

QUARTERLY / ASSEMBLY

PLANNING

WORKBOOK

South Florida Area 15

Quarterly Coordinator Committee

Updated by
Quarterly Coordinator Committee
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TABLE OF CONTENTS

| | |
|--|----|
| Area Quarterly Coordinator Committee..... | 3 |
| Host District Quarterly Committee List..... | 4 |
| District Quarterly Committee Chairperson | 4 |
| District Quarterly Alternate Committee Chairperson | 7 |
| District Quarterly Hotel Liaison(s) | 7 |
| District Quarterly Secretary | 8 |
| District Quarterly Treasurer | 8 |
| Registration Committee..... | 9 |
| Greeters Committee..... | 10 |
| Program Committee | 10 |
| Speaker Committee..... | 12 |
| Banquet Committee | 12 |
| Coffee Committee..... | 13 |
| Hospitality Committee..... | 13 |
| Accessibilities Committee..... | 13 |
| Room Scanner | 14 |
| Ready Squad..... | 14 |
| Voice of The Quarterly | 14 |
| Room Requirements and Suggestions..... | 15 |
| Form Letters..... | 23 |

AREA 15 QUARTERLY COORDINATOR COMMITTEE

The Area 15 Quarterly Coordinator Committee selects the sites and negotiates the contracts for all Area 15 quarterlies. Hotel contracts will be procured for a 2-year cycle consisting of at least 2 rotating hotel locations spread throughout Area 15. The Quarterly Coordinators Committee will present their recommendation for approval in October of each odd year for the next 8 quarterlies starting with July of the following year to April - 2 years later.

- The committee coordinates between the approved hotels and Area Chairperson and Area Treasurer to execute a fully signed contract.
- The committee communicates between the Delegate and the Hosting District if there are any guests or any special requests.
- The committee coordinates Bid Forms for Hosting Districts.
- The committee coordinates between the Hosting District and the Spanish Linguistic Committee/translator to see that the flyers and programs are translated and correct according to Area 15 Current Practice.
- The committee requests 6 weeks in advance that the flyers in English and Spanish be completed for the following quarterly.
- Send Area 15 web chair the flyer for the following quarterly to be posted on Sunday, the final day of the current quarterly.
- The committee provides historical data from past quarterlies to hosting districts.
- The committee reviews the Hosting District's Agenda and program prior to publication in accordance with Area 15 Current Practices.
- The committee is available for guidance to the districts regarding the hosting of quarterlies.
- The Area 15 Quarterly Coordinator Chairperson Chairs the quarterly meeting on Saturday from 2:00 pm until 3:50 pm.
- The committee provides attendance estimates for each quarterly meeting and workshop.
- The committee collects the quarterly host district review sheets after each quarterly.
- The committee chair presents a report of committee activities orally at the area business meeting and in written form for inclusion in the area minutes.
- The committee secretary/treasurer provides the area finance committee with an annual request for funds at budget time and keeps detailed records of expenditures.

The Quarterly Coordinator Committee does not dictate how Quarterly Host Districts plan their Quarterly. The Quarterly Coordinator Committee communicates current and standard practices, quarterly planning information or makes suggestions based on personal experience or that of past quarterlies.

COMMITTEE CHAIRS

Some ideas for obtaining chairs for the committees are to look to your DCM, ADCM and GSRs at District meetings or Service functions. It is recommended that they have some quarterly experience. It is a good idea to select committee chairs that have Co-Chaired or served on the committee for previous quarterlies. The following is a list of suggested Committee Chairs:

District Quarterly Chairperson
Alternate District Quarterly Chairperson
District Quarterly Hotel Liaison(s)
District Quarterly Secretary
District Quarterly Treasurer

Registration Committee Chairperson
Greeter Committee Chairperson (can be part of Registration Committee)
Program Committee Chairperson
Speaker Committee Chairperson (often combined with Program Committee)
Banquet Committee Chairperson
Coffee Committee Chairperson
Hospitality Committee Chairperson (optional)
Accessibilities Committee Chairperson
Room Scanners
Ready Squad (optional)
Voice of the Quarterly (often the duty of the Quarterly Chair or CoChair)

The following is a suggested breakdown of the responsibilities of each committee chair.

The detailed lists, worksheets and forms can be found in a separate Forms Workbook.

HOST DISTRICT QUARTERLY CHAIRPERSON

Select Alternate Quarterly Chairperson and Hotel Liaison(s)
Attend Area 15 Quarterly Coordinators meetings.
Give reports at the District level. Area Quarterly Coordinators Meeting reports are required for future, present and past quarterlies.

The following is a chronological overview of the planning stages for a Quarterly. The Quarterly Chairperson should be the overseer of all the committees and continually be aware of their activities. This is intended to be a check list for the Chairperson and not actually all the duties of the Chair. The following duties are repeated for the appropriate committee in their section.

9 MONTHS TO A YEAR IN ADVANCE:

- Set up first Quarterly Committee meeting.
- Select Committee Chairs - see committee chair sections
- Determine theme of Quarterly
- Set up Calendar of Quarterly Committee meetings

6 MONTHS IN ADVANCE - CONFIRM:

- Flyer design from the Program Committee is ready to send to Area Quarterly Coordinator.
- A.A. Guidelines Internet (MG-18) talks about personal phone numbers on flyers. It is a decision to be made by each District if they choose to list a number for the Hosting Chairperson knowing their number will be uploaded and viewed on websites accessible to the general public.

PERSONAL PHONE NUMBERS ON A.A. EVENT FLYERS

Until relatively recently, A.A. members usually had little concern about placing their first names, last initials and personal phone numbers on flyers announcing upcoming A.A. events, since these flyers were typically given out only in A.A. meetings, left on tables at other A.A. events or distributed to members. Today, event flyers can be easily uploaded and viewed on websites, accessible to the general public.

Due to search services on the Internet, it is now possible to utilize phone numbers to find out a person's identity, including full names and, possibly, other personal information. If A.A. members become increasingly uneasy with personal phone numbers being placed on flyers, event committees may need to look into alternate ways of providing contact information such as an event email address.

- Inquire with Area Quarterly Coordinator Chairperson if there is an invited guest for Saturday night.
- Speakers have been selected for Friday and Saturday Night from Program/Speaker Committee.
- Panel for Traditions, Concepts and Service Manual Workshops have been selected by Program/Speaker Committee (Try to ask Past Delegates to participate)
- Spanish Speakers for Spanish Traditions, Concepts and Service Manual Workshops have been selected by the Area Spanish Linguistic Committee. (Confirm this with Area Spanish Linguistic Committee)
- Panel for GSR and DCM Sharing has been selected by the Program Committee.
- Room assignments have been set for all meetings with Quarterly Coordinator, Hotel Liaison(s) and Hotel.
- Recorder has been selected and confirmed.
- Confirm the Area Treasurer has booked the Area room block.

NOTE: For funding for the Friday and Saturday night speakers, if they are invited by the Delegate, the Area funds them and the Area Treasurer makes their reservations. If they are invited by the Host District, then the district funds them and makes their reservations. Host districts usually use their comp rooms for the speakers that are not otherwise funded by District or Area. It is also customary for the Host District to provide the 2 main speakers with up to 2 banquet tickets each.

For the Past Delegates that have a function at the Quarterly, either speaking or chairing a workshop or meeting, the Area provides 1 night of lodging and makes their reservations. Give a list of Past Delegates that have been invited to participate in the Quarterly to the Area Treasurer 4-6 months in advance and he/she will make their reservations.

AT PRIOR QUARTERLY – CONFIRM:

- Quarterly flyers are on tables Sunday morning before Area Business Meeting.
- Set up table Sunday morning for Banquet ticket sales. (Banquet Committee)
- Pick up podium, table numbers, number holders, unused supplies and recycled badges before leaving Quarterly.

2 - 3 MONTHS IN ADVANCE - CONFIRM:

- Program Committee has program ready to go to Area Quarterly Coordinator.
- Centerpieces have been designed by Banquet Committee
- Invitations for workshop/meeting participation have been emailed by Secretary or Program Committee

6 WEEKS PRIOR:

- Finalize all committee, District and Area requirements
- Confirm that emails have been sent to Delegate, Alternate Delegate, Area Chair and Area Quarterly Coordinator asking if there are any last-minute changes or requests.
- Set up Restaurant reservations or special meeting requirements. (ask Delegate or Area Chair if this is needed)

3 WEEKS PRIOR:

- Confirm with Alternate District Quarterly Chair that Special Needs, Recorder and speakers are all confirmed.
- Obtain local restaurant list and make copies.
- Obtain local meeting list and make copies.

If this is an April Quarterly, make 400 copies of Final Conference Agenda Items. (coordinate with delegate)

If this is an October Quarterly in an even year, make 400 copies of Area Officer Responsibilities.

(This is not a requirement and would be an added expense to the District. Coordinate with Area Chair)

The District Literature Committee or Intergroup may sell Service Manuals if they have a table set-up along with AA Literature, books, pamphlets and free local “Where & When’s”. Otherwise the District Grapevine Committee can offer Service Manuals for sale at their display table. It is an Area Current Practice that Service Manuals be available, but the Hosting District can decide where/when/who will sell them.

FRIDAY AFTERNOON AT QUARTERLY:

- Around Noon, if possible, hotel pre-con and walk-thru to review room set ups and banquet. Invite Area Quarterly Coordinator to attend as well.
- Confirm number of Comp rooms and ensure smoking area.
- Give hotel banquet count (according to contract). *Work with hotel on when the final banquet count can be turned in. Often, they will accept this on Saturday afternoon of the event.*
- Assign Comp rooms and give to hotel.
- Get Archives room key for Archivist. Ensure that Archives room does not get opened.
- Have a table set up near Registration for the Florida State Convention Committee and FYCPAA/ICYPAA as well as other display tables listed on page 15 in Room Requirements.
- Help committees in set up of displays.
- Make sure “Ask It” Baskets for DCM meeting, GSR sharing and “What’s On Your Mind?” are on the Registration table (Program Committee).
- Ensure program and agenda items on Registration table (Program Committee).
- Ensure Service Manuals are on Literature, Intergroup or Grapevine table to be sold.
- At 7:45 pm check to be sure that registration totals and announcements are given to the Voice or Chair of the Speaker Meeting.
- Ensure the 7th Tradition is collected, counted and give to the District Treasurer.

SATURDAY AT QUARTERLY

- If the Area Chairperson is having a Sunday Morning Breakfast meeting with the Area Officers and Committee Chairs, double check the restaurant reservation. (Usually just January)
- Attend Area Quarterly Coordinator Committee meeting.
- At 7:45 pm check to be sure that registration totals and announcements are given to the Voice or Chair of the Speaker Meeting.
- Ensure the 7th Tradition is collected, counted and give to the District Treasurer.
- Help Registration figure out seating arrangement for district tables for Sunday morning.

SUNDAY AT QUARTERLY

- Ensure that laminated table numbers are on tables by 8:00 am. (set Sat night if possible)
- ***Laminated table numbers and holders are provided by Area Quarterly Coordinator.*** Your district will have picked these up at the prior quarterly.
- At 8:45 a.m. get registration totals to Area Chair or Area Quarterly Coordinator.
- Ensure the 7th Tradition is collected, counted and given to Area Treasurer.
- Collect recycled badges, table numbers, holders, unused supplies and podium for next quarterly hosting district.
- Ensure all signs of AA are removed from the hotel.
- Give all registration sign in sheets to Area Quarterly Coordinator
- Coordinate with area treasurer and hotel for payment of remaining balances.

