locate the meeting location / room.
- c. Ideally, the GR for the following district meeting will be at the current district meeting so that the traveling supplies may be picked up at the end of the meeting. ***(Don't forget the coffee pot or the outside signs!)***

2. Set the Meeting Location:

- a. The GR delegates or works with the location contact to ensure location is available, any minimum cost, or other events on the same day.
- b. If meeting location specific guidelines exist (early deposit, a set daily rental fee minimum, adjusted timeframe, etc.), that information is communicated back to the DR (etx.district6@gmail.com) so that the meeting needs can be adjusted and met, if possible.
- c. If early deposit is needed, District Treasurer can assist in cutting that check. *(An annual budget for all four district meetings has been set at \$750 but location donation or daily rental may vary.)*
- d. Notify the newsletter editor (etx6.newsletter@gmail.com) of the meeting location and contact name (See 4ai).
- e. Contact the Information Center with meeting location and contact name that will be used on the website.

3. Review Supplies:

- a. Registration Box: Ensure there are approximately 40 to 50 blank name tags, markers, 2 to 3 sign-in clip boards, and blank registration forms (at least 6).
- b. Three Supply Boxes: Ensure there are enough paper & plastic eating supplies to cover 40 to 50 attendees. Use existing supplies first. Coffee, coffee supplies (creamer,

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sweetener), tea, water, paper plates, plastic silverware, napkins, etc. may also be purchased.

- c. Every three years, October district meetings need to have enough ballots and related materials for elections of all district positions.
 - d. All above items (3a, 3b, & 3c are reimbursable by the District Treasurer.
 - e. One-off items / non-critical items include: Ziploc bags, apple cider, hot cholate, aluminum foil, additional serving utensils, etc. Additional powdered drinks, flavored teas, donuts, breakfast foods and lunch items are not district reimbursable, but can be donated. (Normally the hosting group(s) brings breakfast potluck items and the rest of the attendees bring lunch potluck food items.)
4. Identify Volunteers:
- a. **Approximately 4 to 6 weeks before the district meeting**, create and find volunteers to perform following roles. Suggested positions and info to collect on volunteers include their name, email & phone number, & service role/team. Volunteer roles/teams may include:
 - i. Agenda District Meeting Contact (*Used with phone number for district meeting agenda and provided to the DR and District Newsletter Coordinator.*);
 - ii. Meeting Location Contact (*Responsible for open & close the meeting location the day of the meeting*);
 - iii. Workshop Chair Contact (*Depending on workshop type may vary on number of volunteers and their role needed to support the Workshop Chair*);
 - iv. Breakfast Potluck Food Team (Hosting Group provides breakfast items; not reimbursable by district. Ideas include but not required are: fruit, donuts, juice, casseroles, etc.);
 - v. Breakfast Setup Team (*Helps setup breakfast & stage food for lunch.*)
 - vi. Room Setup Team (May also include supplies, i.e. slogan tents setup, sometimes candy spread on table). Tables for Officers, Registration, and Literature are setup separately from GR tables.
 - vii. Lunch Team (setup/cleanup time between 11:30 to 1:30pm can vary),
 - viii. Room Cleanup Team (Restore meeting room to pre-setup state; picking up trash and relocating any needed tables, chairs, etc.).
5. Conduct Workshop / Skit:
- a. Hosting group either creates workshop or works with the Workshop Format Committee (WFC) Workgroup to brainstorm ideas for the day of the district meeting. (*WFC may offer lessons learned and historical information so that similar skits are not performed or certain ideas can be improved. Status: A gmail account is being created for future use.*)
 - b. Once the workshop is planned, notify the DR for estimated time needed to get the workshop time & title on the agenda. (Task needs to be turned into DR approximately 3 weeks prior to the district meeting to go on agenda.)
 - c. DR will help estimate time for the Workshop volunteers to be available to conduct their workshop.
6. Contact Spanish Coordinator (pat-i-alanon@earthlink.com) to determine any special seating or needs for day of the meeting.

District Meeting Day:

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1. **Before Meeting:**
 - a. Count and place District 6 signs to help members locate meeting location / building.
 - b. Setup Tables for 35 to 40 attendees, breakfast potluck, Officers, Literature, and Registration. This may include slogan tents placed out on tables, candy, etc.
 - c. Setup also involves setting out breakfast dishes or storing them for lunch time use as attendees start to arrive. Coffee (including decaf) is prepared. *(Feel free to use excess beverages (i.e. lemonade, hot chocolate, etc.) but these items do not need to be replaced.)*
 - d. Setup Registration table with at least 2 or 3 sign in sheets, name tag, & markers with a couple of volunteers to direct sign-in & picking up handouts. This can help prevent bottlenecks when many attendees arrive at one time. (If registration table cannot hold handouts, identify place for handouts, i.e. agenda, financial reports.
2. **Lunch:** Volunteers help prepare and heat items if possible, for serving. (Work with site focal point / DR to collaborate on best time to break for lunch time.) While kitchen is cleaned (restored to pre-lunch setup), these volunteers are ***not*** expected to clean dishes brought by the potluck attendees.
3. **Before Day Ends:**
 - a. If next hosting district meeting representative is at the current meeting, work with them to transition supplies before the day ends. ***(Don't forget coffee pot & outside signs!)***
 - b. Seventh tradition, collect any donation or cost balance for room location.
4. **After Meeting:** Room tables and chairs are returned to original position as before meeting. Meeting location contact (4a)ii) may be contacted if questions exist.)

After District Meeting:

1. Group Representative or identified volunteers collect the outside posted signs.
2. If time, note needed paper & plastic supplies to replenish for the next meeting.