

# CNCA ASSEMBLY GUIDELINES

## INTRODUCTION

Holding Assemblies is one of our Area's primary functions, guaranteeing the full participation of our groups and members in the Conference Process. Districts bid to host Assemblies each panel. It is a significant and incredibly fulfilling commitment. It will promote unity within your district and generate interest and enthusiasm for General Service among your local fellowship. Future service leaders will get their first introduction to the Conference Process at the next Assembly your District hosts!

The primary responsibilities of a Host District is to recruit and coordinate volunteers, purchase supplies, and provide the necessary labor to successfully host an Assembly. There is no financial obligation to host an Assembly; all Assembly expenses are paid by the Area.

## GETTING STARTED

Many districts have found that discussion followed by a housekeeping motion is an effective process for determining whether or not to bid for an Assembly. Once your District expresses willingness, the first step will be to contact the Assembly Coordinator. They will provide you with helpful service material and guide you in selecting an appropriate facility. When you've identified a venue, set up an appointment for you and the Assembly Coordinator to tour it. **The Area Assembly Coordinator should inspect the facility and review the building use policies prior to a Bid.** If the facility is a good fit, then your District is ready to submit a Bid.

ASSEMBLY ATTENDANCE (IN-PERSON)  
ESTIMATES FOR PANEL 73

**Pre-Conference and Election – 400**

**All Other Assemblies – 300**

*Please Note: The Assembly Coordinator can revise these estimates as needed throughout the panel.*

## SELECTING A FACILITY

**Rental Rates:** Non-profit rates for an Assembly typically range from **\$1,000 to \$6,000**. Check the facility's availability on the date(s) in the Panel Calendar. Assemblies customarily run from 9:00 am to 5:30 pm (excluding setup, registration and cleanup). The exception is the Election Assembly, which can run as late as 8:00pm. Inquire about setting up the night before. If early set-up is unavailable, ensure there is a minimum 3-hour setup window before registration begins.

**Size and Capacity:** The banquet floor for the Post-Conference, Summer and Inventory Assembly should be a minimum of 6,000 sq. feet, with a minimum of 8,000 sq. feet for the Pre-Conference and Election Assembly. This will provide roughly **20 square feet per estimated attendee**.

**Tables and Chairs:** Ask about the facility's tables and chairs, specifying size and shape. The Assembly Coordinator will advise you on the required number of tables for committees, registration, coffee and food. Tables and chairs can be rented; note these additional costs in the Bid Form.

**Temperature Control:** Heating and air conditioning in the Assembly Hall are important to consider during the winter and summer months, as well as air flow and ventilation.

**Accessibility:** The facility must meet wheelchair accessibility standards, including ADA-compliant doorways and restrooms, and elevator access if stairs are the main route to the Assembly Hall. Rows of tables should be spaced at least 48" apart to ensure safe movement for attendees. Additionally, if a stage is necessary for Election Assembly qualifications, it must also be wheelchair accessible.

**Technology:** The Area supplies its own audio-visual equipment for Assemblies. The locations of functional electrical wall outlets will influence the floor plan and placement of A/V equipment and coffee stations.

**Interpretation:** The Area provides the personnel and equipment for interpretation at Assemblies. It's recommended that the facility have a separate room for the interpreters, such as a dressing room, green room or storage area, to prevent the interpreter's microphone from picking up ambient sound from the house speakers.

**Kitchen:** Food choices for the Assembly depend on kitchen availability. Note any extra rental costs in the Bid Form. If no kitchen is available, consider how you will safely store and serve breakfast and lunch. Be sure to note any trash disposal fees in the Bid Form.

**Parking:** Parking at or near the facility should accommodate **150 vehicles** or more. At least 8 accessible parking spots near the building entrance, in addition to the blue CA Disabled Parking spots, should be reserved for attendees with limited mobility.

**Smoking Areas:** All assemblies are non-smoking and must comply with city, county, and facility smoking regulations. Permitted smoking areas should be within a reasonable walking distance.

**Breakout Room:** For the Summer Assembly, a facility must have an additional room that is wheelchair accessible and can accommodate 100 people theater-style. It must be within close walking distance from the main Assembly Hall. Note rental costs in the Bid Form

## SUBMITTING A BID

To submit a Bid to the Area Committee Meeting (ACM), you will need to fill out the CNCA Bid Form – which the Assembly Coordinator can provide and help you complete – and email it to the Area Chair. The Bid includes a proposed budget for the Assembly. Budget line items should be estimated as accurately as possible – any requested increase after the bid is approved will require submitting a revised bid form to the ACM.