Turn in Host District Review Sheet to Area Quarterly Coordinator as soon as all information is complete.

ALTERNATE DISTRICT QUARTERLY CHAIRPERSON

- Supports and stays in constant contact with the District Quarterly Chairperson and Hotel Liaison(s).
- Oversees all committees and acts as contact point for committee chairs along with District Quarterly Chairperson.
- Sets a committee meeting nine months to one year in advance to determine theme and ensure special needs along with District Quarterly Chairperson.
- Sets all committee meetings – 6 months in advance along with District Quarterly Chairperson.
- Calls or emails to remind committee chairs of meeting 1 week in advance along with District Quarterly Chairperson.
- Greets committee chairs and coordinates meetings along with District Quarterly Chairperson.
- Secures an audio recorder for the event (unless it is done by District Quarterly Chairperson).
- Assists Hotel Liaison(s) in room assignments for all meetings and workshops along with District Quarterly Chairperson.
- Confirms Recorder, Speakers, Interpreter and any Special Needs one month prior to Quarterly along with District Quarterly Chairperson.
- Friday of Quarterly, arrive early and attend pre-con and walk-thru with hotel along with District Quarterly Chairperson.
- Help committees to set up tables and displays along with District Quarterly Chairperson.
- Coordinate with coffee chair along with District Quarterly Chairperson.
- Attend Area 15 Quarterly Coordinator Committee meetings along with District Quarterly Chairperson.
- Assist District Quarterly Chairperson with wrap up reports after the Quarterly.

HOTEL LIAISON(S)

- Support and stay in contact with the District Quarterly Chairperson and Alternate Chairperson.
- Attend Area Quarterly Coordinator Committee meeting.
- Sets up room assignments/room layout for the workshops. (may be done by Program/Speaker Committee)
- Arrange pre-con meeting with hotel for early Friday afternoon.
- The Host Committee is responsible for providing meeting space only to all the scheduled sessions on the Area approved agenda.
- Reports at the District Quarterly Committee meeting.
- Coordinate with Area Accessibilities Committee and the hotel to ensure those that need special rooms are getting what fits their needs.

- Coordinate with Area Quarterly Coordinator, District Quarterly Chairperson, hotel and Area Treasurer to manage waitlist for attendees using hotelinfo@area15aa.org email.
- Create meeting room signs if not provided by the hotel – check with District Quarterly Chairperson.
- Friday of Quarterly, arrive early and attend pre-con and walk-thru with hotel.
- Coordinate the Banquet with the Hotel for the Banquet Committee. Give the hotel the total Banquet numbers and total for the food choices by the agreed time.
- Coordinate with hotel about box lunches needed every April quarterly and every October of even numbered years.

DISTRICT QUARTERLY SECRETARY

- Maintains contact list including names, phone numbers and email addresses for all committee chairpersons.
- Maintains a list of all speakers and workshop chairs address and phone numbers. (may be done by Program/Speaker Committee)
- Emails invitations to speakers and chairs 3 months in advance. (may be done by Program/Speaker Committee)
- Attends all District Quarterly Planning Committee meetings and takes notes for archival purposes (held at 9 months to 1 year, 6 months, 3 months, 4 weeks, 3 weeks and 2 weeks in advance). Some Districts hold monthly meetings.
- 4 weeks prior to Quarterly, sends a note to the Delegate, Alternate Delegate and Area Chair asking for any personal needs or requests (i.e. dinner reservations, etc.) (may be done by District Quarterly Chairperson or Alternate District Quarterly Chairperson)
- 4 weeks prior - maintains contact list of all group contributions and mails out Thank You letters (may be done by Treasurer or a Group Contributions Committee)
- 3 weeks prior – email out reminder notes (may be done by Program/Speaker Committee)
- 2 weeks prior – mails out the anonymity letter to the hotel (may be done by District Quarterly Chairperson or Alternate District Quarterly Chairperson or Hotel Liaison)
- 2 – 4 weeks following event complete a wrap up report and give all notes to District Archives.

DISTRICT QUARTERLY TREASURER

- Review budget form on website. (in quarterly forms)
- Coordinate with Area 15 Treasurer to receive Area funding. Available once your district has been approved to host by the Area 15 body.
- Coordinate with District Quarterly Chairperson/hotel/Area Treasurer to pay for the banquet. Payment goes to Area 15 Treasurer.
- **Send Finance report monthly to Area Chairperson.**
- Keep detailed records of all expenses and income from event and coordinate with Host District Treasurer for any funds required.
- Keep detailed records of all group contributions including group names and contact.
- Keep detailed records of all Banquet money received.
- Collect the 7th Tradition at Friday and Saturday night's speaker meetings and record as income. To be used towards host district expenses.
- Collect the 7th Tradition at Sunday Business Meeting and give to Area 15 Treasurer (CP165)
- Attend the hotel post con on Sunday or a prearranged time with Area Treasurer and Area Quarterly Coordinator to settle any final bills.
- Provide a detailed report to Host District.
- Reimburse Area for bills paid (hotel deposit which goes toward F&B total) and return Area 15 funding to Area Treasurer (if possible)
- Provide wrap up report after event to District.

- The following is the procedure that ought to be followed by the Hosting District & Area 15 Treasurer when hosting a quarterly and having to pay the Food & Beverage invoice at the end of the event.
 - Total invoice amount on Food & Beverage is to be verified by *District*.
 - Sometimes if comp rooms are not used that amount will be deducted from the final bill.
 - After verifying, District writes a check to the Area within 7 days for amount of invoice (plus the initial deposit since it was applied to the F&B bill).
 - Area Treasurer issues check for the Food & Beverage invoice (on company check) with funds received from District, and mails to the hotel.
 - With this process, no refunds are necessary to District.

REGISTRATION COMMITTEE

- Pick up unused supplies, clip boards and recycled badges before leaving previous Quarterly.
- Table numbers and holders are provided by the Area Quarterly Coordinator. (pick up from previous Quarterly)
- You will need approximately 800 name badges. If there are not enough recycled from previous quarterly, you will need to order more.
- Have DCM/GSRs sign up individuals from their home groups to staff the registration table.
- Collect the volunteer sign-up sheets prior to the Quarterly to ensure all slots are filled. Call volunteers before the event to confirm participation day and time.
- Preprint badges with ribbons for the following: (list from Area Quarterly Coordinator) Past Delegates, Current Delegate, Alternate Delegate, Area Officers, District Chairs, Area Standing Committee Chairs, Friday and Saturday night speakers, Officers of the host district and host quarterly committee with name and position.
- A list of names for the above badges will be provided by the Area Quarterly Coordinator.
- ***Ribbons are provided by the Area Quarterly Coordinator***
- Prepare badges for all other registrants with Quarterly title, date and theme.
- Need packing tape, stapler, pens for sign-up sheets and felt tip pens for badges (20).
- Get to hotel in time to have the registration open by 4:00 pm. Lay out registration sign in sheets available on the Quarterly Coordinators page on the area 15 website. Have plenty of copies of the Area agenda for current quarterly. (optional)
- Place provided suggestion box on or near the registration tables to be emptied by the Quarterly Coordinator's committee.
- Program Committee will supply 800/1000 copies of program and 150 Spanish programs.
- Count registrants Friday and Saturday nights and give number to Voice or Speaker Chair before the speaker meeting using form provided.
- Count total registered for weekend Sunday morning and give number to Area Chair or Area Quarterly Coordinator before the business meeting using forms provided.
- Give all sign in sheets to Area Quarterly Coordinator at the start of the business meeting.
- Coordinate with District Quarterly Chairperson and Area Quarterly Coordinator to figure out seating arrangement for district tables for Sunday morning.
- Provide a box for Sunday morning for recycling badges for next Quarterly.
- Provide Area Quarterly Coordinator with all forms and supplies to be passed on to the next Quarterly.
- Return any unused ribbons to the Area Quarterly Coordinator.
- Know the hotel (bathrooms, meeting rooms, etc)
- Have fun and help others feel welcome.
- After Quarterly, complete wrap up Report and give to Area Quarterly Coordinator.
- Email Thank You notes to your volunteers.

GREETER COMMITTEE

- Recruit volunteers for time slots, recommended 2-4 hour shifts.
- Maintain volunteer list to contact in case of no shows. Call/Email 1-2 weeks prior to confirm participation.
- Familiarize Greeters with hotel facilities (i.e., bathrooms, meeting rooms, coffee tables, hospitality room, etc.)
- Make sure table and signs are ready at least ½ hour prior to Registration sign in times (Friday 3:30 pm, Saturday 7:30 am, and Sunday 6:30 am)
- Get local meeting and restaurant lists and have available on Greeters/Registration table.
- Get local maps (usually available from hotel or local visitors' center) and have available.
- Provide District Quarterly Chairperson with table signs and extra supplies at end of Quarterly.
- Provide District Quarterly Chairperson with wrap up report with any problems or comments.
- Email Thank You notes to your volunteers.
- Stickers are very difficult to get off the badge holders. The next quarterly will have a much easier time recycling your badges if you **do not use little stickers or stick them on the insert and not the badge holder.**

PROGRAM COMMITTEE

- Select the Theme for your Quarterly (usually done by entire District Quarterly Planning Committee). List of prior themes available on area website.
- As soon as possible, develop the Flyer design with logo and Quarterly Agenda. Be sure that any ad hoc committees in session are listed – double check with Area Quarterly Coordinator.
- A.A. Guidelines Internet (MG-18) talks about personal phone numbers on flyers. It is a decision to be made by each District if they choose to list a number for the Hosting Chairperson knowing their number will be uploaded and viewed on websites accessible to the general public.
PERSONAL PHONE NUMBERS ON A.A. EVENT FLYERS
Until relatively recently, A.A. members usually had little concern about placing their first names, last initials and personal phone numbers on flyers announcing upcoming A.A. events, since these flyers were typically given out only in A.A. meetings, left on tables at other A.A. events or distributed to members. Today, event flyers can be easily uploaded and viewed on websites, accessible to the general public.
Due to search services on the Internet, it is now possible to utilize phone numbers to find out a person's identity, including full names and, possibly, other personal information. If A.A. members become increasingly uneasy with personal phone numbers being placed on flyers, event committees may need to look into alternate ways of providing contact information such as an event email address.
- Email English flyer in word format to Area Quarterly Coordinator for approval 6-8 weeks prior to the Quarterly weekend preceding the one you are hosting. Provide a scrubbed version of your flyer by removing personal emails to the Area Quarterly Coordinator for the website.
- After final approval of your flyer the Area Quarterly Coordinator will email the flyer to the Area Spanish Linguistics Chair, linguistic@area15aa.org, for Spanish translation.
- ***Minimum 600 copies of your flyer plus 100 Spanish flyers must be ready by Sunday morning at the Quarterly prior to yours. It is suggested the Spanish flyer be printed on different color paper.***
- Design the printed program.
- Check with Archives, Registration and Hospitality committees for opening and closing times.
- Encourage them to close or run a skeleton crew from 8:30 to 9:30 on Friday and Saturday nights in respect for the main Speaker.
- Email printed program in word format to Area Quarterly Coordinator 6-8 weeks prior to the Quarterly weekend for approval before printing.
- Final approved printed program will be emailed to the Spanish Linguistics Chair, linguistic@area15aa.org, by the Area Quarterly Coordinator for translation.

