

## REQUIREMENTS FOR HOSTING KENTUCKY AREA ASSEMBLY

Number of rooms needed : Saturday from 8 a.m. – 10 p.m.

1 large room seating 150-200

3 smaller breakout rooms seating 50 each

Sunday 8 a.m. – Noon

1 large room seating 150-200

Room Set-up

Large – head tables (to seat 5) with microphone

Table for recording equipment beside head tables

Standing microphone center of floor.

Table for registration

Table for handouts

3 tables for Literature

2-3 tables for coffee & refreshments

2 or 3 tables for displays

Beverages from 8:30 a.m. – 10 p.m. on Sat.

And 8:30 a.m. – Noon Sunday

Area for Alateens to sell water & sodas (they will need either ice and/or a refrigerator)

It is necessary to have tables and regular chairs (no backless stools or small desks) for everyone in the large meeting room.

When reserving meeting rooms – be sure to ask if it is all right to bring in snacks & beverages.

Make arrangements with motel/motels for special rates for Friday and Saturday nights and include the cost of sleeping rooms for 1-4 per room.

The Hosting district will be in charge of setting up the rooms and making coffee, etc. The coffee, creamer, sugar, ice tea, and paper products are paid for the Area. Any refreshments will be furnished by the hosting district and attendees at the assembly. We will need access to water for making coffee. It will be the responsibility of the next hosting district to pick up the supplies at the end of the assembly held before the one they will be hosting. (example – if district hosting the Oct. assembly, they will need to take the supplies left from the June assembly with them). The district will need to replenish supplies as needed and turn receipt in to the Area Treasurer for reimbursement.

Provide a map and written directions to motel(s) and meeting place to the Area Newsletter editor to be included in the newsletter. This information also needs to be sent the the Area Chairman two months prior to the assembly date.

Bids for hosting an Area Assembly must be submitted in writing to the AWSC one year in advance. Copies of the bid need to be made for all members (40 copies).