## PLANNING THE ASSEMBLY

If the ACM accepts your bid, the next step is to form a Planning Committee by appointing an Assembly Chair or Co-Chairs. If possible, the Assembly Chair should be a person who is not already heavily involved in District service. The Assembly Chair will be responsible for building a Planning Committee and scheduling regular committee meetings. The Assembly Coordinator can provide the Assembly Chair with a suggested committee structure and job descriptions. Be sure to let the Assembly Coordinator know when the Planning Committee meetings are held – they will attend at least two of your planning meetings.

## AFTER THE ASSEMBLY

Your Assembly Treasurer will work with the Area Treasurer to fill in the "actuals" column of the bid form. In addition, the Assembly Chair and subcommittee chairs should submit a detailed Pass-it-On Report to the Assembly Coordinator within 60 days of the Assembly. What was it like to host the assembly? What problems did you encounter, and how were they resolved? Is there anything you wish you had known before? Include any information and documents you'd like to pass on to future Host Districts. The Assembly Coordinator will add their own observations and documents to the Report. Copies of the Pass-It-On Report will be shared with future Host Districts and stored in the Area Archives.

## FINANCIAL CONSIDERATIONS

*The Area Treasurer should be consulted on all questions related to Assembly finances, payments and reimbursements.*

Money: The Area will pay facility fees directly to the landlord and reimburse Districts and individuals for purchases. Alternatively, 8 weeks prior to the Assembly, Districts may request and receive upfront funds to make purchases, within the budget for food, coffee, paper goods, and decorations as stated in the bid form. Any budget increases for these items require submitting a revised bid form as a housekeeping motion to the ACM. **Receipts must be submitted for all purchases.**

Contracts: After the initial inquiry, the Assembly Coordinator will be the primary contact person with the facility. The Area Officers are the only trusted servants authorized to sign contracts and binding agreements for Assemblies.

Insurance: The Area has its own liability insurance, and the Assembly Coordinator can provide the facility with a Certificate of Insurance ahead of the Assembly.

Food: Assemblies are self-catered by host volunteers and usually offer a continental breakfast and a simple lunch. The Area covers only the food expenses; labor fees for professional catering are not included. The Bid should project the food cost based on estimated attendance, following these guidelines: **\$7.50 per person for a one-day Assembly, and \$10.00 per person for a two-day Assembly.**

Coffee and Tea: Water and complimentary coffee and tea should be available at all Assemblies. The Area covers the expenses for coffee, tea, sweeteners, and creamer, with a budget of **\$150 for a one-day Assembly and \$200 for a two-day Assembly.** The Area provides percolators and water dispensers.

Decorations: The decorations budget is **\$150** to purchase table covers, such as kraft paper rolls or disposable tablecloths, and simple art supplies, such as pipe cleaners and crayons. Check the pass-it-on supplies from the previous Assembly before making purchases. Centerpieces and/or flowers are optional if funds remain.

Paper Goods: The budget for paper goods is **\$150** to cover the cost of paper products for eating and drinking. Any bathroom supplies the facility may require us to provide should be added to the bid form under additional expenses.

Registration Supplies and Printed Materials: The Area Registrar will provide name tags and other registration supplies. The printing of flyers and agendas will be the responsibility of the Assembly Coordinator and Area Chair.

Soda Sales: Soda and bottled water should be available for purchase at reasonable cost at all Assemblies. Beverage sales may be delegated to local A.A. groups or YPAA (Young People in A.A.) committees. Beverage sales are independent from the Area – the delegated sellers are responsible for purchasing supplies, and they may keep or distribute any net income as they see fit. Merchandise sales are prohibited, but groups and committees may sell registration for A.A. events and conferences.

Dinners and Events: Many Districts opt to host a ticketed dinner or A.A. meeting before or after the Assembly. Any event organized by the District outside the Assembly hours is solely their financial responsibility. Assemblies are not required to include a dinner or meeting, except for an Election Assembly Dinner, which the Area Officers will organize if a District declines to host it.