- Hold off printing of the programs as long as possible for any last minute changes. You will need at least 800 English and 150 Spanish Programs. It is suggested the Spanish programs are on different color paper.
 - Provide “Ask It” baskets with pens and papers for the GSR and DCM sharing sessions and “What’s On Your Mind” meeting. Make sure they are clearly marked and have in the registration area for all to see and participate.
 - Select speakers, chairs and readers for meetings other than Friday and Saturday speaker meetings. The names of the participants for the Traditions, Concepts and Service Manual workshops must also be given to the Recorder. (Try to use Past Delegates along with your local District members)
 - The Spanish Linguistics Committee will select the speakers for the Spanish Early Bird/Night Owl meetings, Spanish Traditions, Concepts and Service Manual workshops. Be sure to confirm that they have been selected. (linguistic@area15aa.org)
 - The Sunday morning readers will be selected by the Area Chair unless they ask you to select them. Be sure all readers are seated up front and ready to go to the microphone when called.
 - Ensure the District Quarterly Chairperson has all names, email addresses and phone numbers of all speakers, Chairs and readers prior to the Quarterly.
 - Call/Email prior to the Quarterly to confirm all speakers and chairs.
 - A list of Past Delegates and Trustees can be obtained from the Area Quarterly Coordinator. We should take advantage of their experience and knowledge as often as possible for workshop panels and meeting chairs especially those not already funded from the Area.
 - Email Area Treasurer 4-6 months prior to your hosting a list of Past Delegates participating in the weekend so their lodging can be booked by the Area Treasurer in the Area room block.
 - Current Practices dictates that the Concepts meeting is chaired by 2 AA members that are well informed on the 12 concepts. Therefore, the Concepts meeting is usually chaired by a Past Delegate with 1 or 2 other AA members on the panel. The same follows true with the Traditions workshop. (Try to use Past Delegates along with your local District members)
 - Area 15 has requested that we seek continuity from one Quarterly to the next. Please follow workshop formats as suggested: (Try to use Past Delegates along with your local District members)
- January Concepts and Traditions #1 – 3
 April Concepts and Traditions #4 – 6
 July Concepts and Traditions #7 – 9
 October Concepts and Traditions #10 – 12

It is suggested that you consider the following format for the GSR and DCM sharing sessions. Since we have two hours for each session, please consider having presentations in the first 30 to 45 minutes of the session. The presentations should be done by experienced or past GSRs, ADCMs or DCMs in the GSR sharing and experienced or past DCMs or ADCMs in the DCM sharing session. Our trusted servants need our experience in being effective in those positions so that we develop a strong base of positive experience that we can continue to pass on. We have new GSRs and new DCMs at every Quarterly and we are responsible for helping our trusted servants communicate effectively with groups.

Remind chairs and panel members that the workshops are not speaker meetings and that interaction is desirable after their presentations. Ask It Baskets work well with the GSR and DCM sharing sessions. They are always used in the “What’s On Your Mind” meeting so have baskets, pens and papers ready. It saves time at the sharing sessions and allows questions to come from the floor that people may be too shy to come to the microphone to ask but this is not dictated by Current Practices.

The Service Manual Workshop held in January, July and October must be chaired by Past Delegates. This meeting and “What’s On Your Mind” are suspended in April for the Conference Agenda Review. “What’s On Your Mind” is always chaired by the Alternate Delegate.

At the October Quarterly of even numbered years, the Service Manual meeting is Third Legacy Procedure Review and “What’s On Your Mind” meeting is devoted to allowing all the current Area 15 Officers to give a summary of their positions so that interested trusted servants can consider whether to offer their services for any of those positions at the elections on Sunday. The Area Officer Review meeting is chaired by the outgoing Delegate.

The time slots for the meetings are dictated by Motions in Current Practices. Hosting Districts cannot change any time slot from the Area 15 set Agenda. Only the Area Chairperson and the Area Quarterly Coordinator can approve deviations if they must be done.

SPEAKER COMMITTEE (can be combined with Program Committee)

- Select Chairs for Friday and Saturday night Speaker meetings. This is usually the District Chair or the Quarterly Chair or a combination of both.
- Select speakers and readers for Friday and Saturday night speaker meetings.
- Try to select speakers with General Service experience but it is not mandatory.
- Friday night is usually a “local” speaker or anyone you choose.
- If the Area 15 Delegate has invited a Trustee or Delegate from another area, or anyone from GSO is at your Quarterly, they will be your Saturday night speaker. (check with Area Quarterly Coordinator) (CP308)
- Every other year the Delegate has the opportunity to invite a Staff member of GSO or a Trustee to our Assembly. CP308
- Give names of main Friday and Saturday speakers to District Quarterly Secretary with email address and phone numbers to send out invitations. Also give to Recorder for CD labels.
- Get speaker gifts (and gift bags) for Friday and Saturday night speakers only.
- The Spanish Linguistics Committee will select the speakers for the Spanish Early Bird/Night Owl meetings. Be sure to confirm that they have been selected. (linguistic@area15aa.org)
- Be sure all readers are standing/seated up front and ready to go to the microphone when called upon at the speaker meetings.
- The Sunday morning readers will be selected by the Area Chair unless he/she asks you to select them. Be sure all readers are up front and ready to go to the microphone when called.
- Ensure the District Quarterly Chairperson has all names, email addresses and phone numbers of all speakers, Chairs and readers prior to the Quarterly.
- Call/Email prior to the Quarterly to confirm all speakers, chairs and readers for Friday and Saturday night speaker meetings.

BANQUET COMMITTEE

- ***Banquet tickets should be created, printed and ready for sale by the prior Quarterly.***
- ***Banquet food choices should be printed on tickets to aid the servers. (sometimes the tickets are different colors to distinguish the different meals)***
- Keep track of food choices and give totals to the Hotel Liaison(s) as early as possible.
- Be available to sell tickets and gather volunteers to sell tickets prior to Quarterly
- All money is disbursed to the District Quarterly Treasurer when received.
- Maintain financial records of tickets sold, money received and money disbursed.
- Two non-voting members must be available at the prior Quarterly Sunday morning to sell banquet tickets from 8:00 am to close of the Assembly.
- Create centerpieces for Banquet tables using Quarterly Theme. (usually 12-20 tables) (maybe done by a decorating committee)
- Select a spiritual AA person or member of the clergy to do the non-denominational Blessing.
- Get volunteers to sell Banquet tickets at the Quarterly on Friday and Saturday.
- Suggested District records ticket #, name, District # and contact # for person buying ticket.

- Give an accounting of total ticket sales and money disbursed to the Treasurer and the District Quarterly Chairperson.

COFFEE COMMITTEE

One of the most expensive items for many Quarterlies is the “free coffee”. Very few hotels give us unlimited free coffee as was customary in the past. Some hotels let us brew our own in the Hospitality Room and some provide a set number of gallons as part of the contract. **Be very careful to adhere to the contract specifications. Coffee can be very expensive.**

It is suggested that one or two people be designated to sign off on the coffee when it is delivered to the table by the hotel. This is to ensure coffee is not replenished right before the last meeting thus wasting gallons of coffee overnight. It also double checks the hotel count. This is optional, but experience has shown that having a “coffee overseer” to be a valuable tool in maintaining costs.

Please provide Area Quarterly Coordinator with number of total gallons used per day.

HOSPITALITY COMMITTEE

Some hotels allow us to bring in our own hot foods, slow cookers, coffee pots, etc. other hotels limit us to snacks and desserts with no cooking or hot foods. Your Hospitality Room is **not** in competition with prior Quarterly hosting committees. Be sure to check with your hotel contact what foods and beverages are allowed in the Hospitality Room so you adhere to the hotel’s policy. A suggestion found useful: Get groups involved by having them “sponsor” 2 – 4 hours in the Hospitality Room with greeters and food. **Be sure to inform your groups of the hotel guidelines on food restrictions.**

- Create a Volunteer/Time Slot spreadsheet.
- Recruit volunteers for time slots, recommended 2 - 4 hour shifts.
- Maintain volunteer list to contact in case of no shows.
- Call/Email volunteers 1 – 2 weeks prior to confirm participation.
- Make sure food and beverages are ready ½ hour prior to Hospitality posted times.
- It is suggested that Hospitality Room closes during the main speakers.
- If hotel allows, ensure coffee pots and tea are in room and going at all times.
- Place baskets in Hospitality Room for any members who wish to contribute financially.
- Have door guards on duty and do not let people take food out of the Hospitality Room.
- Provide a list of volunteers and groups for thank you notes to the District Quarterly Secretary.
- Provide the District Quarterly Treasurer with a financial report including contributions and expenses.
- Please provide Area Quarterly Coordinator with wrap-up report for future hosting Hospitality Committees to use as reference.

ACCESSIBILITIES COMMITTEE

The Chair of the Area Accessibilities Committee is listed on the flyer with email and phone number and will handle all special needs requirements. Please refer all special needs requests to that Chairperson.

- Hosting District will inform Area Accessibilities Committee how many special needs rooms the hotel can accommodate (ADA rooms, rolling in showers, bathroom with handicap bars etc.).

- Hosting District will inform Area Accessibilities Committee if hotel valet parking is free or price break with those with mobility issues with handicap sticker.
- One week prior to Assembly the Hotel Liaison, the district accessibilities and Area Accessibilities Chairperson will confirm requests from those members that made reservations at hosting hotel.
- If there is a request for ASL interpreter it will be communicated with the Area Treasurer so hotel accommodations can be arranged in the Area block of rooms.
- If there is a request for ASL interpreter for Friday or Saturday Speaker meetings then those members will have seating in front so they are able to see ASL Interpreter. If those members are attending the Sunday business meeting then that District will be placed near interpreter if possible.
- If a district has someone in a wheelchair that will be attending the Sunday morning business meeting, place that district in wheelchair accessible location.
- If possible please place the Saturday Area Accessibilities Committee meeting room close to restrooms and set up the room with long table and chairs in U shape. There should also be head table seating for 3.
- Please have the Voice of Assembly announce to please be mindful of those with mobility issues when moving about the hotel.

ROOM SCANNERS

- Prior to each meeting, ensure that the room is set up as requested including the Room Sign outside each meeting room door.
- Count each meeting so final count can be given to Area Quarterly Coordinator.
- Room count form is available on the area 15 website under Quarterly Coordinator committee in documents.

READY SQUAD (optional)

A Ready Squad is 2 or more people that are available during the Quarterly to just do whatever is needed. They may have to go out for supplies when they run out or pick up whatever has been forgotten. They have to be ready to pick people up or drop them off. If you have forgotten to assign a volunteer to a task, they can fill in. If you have a no show for a committee, they are a call away. The only requirements to serve on the ready squad are a car, a cell phone and willingness.

VOICE OF THE QUARTERLY (optional)

Some District Quarterly Committees have a Voice of the Quarterly but others have the Quarterly Chairperson or Alternate Chairperson makes the announcements and introductions.

- Make any announcements before the speaker meeting
- Announce registration counts before the Friday and Saturday night speaker meeting.
- Introduce person giving the blessing before the Banquet.
- Introduce the Chairs of the speaker meetings using the format provided.

ROOM REQUIREMENT SUGGESTIONS

Take into consideration when you might have a large local turnout that you may need to provide extra seating for like the speaker meetings.

Remember when setting up room assignments that some standing committees have displays or literature that they like to display. Try to arrange for an extra 6' table in each breakout room for this purpose if requested.

Archives requires a room that will hold 50 people. Make sure that the room locks and that the Archive people have a key. Inform the hotel contact not to "just unlock" the room in the morning. The room should NEVER be unattended.

The Sunday morning business meeting is always best served by the officers being in the center of the longest wall. Four 6 or 8 foot tables work well as some area officers work from their computers. These tables should be elevated by a riser. One 6 foot table near riser with one chair for recorder. One 6 foot table near riser with two chairs for translators. If feasible, arrange round floor tables in rows rather than staggered to ease in taking vote counts. The room should be set up to hold about 450 at tables with the addition of chairs around the outside walls for nonvoting members and visitors.

For the April Quarterly, try to get a second table microphone for the Assembly so that the Delegate does not have to share his/her microphone with the Agenda Item Speaker. It is too unwieldy and time consuming. Please ask for two (2) microphones at the dais for the Assembly.

For the July Quarterly, try to get a small table around the Registration area for the Delegate to display their "storybook" from the Conference.

Figuring out seating can be based on the registration counts as of Friday & Saturday totals for attending voting members of each district. Also keep in mind based on location those that may drive in for the business meeting in the morning. How many seats (10/12) at each table is important to determine how many tables each district will require to seat first their voting members then any nonvoting members and then any guests the district might have. Please seat smaller Districts (14, 16 & 19) at the same table. Districts 17 and 18 (Spanish Linguistic) should be seated together or near each other. Deaf members may prefer to be seated with their districts and so we may need to put those districts up by the ASL signer when possible. Ask the Area Accessibilities to help you know their preferences.

Please try and put district tables together as best you can. Nonvoting district members and guests may find additional seating in chairs set up around the perimeter of the meeting room in order to seat all of the voting members attending. Provide one table for Past Delegates and Guests. **MAKE SURE DISTRICT NUMBERS ARE ON THE TABLES BY 8:00 am** Sunday morning so early arrivals can find their seats well before the 9:00 am opening of the South Florida Area business meeting. Table numbers are provided by the Area Quarterly Coordinator. It is suggested to set up the room Saturday night after the speaker meeting.

If this is an Election Assembly, the Sunday morning room requirements must include a large dry erase board set up by the end of the Head table. Ensure that each of the tables has a number of ballots and that baskets are available to collect the ballots. Outgoing Delegate may obtain volunteers or may ask the Hosting District for volunteers to be runners/counters. It is also suggested that you have a calculator available for use at the head table to figure out number of votes needed. Also provide some small plastic bags to hold each set of ballots for each elected position separately until all voting has ended (CP347).

ROOM REQUIREMENTS

FRIDAY

Function: **Registration**

Time: 4 to 8:30 is suggested.

Set-up requirements: Five 6-foot tables with six chairs and one trash can for registration; one 6-foot table with three chairs for Banquet sales.

two 6-foot tables with two trash cans (no chairs) for coffee set up (unless it is in Hospitality Room);

one 6-foot table with two chairs and one trash can for Florida State Convention Committee;

one 6-foot table with two chairs and one trash can for Grapevine display;

one 6-foot table for Area Accessibilities Display (may be in committee meeting room);

one 6-foot table for Area PI Display (may be in committee meeting room);

two 6-foot table with three chairs for District Literature Committee/Intergroup.

two 6-foot tables for Area Literature Committee Display

five 6-foot tables with one chair for recorder (check with recorder);

One 6-foot table for Linguistics Committee Display

One 6-foot table with two chairs for Florida State Convention Registrations sales;

One 6-foot table with two chairs for ICYPAA/FCYPAA;

One 6-foot table for Delegate "Delegates Corner"

For April: One 6-foot table with two chairs for the Delegate to display the Conference Agenda Binders.

For July: One Table for the Delegates Storybook. **(Please look at each committee room set up some display tables need to be set in rooms in addition to these requirements.)**

Function: **Archives display**

Time: At host district's discretion; 4pm-8:30 p.m. is suggested for Friday, Saturday 9 a.m.-8:30 p.m. and until noon on Sunday.

Set-up requirements: As many 6-foot tables set up around perimeter of room with three chairs. *The room must have a door that locks.*

Function: **Welcome (Meet and Greet) Do not put on Flyer only on Program**

Time: 6-8 p.m.

Set up requirements: Chairs set up in a double circle with spaces to access for 50 people

Function: **Speaker meeting**

Time: 8:30 p.m.-10 p.m.

Set up requirements: Theater style seating for 400+ people. Head Table for host, readers and speaker should be on a riser and Microphone at Area 15's lectern.

Function: **Night Owl meeting**

Time: 10-11 p.m.

Set up requirements: Theater style seating for 30 people. Head table with two chairs.

Function: **Spanish Night Owl meeting**

Time: 10-11 p.m.

Set up requirements: Theater style seating for 25 people. Head table with two chairs.

SATURDAY

Function: **Registration**

Time: At host district's discretion; 7 a.m.-8:30 p.m. is suggested.

At the close go over Friday plus Saturday totals for each District. Give these to Quarterly Chair Saturday night to determine how many tables each District will need on Sunday morning.

Set-up requirements: See above.

Function: **Archives display**

Time: At host district's discretion; 7 a.m.-8:30 p.m. is suggested.

Set-up requirements: See above.

Function: **Early Bird meeting**

Time: 7-8 a.m.

Set up requirements: Theater style seating for 30 people. Head table with two chairs.

Function: **Spanish Early Bird meeting**

Time: 7-8 a.m.

Set up requirements: Theater style seating for 15 people. Head table with two chairs.

| |
|---|
| Function: Concepts Workshop Time: 8-9:00 a.m. (even years) 11 a.m.-Noon (odd years) |
|---|

Set up requirements: Theater style seating for 150 people. Head table with 3 chairs. Add a Microphone at head table and a standing floor microphone if possible.

Do the next three Concepts for your Quarterly as follows:

| | |
|---------|-------------------|
| January | Concepts #1 – 3 |
| April | Concepts #4 – 6 |
| July | Concepts #7 – 9 |
| October | Concepts #10 – 12 |

Function: **Spanish Concepts Workshop**

Time: 8:00-9:00 a.m. (even years) 11 – 12:30pm (odd years)

Set up requirements: Theater style seating for 25 people. Head table with 3 chairs.

Do the next three Concepts for your Quarterly – see above:

Function: **Treatment Facilities Committee**

Time: 8:30-10:50 a.m.

Set up requirements: Theater style seating for 50 people. Head table: 2 tables with five (5) chairs. (Water Station and 1 extra table in rear of room for display).

Function: **Remote Communities Committee**

Time: 9-10:50 a.m.

Set up requirements: Theater style seating for 25 people. Head table with two chairs.

Function: **Archives Committee**

Time: 9-10:50 a.m.

Set up requirements: Theater style seating for 50 people. Head table with four chairs. Additional single 6-foot table is needed off to the side for displays. If possible, put committee in a room that has no meeting immediately prior or after their meeting.

Function: **Current Practices**

Time: 9-10:50 a.m.

Set up requirements: Board room if possible; otherwise, set up two 6-foot tables side by side to form one large square table in the center of the room with ten chairs. Arrange as many chairs as possible around the perimeter of the room. Seating for 30 people is needed.

Function: **Grapevine Committee**

Time: 9-10:50 a.m.

Set up requirements: Theater style seating for 30 people. Head table with four chairs.

Function: **Literature Committee**

Time: 9-10:50 a.m.

Set up requirements: Theater style seating for 40 people. Head table with four chairs. . (Water Station and 1 extra table in rear of room).

Function: **Public Information/Cooperation with the Professional Community**

Time: 9-10:50 a.m.

Set up requirements: Theater style seating for 30 people. Head table with four chairs also a 6-foot thin (12-18 inches wide) table behind head table for displays.

Function: **Accessibilities Committee**

Time: 9-10:50 a.m.

Set up requirements: 35 chairs (long table) set up in a U-shape, if possible, with additional chairs behind it; if this is not possible, theater style seating for 30 people. Head table with four chairs also a 6-foot thin (12-18 inches wide) table behind head table for displays.

This meeting should be set up as close as possible to the rest rooms.

Function: **State Convention Committee**

Time: 9-10:50 a.m.

Set up requirements: Theater style for 25 people. Head table with three chairs.

Function: **Traditions workshop**

Time: 11 a.m.-Noon (even years) 8:30-10:50 a.m. (odd years)

Set up requirements: Theater style for 275 people. Head table with four chairs on riser. A microphone at head table plus at least one standing microphone in the room. You may want to have an Ask It basket with paper and pens at the registration tables. (No meeting opposite, apart from Spanish linguistics)

Do the next three Traditions for your Quarterly as follows:

| | |
|---------|---------------------|
| January | Traditions #1 – 3 |
| April | Traditions #4 – 6 |
| July | Traditions #7 – 9 |
| October | Traditions #10 – 12 |

Function: **Spanish Linguistic Committee**

Time: 1:00. -1:50 p.m.

Set up requirements: Theater style for 30 people. Head table with three chairs. A microphone at head table and a standing microphone in the room. (No meeting opposite, apart from English Traditions)

Function: **Web Site Committee meeting**

Time: 12:00-1:30 p.m.

Set up requirements: Theater style for 25 people. Head table with two chairs. Also require a power outlet at head table for computers or perhaps on a wall near head table.

Function: **District Chairpersons meeting**

Time: 12:30-1:30 p.m.

Set up requirements: Theater style for 30 people. Head table with two chairs.

Function: **District Secretaries/Registrars meeting**

Time: 12:30-1:30 p.m.

Set up requirements: Theater style for 30 people. Head table with three chairs.

Function: **District Treasurers meeting**

Time: 12:30-1:30 p.m.

Set up requirements: Theater style for 25 people. Head table with two chairs.

Function: **Spanish Traditions workshop**

Time: 11:00-12:30 p.m. (even years) 8 – 9:00 a.m. (odd years)

Set up requirements: Board room if possible; otherwise, set up one 6-foot table in the center of the room with at least ten chairs. Arrange a few chairs (at least 10) around the perimeter of the room. Seating for at least 25 is needed.

Do the next three Traditions for your Quarterly as above:

Function: **Corrections Committee meeting**

Time: 1:30-3:50 p.m.

Set up requirements: Theater style for 40 people. Head table with four chairs. (Water Station and 1 extra table in rear of room for display).

Function: **Finance Committee meeting**

Time: 2-3:50 p.m.

Set up requirements: Board room if possible; otherwise, set up one 6-foot table in the center of the room with eight chairs. Arrange as many chairs as possible (at least 20) around the perimeter of the room. Set up in October, as it is a budget quarterly; add an additional two 8-foot tables.

Function: **Intergroup/Central Office meeting**

Time: 2-3:50 p.m.

Set up requirements: Theater style for 25 people. Head table with three chairs.

Function: **DCM Sharing**

Time: 2-3:50 p.m.

Set up requirements: Theater style seating for 100. Head table with four chairs on riser. Microphone at head table and a standing microphone in the room.

Function: **GSR Sharing**

Time: 2-3:50 p.m.

Set up requirements: Theater style seating for 250. Head table with four chairs on riser. Microphone at head table and a standing microphone in the room.

Function: **Quarterly Coordinator's meeting**

Time: 2 – 3:50 p.m.

Set up requirements: Theater style seating for 50 people. Head table with three chairs.

Function: **Service Manual workshop**

Time: 4-5 p.m.

Set up requirements: Theater style seating for 175. Head table with four chairs on riser. Microphone at head table and a standing microphone in the room.

(No meeting opposite, apart from Spanish Service Manual workshop)

In April this meeting is replaced by the Conference Agenda Review.

In October of even years this meeting is replaced by Third Legacy Procedure Review.

Function: **What's On Your Mind meeting**

Time: 5-6 p.m.

Set up requirements: Theater style seating for 175. Head table with three chairs on riser. Add a water station, microphone at head table (*wireless microphone. would be wonderful*) and a standing microphone in the room. Have paper and pens for Ask It basket available in the room as well as at registration table. (*No meeting opposite*)

In April this meeting is replaced by the Conference Agenda Review.

In October of even years this meeting is replaced with current Area 15 Officers giving summary of their positions and is chaired by the outgoing Delegate.

Function: Outreach Committee

Time: 6-7 p.m.

Set up requirements: Theater style seating for 25 people. Head table with two chairs.

Function: **Banquet**

Time: 7-8:30 p.m.

Set up requirements: Rounds of 10 for at least 120-200 people (# depends on contract and sales). Microphone at Area 15 podium on riser in front of room. Water at podium.

Function: **Speaker meeting**

Time: 8:30-9:30 p.m.

Set up requirements: Theater seating for 400 in room adjacent to banquet room. Partitions come down before meeting starts. These seats should be set up behind the banquet tables or perhaps on the sides of banquet tables depending on the number of banquet dinners.

Function: **Conference Agenda Review – APRIL only (if needed, check with the delegate)**

Time: 10-11 p.m.

Set up requirements: Theater style seating for 100. Head table with two chairs on riser. Microphone at head table and a standing microphone in the room.

Function: **Night Owl meeting**

Time: 10-11 p.m.

Set up requirements: Theater style seating for 30 people. Head table with two chairs.

Function: **Spanish Night Owl meeting**

Time: 10-11 p.m.

Set up requirements: Theater style seating for 25 people. Head table with two chairs.

SUNDAY

Function: **Registration**

Time: At host district discretion; 7-9 a.m. is suggested.

Set-up requirements: See above.

Function: **Archives display**

Time: At host district discretion; 7-9 am is optional

Set-up requirements: See above.

Function: **Early Bird meeting**

Time: 7-8 a.m.

Set up requirements: Theater style seating for 30 people. Head table with two chairs.

Function: **Spanish Early Bird meeting**

Time: 7-8 a.m.

Set up requirements: Theater style seating for 25 people. Head table with two chairs.

Function: **South Florida Area 15 business meeting** (and assemblies when required)

Time: 9 a.m.

Set up requirements: Forty-five rounds of 10 is optimal, but the room must be set up in the best configuration possible for 450 people. Each Table should have a number (provided by Area Quarterly Coordinator) to correspond to the District's seating requirements based on attending voting members. It is a good idea to provide additional seating along the perimeter if space provides.

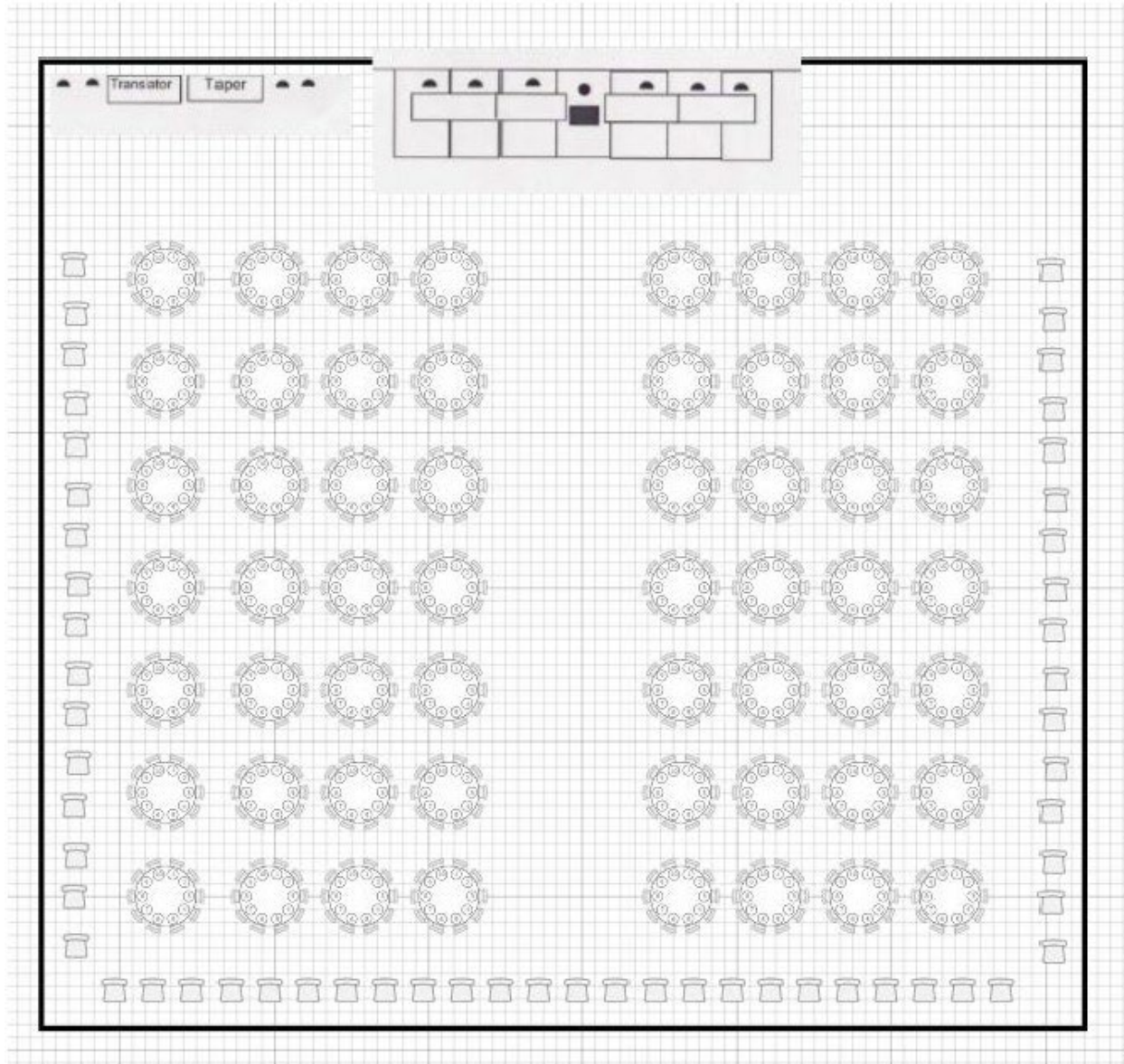
Riser with Four 6-foot or 8-foot tables with six chairs, 2 tables on each side of the Area 15 podium with microphone. Please have water pitchers and glasses at head table. A tall chair or Bar Stool at podium for Area Chair.

One 6-foot table near the riser with one chair for recorder. One 6-foot table near the riser with two chairs for translators.

At least two floor microphones in room.

Here is a great example of a Sunday Morning Business Meeting set up from District 5.

7 rows of 8 (10 tops) = 560 and additional chairs around perimeter for non voting members



ANONYMITY AT THE PUBLIC LEVEL

A NOTE OF THANKS, A REQUEST FOR COOPERATION

Our anonymity, like our sobriety, is a treasured possession. We ask the help of our guests and hotel staffing in protecting the anonymity of all alcoholics present or mentioned here this weekend. We thank you for helping us observe our long-standing tradition of anonymity for members of Alcoholics Anonymous. Please do not include Alcoholics Anonymous in any signage.

We respectfully request your cooperation with us in maintaining the anonymity of our members by holding in confidence anything that is heard during the Assembly.

From time to time we write our public media friends to thank them for helping us observe our long-standing tradition of anonymity for members of Alcoholics Anonymous. The principle of anonymity is a basic tenet of our fellowship. Those who are reluctant to seek our help may overcome their fear if they are confident that their anonymity will be respected. In addition, and perhaps less understood, our tradition of anonymity acts as a restraint on our members, reminding us that we are a program of principles, not personalities, and that no individual A.A. member may presume to act as a spokesman or leader of our fellowship.

Again, we thank you for your cooperation. Those who wish to know more about our fellowship may write, phone or visit the section "Press/Media" on www.aa.org.

Sincerely,

District #__ Quarterly Chair
Alcoholics Anonymous

GSR'S PLEASE READ AT YOUR GROUPS

Greetings,

We are excited to inform you that District_, which is YOUR District, is privileged to host the date So Florida Area General Service Quarterly. The week-end Quarterly will be held at the insert Hotel info on insert Month, days and year.

We need YOUR help in assisting our brother and sister alcoholics from out of town. We need YOUR help greeting them as they arrive. We need YOUR help with the registration table. We need YOUR help with staffing the hospitality room.

“_____” is the theme of the Quarterly. We need YOUR help in showing our fellow visiting alcoholics that the Service leg of our triangle fills us here in _____ and _____ Counties and can fill them too.

Thank you in advance for YOUR support.

PLEASE TELL US HOW YOUR GROUP CAN HELP US

_____ Registration
_____ Hospitality
_____ Greeters
_____ Other _____

Thank you for your help in advance. Without your support we would not be able to have a successful Quarterly.

Yours in Love and Service

- _____
Return to Your GSR or contact _____ at _____ or email at _____

Thank You Example

District __ would like to thank _____ for your participation in the South Florida Area Quarterly.

The success of the Quarterly would not have been possible without the generous support of people like you and the Home Groups of our wonderful District.

Thank you again and may God Bless You on your journey.

District #_

Reminder Example

The Quarterly Hosting Committee of District would like to remind you of the upcoming South Florida Area Quarterly on _____.

Thank you again for your service. The success of the Quarterly is due to the gracious service of people like you.

Thank you again and may God Bless You on your journey.

The Quarterly Hosting Committee
District #_

| Event/Workshop/Commitment | Date | Time |
|---------------------------|------|------|
|---------------------------|------|------|

Note Example

The Quarterly Hosting Committee of District would like to extend a warm welcome to your upcoming visit to our District for the _____ -So Florida General Service Quarterly.

If there are any special requests or needs that would make the Quarterly more enjoyable for you such as dinner reservations for Friday evening or a need of a small meeting space, please let us know and we will do our utmost to assist you.

Again, we are excited to have you coming to District and may God Bless You on your journey.

The Quarterly Hosting Committee District #_

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QUARTERLY PLANNING FORMS WORKBOOK

SOUTH FLORIDA AREA 15

FORMS & LISTS

DISTRICT QUARTERLY COMMITTEE CHAIRPERSON

- 1) COMMITTEE CHAIR WORKSHEET
- 2) PAST QUARTERLY THEMES
- 3) HOST DISTRICT REVIEW SHEET
- 4) SAMPLE QUARTERLY BUDGET

REGISTRATION COMMITTEE

- 1) QUARTERLY REGISTRATION FORM
- 2) QUARTERLY REGISTRATION TOTALS
- 3) FRIDAY/SATURDAY NIGHT REGISTRATION COUNTS
- 4) SUNDAY MORNING REGISTRATION COUNTS
- 5) ROOM SCANNER QUARTERLY MEETING COUNTS

PROGRAM COMMITTEE

- 1) QUARTERLY MEETING AGENDA

SPEAKER COMMITTEE

- 1) SPEAKER COMMITTEE WORKSHEET
- 2) FRIDAY NIGHT VOICE OF THE QUARTERLY AGENDA
- 3) FRIDAY NIGHT SPEAKER MEETING FORMAT
- 4) SATURDAY NIGHT VOICE OF THE QUARTERLY AGENDA
- 5) SATURDAY NIGHT SPEAKER MEETING FORMAT
- 6) PREAMBLE
- 7) TWELVE TRADITIONS
- 8) TWELVE CONCEPTS

COFFEE COMMITTEE

- 1) COFFEE SIGN OFF SHEET

For a sample of the Quarterly Flyer, Program, Trusted Servant lists or any other forms or lists not included in this Workbook, please contact the Area 15 Quarterly Coordinator.

Committee Chair Worksheet

| <u>Committee</u> <u>Email</u> | <u>Name</u> | <u>Phone</u> |
|----------------------------------|-------------|--------------|
| Chairperson | _____ | _____ |
| Alternate Chair | _____ | _____ |
| Hotel Liaison | _____ | _____ |
| Secretary | _____ | _____ |
| Treasurer | _____ | _____ |
| Registration | _____ | _____ |
| Greeters | _____ | _____ |
| Program | _____ | _____ |
| Speaker | _____ | _____ |
| Banquet | _____ | _____ |
| Coffee | _____ | _____ |
| Hospitality | _____ | _____ |
| Special Needs | _____ | _____ |
| Room Scanners | _____ | _____ |
| Ready Squad | _____ | _____ |
| Voice of Quarterly | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |

PAST QUARTERLY THEMES JULY 2007 – CURRENT

| | |
|--------------------|---|
| <u>2007</u> | |
| JANUARY | WE ARE NOT A GLUM LOT |
| APRIL | SUNLIGHT OF THE SPIRIT |
| JULY | OUR PRIMARY PURPOSE |
| OCTOBER | THIS SPIRIT AMONG US |
| <u>2008</u> | |
| JANUARY | PASS IT ON |
| APRIL | A VISION FOR YOU |
| JULY | WITH HUMILITY AS OUR GUIDE |
| OCTOBER | PARTICIPATION; VITAL TO THE FUTURE OF AA |
| <u>2009</u> | |
| JANUARY | LANGUAGE OF THE HEART |
| APRIL | ROCKETED INTO THE 4 TH DIMENSION |
| JULY | WILLINGNESS IS THE KEY |
| OCTOBER | KEEP IT SIMPLE |
| <u>2010</u> | |
| JANUARY | ENRICHING OUR LIVES THROUGH SERVICE |
| APRIL | FREEDOM TO SERVE...FREEDOM BY WHICH WE LIVE – IS WARRANTY 6 |
| JULY | WE ARE RESPONSIBLE |
| OCTOBER | LEADERSHIP IN AA: EVER A VITAL NEED |
| <u>2011</u> | |
| JANUARY | IN SPIRIT OF ROTATION |
| APRIL | TRUST GOD, CLEAN HOUSE, HELP OTHERS |
| JULY | GIVE FREELY OF WHAT YOU FIND AND JOIN US |
| OCTOBER | LET IT BEGIN WITH ME |
| <u>2012</u> | |
| JANUARY | EXPECT A MIRACLE |
| APRIL | WE SURRENDER TO WIN |
| JULY | WE ARE GOING TO KNOW A NEW FREEDOM |
| OCTOBER | LOVE AND SERVICE |
| <u>2013</u> | |
| JANUARY | WELCOME HOME |
| APRIL | ENJOYING LIFE-WE ABSOLUTELY INSIST ON IT |
| JULY | AM I GRATEFUL ENOUGH |
| OCTOBER | A DESIGN FOR LIVING...THE JOY OF THE JOURNEY |
| <u>2014</u> | |
| JANUARY | RECOVERY UNITY SERVICE |
| APRIL | A DECLARATION OF UNITY |
| JULY | YOU ARE NOT ALONE |
| OCTOBER | HAPPY, JOYOUS & FREE |
| <u>2015</u> | |
| JANUARY | SERVICE GRATITUDE IN ACTION |
| APRIL | SPRING INTO ACTION |
| JULY | LOVE AND TOLERANCE IS OUR CODE |
| OCTOBER | WE WILL BE AMAZED |
| <u>2016</u> | |
| JANUARY | MIRACLES HAPPEN |
| APRIL | CHANNEL SPIRITUALITY ... |
| JULY | RULE 62 |
| OCTOBER | SPIRIT OF ROTATION |

2017

JANUARY A SHARED EXPERIENCE – A NEW LIFE
APRIL TRUDGE THE ROAD OF HAPPY DESTINY
JULY ARCHWAY TO FREEDOM
OCTOBER SPIRIT OF ROTATION

2018

JANUARY THE FELLOWSHIP OF THE SPIRIT
APRIL SPIRITUAL ADVENTURE IN BONAVENTURE
JULY SOARING INTO SERVICE
OCTOBER THE LANGUAGE OF THE HEART

2019

JANUARY LIVING ON A SPIRITUAL PLANE
APRIL SUNLIGHT OF THE SPIRIT
JULY WE HAVE BEEN ROCKETED
OCTOBER OUR COMMON JOURNEY

2020

JANUARY LOVE & TOLERANCE IS OUR CODE
APRIL OUR GREAT RESPONSIBILITY
JULY
OCTOBER

2021

JANUARY UNITY OUR GREAT RESPONSIBILITY
APRIL A BEGINNING IS ALL THAT IS NEEDED
JULY ACCEPTING DIFFERENCES UNITY RECOVERY SERVICE
OCTOBER THE EFFECT WAS ELECTRIC

2022

JANUARY SOBRIETY THROUGH SERVICE
APRIL OUR GREAT RESPONSIBILITY
JULY A NEW FREEDOM
OCTOBER KEYS TO THE KINGDOM

SOUTH FLORIDA AREA 15 HOST DISTRICT REVIEW SHEET

Host District _____ Quarterly Dates _____
Quarterly Chair _____ Phone Number _____ Email _____
Quarterly CoChair _____ Phone Number _____ Email _____
Hotel Liaison _____ Phone Number _____ Email _____
Registration _____ Phone Number _____ Email _____
Hospitality _____ Phone Number _____ Email _____
Program _____ Phone Number _____ Email _____
Banquet _____ Phone Number _____ Email _____

Host Hotel (Name & City) _____
Room Rates: Single/Double _____ Triple _____ Quad _____ Other _____

Rooms Blocked: Friday _____ Saturday _____ Total Blocked _____

Rooms Used: Friday _____ Saturday _____ Total Used _____

% of Block Required _____ # Days Pre/# Days Post _____ Comp. Rooms 1 per: _____

Breakout Rooms _____ Locked Room Available? _____ Boardroom Available? _____

Hospitality Suite Available? _____ Hospitality Cleaning Charge? \$ _____ AV Charge \$ _____

Ballroom Splits into # _____ Meeting Rooms. Ballroom seats # _____ in rounds of _____

Food and Beverage Obligation: \$ _____ Total Paid \$ _____ Dinners Guaranteed to Hotel _____

Cut off date/time for Banquet confirmation _____ # of Tickets Sold _____

Your Cost for Dinners \$ _____ Ticket Price for Dinners \$ _____

Box Lunch Price (if needed): Saturday \$ _____ Sunday \$ _____ # Sold _____

Boxed lunches needed for every April Quarterly and voting Assembly in October of even numbered years.

Coffee: How many gallons were comp/purchased _____ Cost per gallon \$ _____ inclusive.

Gallons used: Friday _____ Sat _____ Sun _____ Allowed to brew own coffee _____ How many gallons _____

Overflow Hotel (Name & Distance to Host) _____

Room Rates: Single/Double _____ Triple _____ Quad _____ Other _____

Rooms Blocked: Friday _____ Saturday _____ Total Blocked _____ (Overflow).

Rooms Used: Friday _____ Saturday _____ Total Used _____ (Overflow).

Recorder: Name, email & Phone # _____

Expenses _____ for _____ Speakers _____

Collection Basket: Friday \$ _____ Saturday \$ _____ Sunday \$ _____ Hospitality Basket \$ _____

Total Registered _____ Friday _____ Saturday _____ Sunday _____ Voting Members _____

Expenses for Printing/Additional Badges/ Misc. Expenses _____

Amount of water was purchased _____ Amount of soda was purchased _____

Comments for the next Quarterly Chairperson:

Please give completed form to the Quarterly Coordinator as soon as possible at the end of your Quarterly.
Also please email a copy to Quarterly@area15aa.org.

SAMPLE QUARTERLY BUDGET FORM

| | Actual Income & Expenses for most recent quarterly hosted by Dist. ____ | <u>Projected for Current Quarterly</u> | <u>Actual for Current Quarterly</u> |
|--|--|--|---|
| | | | |
| <u>INCOME</u> | | | |
| Area 15 Disbursement | \$750.00 | \$750.00 | |
| Banquet Ticket Sales | | | |
| Basket Collection at Planning Committee Meetings | | | |
| Basket Collection Friday Night | | | |
| Basket Collection Saturday Night | | | |
| Group Contributions | | | |
| Misc. Income | | | |
| Deposit returned from Hotel following event | | | |
| <u>TOTAL INCOME</u> | <u>\$750.00</u> | <u>\$750.00</u> | |
| | | | |
| <u>EXPENSES</u> | | | |
| Deposit paid to Hotel before event | | | |
| Food & Beverage to Hotel | | | |
| Audio Visual | | | |
| Printing: Flyers | | | |
| Printing: Contribution Flyers | | | |
| Printing: Tickets | | | |
| Printing: Programs | | | |
| Coffee & Food | | | |
| Centerpieces & Decorations | | | |
| Registration Supplies | | | |
| Hotel Comp Room | | | |
| Contingency | | | |
| Area 15 Reimbursement | | | |
| <u>TOTAL EXPENSES</u> | <u>\$0.00</u> | <u>\$0.00</u> | |

South Florida Area 15 Registration Form

Sheet # _____ District _____

Date _____

Position

Check
if you
are
voting

Name

Home Group

AGSR

GSR

ADCM

DCM

OTHER

| | | | | | | | | |
|----|--|--|---------------|--|--|--|--|--|
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| 22 | | | | | | | | |
| 23 | | | | | | | | |
| 24 | | | | | | | | |
| 25 | | | | | | | | |
| | | | TOTALS | | | | | |

Formulario de Registro Area 15 Sur de la Florida

Hoja # _____ Distrito _____

Fecha _____

Posicion

| | Marque si va a Votar | <u>Nombre</u> | <u>Grupo Base</u> | RSGA | RSG | MCDA | MCD | OTRO |
|----|----------------------------|----------------|-------------------|------|-----|------|-----|------|
| 1 | | | | | | | | |
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| 22 | | | | | | | | |
| 23 | | | | | | | | |
| 24 | | | | | | | | |
| 25 | | | | | | | | |
| | | TOTALES | | | | | | |

Host District _____

**SOUTH FLORIDA QUARTERLY
REGISTRATION TOTALS**

Date _____

| District | Total Members | Alt. GSR | GSR | ADCM | DCM | Other | Total VOTING |
|-----------------|--------------------------|---------------------|------------|-------------|------------|--------------|-------------------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
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| 17 | | | | | | | |
| 18 | | | | | | | |
| 19 | | | | | | | |
| 20 | | | | | | | |
| Totals | | | | | | | |

NOTES: _____

AREA 15 QUARTERLY REGISTRATION

FRIDAY/SATURDAY NIGHT COUNT

(NEEDED BY 7:45 p.m.)

TOTAL REGISTRATION: _____

THIS BREAKDOWN IS OPTIONAL:

DCMs: _____

ALT DCMs: _____

GSRs: _____

ALT GSRs: _____

OTHER: _____

(GIVE TO QUARTERLY COORDINATOR OR VOICE OF THE QUARTERLY)

AREA 15 QUARTERLY REGISTRATION

SUNDAY MORNING COUNT

(NEEDED BY 8:45 a.m.)

TOTAL REGISTRATION: _____

DCMs: _____

ALT DCMs: _____

GSRs: _____

ALT GSRs: _____

OTHER: _____

(GIVE TO QUARTERLY COORDINATOR OR AREA CHAIR)

| QUARTERLY MEETING COUNTS (ODD YEARS) | | | | Other | Room |
|---|--------------|------|----------|-------|----------|
| FRIDAY | Time | Room | QC Count | Count | Capacity |
| Speaker | 8:30 | | | | |
| Nite Owl | 10 - 11 | | | | |
| Nite Owl SPA | 10 - 11 | | | | |
| SATURDAY | | | | | |
| Early Bird | 7 - 8 | | | | |
| Early Bird SPA | 7 - 8 | | | | |
| Traditions Workshop | 8 - 9 | | | | |
| Traditions Workshop SPA | 8-9 | | | | |
| Treatment Facilities Comm | 8:30 - 1050 | | | | |
| Remote Communities Sharing | 9 - 10:50 | | | | |
| Archives Committee | 9 - 10:50 | | | | |
| Current Practices Committee | 9 - 10:50 | | | | |
| Grapevine Committee | 9 - 10:50 | | | | |
| Literature Committee | 9 - 10:50 | | | | |
| PI/CPC Committee | 9 - 10:50 | | | | |
| Special Needs Committee | 9 - 10:50 | | | | |
| State Convention Committee | 9 - 10:50 | | | | |
| Concepts Workshop | 11 - 12 | | | | |
| Concepts Workshop SPA | 11 - 1230 | | | | |
| Website Committee | 12 - 1:30 | | | | |
| District Chairperson Meeting | 12:30 - 1:30 | | | | |
| District Sec/Reg Meeting | 12:30 - 1:30 | | | | |
| District Treasurers Meeting | 12:30 - 1:30 | | | | |
| Spanish Linguistics | 1-1:50 | | | | |
| Corrections Committee | 1:30 - 3:50 | | | | |
| DCM Sharing | 2 - 3:50 | | | | |
| GSR Sharing | 2 - 3:50 | | | | |
| Finance Committee | 2 - 3:50 | | | | |
| Intergroup/Central Office | 2 - 3:50 | | | | |
| Quarterly Coordinator Mtg | 2- 3:50 | | | | |
| Service Manual | 4-5 | | | | |
| "What's on Your Mind?" | 5-6 | | | | |
| Outreach Committee | 6-7 | | | | |
| Banquet | 7 - 8:30 | | | | |
| Speaker | 8:30 - 9:30 | | | | |
| Nite Owl | 10 - 11 | | | | |
| Nite Owl SPA | 10 - 11 | | | | |
| SUNDAY | | | | | |
| Early Bird | 7 - 8 | | | | |
| Early Bird SPA | 7 - 8 | | | | |
| So FL Area 15 Business Mtg | 9 | | | | |

| QUARTERLY MEETING COUNTS (EVEN YEARS) | | | | Other | Room |
|--|--------------|------|----------|-------|----------|
| FRIDAY | Time | Room | QC Count | Count | Capacity |
| Speaker | 8:30 | | | | |
| Nite Owl | 10 - 11 | | | | |
| Nite Owl SPA | 10 - 11 | | | | |
| SATURDAY | | | | | |
| Early Bird | 7 - 8 | | | | |
| Early Bird SPA | 7 - 8 | | | | |
| Concepts Workshop | 8 - 9 | | | | |
| Concepts Workshop SPA | 8-9 | | | | |
| Treatment Facilities Comm | 8:30 - 1050 | | | | |
| Remote Communities Sharing | 9 - 10:50 | | | | |
| Archives Committee | 9 - 10:50 | | | | |
| Current Practices Committee | 9 - 10:50 | | | | |
| Grapevine Committee | 9 - 10:50 | | | | |
| Literature Committee | 9 - 10:50 | | | | |
| PI/CPC Committee | 9 - 10:50 | | | | |
| Special Needs Committee | 9 - 10:50 | | | | |
| State Convention Committee | 9 - 10:50 | | | | |
| Traditions Workshop | 11 - 12 | | | | |
| Traditions Workshop SPA | 11 - 1230 | | | | |
| Website Committee | 12 - 1:30 | | | | |
| District Chairperson Meeting | 12:30 - 1:30 | | | | |
| District Sec/Reg Meeting | 12:30 - 1:30 | | | | |
| District Treasurers Meeting | 12:30 - 1:30 | | | | |
| Spanish Linguistics | 1-1:50 | | | | |
| Corrections Committee | 1:30 - 3:50 | | | | |
| DCM Sharing | 2 - 3:50 | | | | |
| GSR Sharing | 2 - 3:50 | | | | |
| Finance Committee | 2 - 3:50 | | | | |
| Intergroup/Central Office | 2 - 3:50 | | | | |
| Quarterly Coordinator Mtg | 2- 3:50 | | | | |
| Service Manual | 4-5 | | | | |
| "What's on Your Mind?" | 5-6 | | | | |
| Outreach Committee | 6-7 | | | | |
| Banquet | 7 - 8:30 | | | | |
| Speaker | 8:30 - 9:30 | | | | |
| Nite Owl | 10 - 11 | | | | |
| Nite Owl SPA | 10 - 11 | | | | |
| SUNDAY | | | | | |
| Early Bird | 7 - 8 | | | | |
| Early Bird SPA | 7 - 8 | | | | |
| So FL Area 15 Business Mtg | 9 | | | | |

Area 15 Quarterly Meeting Agenda (Odd Years)

| | | |
|------------------------|----------------|---|
| <u>Friday</u> | 8:30-9:30 PM | Speaker Meeting |
| | 10:00-11:00 PM | Night Owl Meeting |
| | 10:00-11:00 PM | Spanish Night Owl Meeting |
| | | |
| <u>Saturday</u> | 7:00-8:00 AM | Early Bird Meeting |
| | 7:00-8:00 AM | Spanish Early Bird Meeting |
| | 8:00-9:00 AM | Traditions Workshop |
| | 8:00-9:00 AM | Spanish Traditions Workshop |
| | 8:30-10:50 AM | Treatment Facilities Committee |
| | 9:00-10:50 AM | Remote Communities Committee |
| | 9:00-10:50 AM | State Convention Committee |
| | 9:00-10:50 AM | Archives Committee |
| | 9:00-10:50 AM | Current Practices Committee |
| | 9:00-10:50 AM | Grapevine/La Vina Committee |
| | 9:00-10:50 AM | Literature Committee |
| | 9:00-10:50 AM | PI/CPC Committee |
| | 9:00-10:50 AM | Special Needs Committee |
| | 11:00-12:00 PM | Concepts Workshop - Note 1,3 |
| | 11:00-12:30 PM | Spanish Concepts Workshop - Note 1,3 |
| | 12:00-1:30 PM | Website Committee |
| | 12:30-1:30 PM | District Chairpersons Meeting |
| | 12:30-1:30 PM | District Treasurers Meeting |
| | 12:30-1:30 PM | District Secretaries/Registrars Meeting |
| | 1:00-1:50 PM | Spanish Linguistics Committee |
| | 1:30-3:50 PM | Correctional Facilities Committee |
| | 2:00-3:50 PM | Quarterly Coordinators Meeting - Notes 2 |
| | 2:00-3:50 PM | Finance Committee |
| | 2:00-3:50 PM | Intergroup/Central Office Comm. |
| | 2:00-3:50 PM | GSR Sharing** |
| | 2:00-3:50 PM | DCM Sharing |
| | | |
| | 4:00-5:00 PM | Service Manual Workshop - Notes 1,2 |
| | 4:00-5:00 PM | Spanish Service Manual Workshop - Notes 1,2 |
| | | |
| | 5:00-6:00 PM | "What's On Your Mind" - Notes 1,2 |
| | 6:00-7:00 PM | Outreach Committee |
| | 7:00-8:30 PM | Banquet |
| | 8:30-9:30 PM | Speaker Meeting |
| | | |
| | 10:00-11:00 PM | Night Owl Meeting |
| | 10:00-11:00 PM | Spanish Night Owl Meeting |

Sunday

7:00-8:00 AM

Early Bird Meeting

7:00-8:00 AM

Spanish Early Bird Meeting

9:00 AM

South FL Area 15 Business Meeting

1:00 PM

South Florida Area Assembly

Area 15 Quarterly Meeting Agenda (Even Years)

| | | |
|------------------------|----------------|---|
| <u>Friday</u> | 8:30-9:30 PM | Speaker Meeting |
| | 10:00-11:00 PM | Night Owl Meeting |
| | 10:00-11:00 PM | Spanish Night Owl Meeting |
| <u>Saturday</u> | 7:00-8:00 AM | Early Bird Meeting |
| | 7:00-8:00 AM | Spanish Early Bird Meeting |
| | 8:00-9:00 AM | Concepts Workshop – Note 3 |
| | 8:00-9:00 AM | Spanish Concepts Workshop – Note 3 |
| | 8:30-10:50 AM | Treatment Facilities Committee |
| | 9:00-10:50 AM | Remote Communities Committee |
| | 9:00-10:50 AM | State Convention Committee |
| | 9:00-10:50 AM | Archives Committee |
| | 9:00-10:50 AM | Current Practices Committee |
| | 9:00-10:50 AM | Grapevine/La Vina Committee |
| | 9:00-10:50 AM | Literature Committee |
| | 9:00-10:50 AM | PI/CPC Committee |
| | 9:00-10:50 AM | Special Needs Committee |
| | 11:00-12:00 PM | Traditions Workshop - Note 1,3 |
| | 11:00-12:30 PM | Spanish Traditions Workshop - 1,3 |
| | 12:00-1:30 PM | Website Committee |
| | 12:30-1:30 PM | District Chairpersons Meeting |
| | 12:30-1:30 PM | District Treasurers Meeting |
| | 12:30-1:30 PM | District Secretaries/Registrars Meeting |
| | 1:00-1:50 PM | Spanish Linguistics Committee |
| | 1:30-3:50 PM | Correctional Facilities Committee |
| | 2:00-3:50 PM | Quarterly Coordinators Meeting - Notes 2 |
| | 2:00-3:50 PM | Finance Committee |
| | 2:00-3:50 PM | Intergroup/Central Office Comm. |
| | 2:00-3:50 PM | GSR Sharing** |
| | 2:00-3:50 PM | DCM Sharing |
| | 4:00-5:00 PM | Service Manual Workshop - Notes 1,2 |
| | 4:00-5:00 PM | Spanish Service Manual Workshop - Notes 1,2 |
| | 5:00-6:00 PM | "What's On Your Mind" - Notes 1,2 |
| | 6:00-7:00 PM | Outreach Committee |
| | 7:00-8:30 PM | Banquet |
| | 8:30-9:30 PM | Speaker Meeting |
| | 10:00-11:00 PM | Night Owl Meeting |
| | 10:00-11:00 PM | Spanish Night Owl Meeting |

| | | |
|----------------------|--------------|-----------------------------------|
| <u>Sunday</u> | 7:00-8:00 AM | Early Bird Meeting |
| | 7:00-8:00 AM | Spanish Early Bird Meeting |
| | 9:00 AM | South FL Area 15 Business Meeting |
| | 1:00 PM | South Florida Area Assembly |

Note 1 There can be no meetings or workshops which conflict with Traditions Workshops, Service Manual Workshop or “What’s On Your Mind.”

Note 2 Replaced by Conference Agenda Review.

Note 3 Use 23.1 Area 15 Quarterly Agenda during even years

South Florida Area Current
Practices - Appendices Last
Update November 14. 2022

PROGRAM/SPEAKER COMMITTEE WORKSHEET

FRIDAY

NAME

PHONE

EMAIL

Main Speaker: _____
Reader – Traditions: _____
Reader – Concepts: _____
Night Owl: _____
Spanish Night Owl: Area Spanish Linguistic Committee

SATURDAY

Early Bird: _____
Spanish Early Bird: Area Spanish Linguistic Committee
Traditions: _____
Spanish Traditions: Area Spanish Linguistic Committee
Concepts: _____
Spanish Concepts: Area Spanish Linguistic Committee
GSR Sharing: _____
DCM Sharing: _____
Main Speaker: _____
Invocation: _____
Reader – Traditions: _____
Reader – Concepts: _____
Night Owl: _____
Spanish Night Owl: Area Spanish Linguistic Committee

SUNDAY

Early Bird: _____
Spanish Early Bird: Area Spanish Linguistic Committee
Reader – Traditions: _____
Reader – Concepts: _____

Committee Workshops – ensure local District Chairs realize they are primary chair for these meetings with the exception of Florida State Convention.

Please utilize Past Delegates.

Provide formats for Early Bird and Night Owl meetings as well as copies of How It Works, Traditions and Concepts.

Area Chairperson will ask readers for Sunday morning.

**FRIDAY NIGHT
VOICE OF THE QUARTERLY
AGENDA**

HI EVERYONE, DISTRICT _____ WOULD LIKE TO WELCOME ALL IN ATTANDANCE TO THE FRIDAY NIGHT MEETING OF THE AREA 15 GENERAL SERVICE ASSEMBLY OF ALCOHOLICS ANONYMOUS. I AM AN ALCOHOLIC. I'M A MEMBER OF THE _____ GROUP. MY NAME IS _____. MY SOBRIETY DATE IS _____.

ANNOUNCE ANY SPECIAL NEEDS PLEASE GO TO THE REGISTRATION TABLE. PLEASE BE MINDFUL OF THOSE WITH MOBILITY ISSUES WHEN MOVING ABOUT THE HOTEL.

ANNOUNCE LOCATION OF HOSPITALITY SUITE: ROOM# _____

ANNOUNCE LOCATION OF SMOKING AREAS AVAILABLE

ANNOUNCE LOCATION OF COFFEE STATION

ANNOUNCE THE AVAILABILITY OF BANQUET TICKETS _____

ANNOUNCE THE NUMBER OF REGISTRANTS _____

ANNOUNCE ANY MEETINGS FOLLOWING THE SPEAKER MEETING

(Any entertainment or special meetings)

Time: _____ Location: _____

ANNOUNCE ANY CHANGES IN THE WEEKEND AGENDA OR MEETING ROOMS.

TREASURER WILL PASS THE BASKETS IN ACCORDANCE WITH THE 7th TRADITION.

WE ASK THAT DURING THIS WEEKEND'S MEETINGS THAT ALL CELL PHONES BE SILENCED TO AVOID INTERRUPTING OUR WONDERFUL SPEAKERS.

INTRODUCE THE CHAIRPERSON FOR THE SPEAKER MEETING.

**FRIDAY NIGHT
SPEAKER MEETING
FORMAT**

- 1) I AM AN ALCOHOLIC. I'M A MEMBER OF THE _____ GROUP. MY NAME IS _____ . MY SOBRIETY DATE IS _____ .

PLEASE JOIN ME FOR A COUPLE MOMENTS OF SILENT MEDITATION FOLLOWED BY THE SERENITY PRAYER.

- 2) INTRODUCE READER OF THE PREAMBLE _____
- 3) INTRODUCE READER OF THE 12 TRADITIONS _____
- 4) INTRODUCE READER OF THE 12 CONCEPTS _____
- 5) CHAIRPERSON INTRODUCES SPEAKER _____

AFTER THE SPEAKER

- 1) CHAIRPERSON THANKS SPEAKER AND PRESENTS A GIFT TO THE SPEAKER

- 2) READ THE LONG FORM OF THE 12TH TRADITION:

AND FINALLY, WE OF ALCOHOLICS ANONYMOUS BELIEVE THAT THE PRINCIPLE OF ANONYMITY HAS AN IMMENSE SPIRITUAL SIGNIFICANCE. IT REMINDS US THAT WE ARE TO PLACE PRINCIPLES BEFORE PERSONALITIES; THAT WE ARE ACTUALLY TO PRACTICE A GENUINE HUMILITY. THIS TO THE END THAT OUR GREAT BLESSINGS MAY NEVER SPOIL US; THAT WE SHALL FOREVER LIVE IN THANKFUL CONTEMPLATION OF HIM WHO PRESIDES OVER US ALL.

- 3) CHAIRPERSON CLOSES MEETING WITH THE **RESPONSIBILITY STATEMENT** AND THE LORD'S PRAYER.

**SATURDAY NIGHT
VOICE OF THE QUARTERLY
AGENDA**

HI EVERYONE, DISTRICT _____ WOULD LIKE TO WELCOME ALL IN ATTANDANCE TO THE SATURDAY NIGHT MEETING OF THE AREA 15 GENERAL SERVICE ASSEMBLY OF ALCOHOLICS ANONYMOUS. I AM AN ALCOHOLIC. I'M A MEMBER OF THE _____ GROUP. MY NAME IS _____. MY SOBRIETY DATE IS _____.

ANNOUNCE ANY SPECIAL NEEDS PLEASE GO TO THE REGISTRATION TABLE. PLEASE BE MINDFUL OF THOSE WITH MOBILITY ISSUES WHEN MOVING ABOUT THE HOTEL.

ANNOUNCE LOCATION OF SMOKING AREAS AVAILABLE

ANNOUNCE ANY CHANGES IN THE WEEKEND AGENDA OR MEETING ROOMS

ANNOUNCE THE NUMBER OF REGISTRANTS _____

ANNOUNCE ANY MEETINGS FOLLOWING THE SPEAKER MEETING

(April – Delegate Sharing - or any entertainment or special meetings)

Time: _____ Location: _____

ANNOUNCE THE SOUTH FLORIDA AREA 15 BUSINESS MEETING WILL START **PROMPTLY AT 9:00 A.M. ON SUNDAY.**

TREASURER TO PASS THE BASKETS IN ACCORDANCE WITH THE 7th TRADITION.

THANK THE HOST DISTRICT QUARTERLY COMMITTEE AND ASK THE MEMBERS TO STAND AND BE RECOGNIZED

WE ASK THAT DURING THIS WEEKEND'S MEETINGS THAT ALL CELL PHONES BE SILENCED TO AVOID INTERRUPTING OUR WONDERFUL SPEAKERS.

INTRODUCE THE CHAIRPERSON FOR THE SPEAKER MEETING.

**SATURDAY NIGHT
SPEAKER MEETING
FORMAT**

- 1) I AM AN ALCOHOLIC. I'M A MEMBER OF THE _____ GROUP. MY NAME IS _____ . MY SOBRIETY DATE IS _____ .

PLEASE JOIN ME FOR A COUPLE MOMENTS OF SILENT MEDITATION FOLLOWED BY THE SERENITY PRAYER.

- 2) INTRODUCE READER OF THE PREAMBLE _____
- 3) INTRODUCE READER OF THE 12 TRADITIONS _____
- 4) INTRODUCE READER OF THE 12 CONCEPTS _____
- 5) CHAIRPERSON INTRODUCES SPEAKER _____

AFTER THE SPEAKER

- 1) CHAIRPERSON THANKS SPEAKER AND PRESENTS A GIFT TO SPEAKER
- 2) READ THE LONG FORM OF THE 12TH TRADITION:

AND FINALLY, WE OF ALCOHOLICS ANONYMOUS BELIEVE THAT THE PRINCIPLE OF ANONYMITY HAS AN IMMENSE SPIRITUAL SIGNIFICANCE. IT REMINDS US THAT WE ARE TO PLACE PRINCIPLES BEFORE PERSONALITIES; THAT WE ARE ACTUALLY TO PRACTICE A GENUINE HUMILITY. THIS TO THE END THAT OUR GREAT BLESSINGS MAY NEVER SPOIL US; THAT WE SHALL FOREVER LIVE IN THANKFUL CONTEMPLATION OF HIM WHO PRESIDES OVER US ALL.

- 3) CHAIRPERSON CLOSES MEETING WITH THE **RESPONSIBILITY STATEMENT** AND THE LORD'S PRAYER.

I am an alcoholic. I'm a member of the _____ Group.

My name is _____ My Sobriety date is _____

PREAMBLE

Alcoholics Anonymous is a fellowship of people who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism.

The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

Updated July 2021

I am an alcoholic. I'm a member of the _____ Group.

My name is _____ My Sobriety date is _____

TWELVE TRADITIONS

1. Our common welfare should come first; personal recovery depends upon A.A. unity.
2. For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for A.A. membership is a desire to stop drinking.
4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
5. Each group has but one primary purpose—to carry its message to the alcoholic who still suffers.
6. An A.A. group ought never endorse, finance or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property and prestige divert us from our primary purpose.
7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
8. Alcoholics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

I am an alcoholic. I'm a member of the _____ Group.

My name is _____ My Sobriety date is _____

TWELVE CONCEPTS

1. Final responsibility and ultimate authority for A.A. World Services should always reside in the collective conscience of our whole Fellowship.
2. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole Society in its world affairs.
3. To insure effective leadership, we should endow each element of A.A.-the Conference, the General Service Board and its service corporations, staffs, committees, and executives – with a traditional “Right of Decision.”
4. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.
12. The Conference shall observe the spirit of the A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

