

**GENERIC NEW YORK NORTH AREA FALL ASSEMBLY AND ELECTION ASSEMBLY
AL-ANON CHAIRPERSON'S NOTES – FIRST DRAFT**

5/13/22 based upon 4/21/22 and 06/24/2020 DRAFT

DATES:

Hosted by Districts:

HOTEL: TBA

IF HYBRID: HOLD AT CHURCH HALL OR OTHER VENUE

THEME: "???? "

Banquet Manager:

Sales Manager - Phone:, Cell:, Desk: Fax:

FRIDAY, SEPTEMBER ??, 20??

REGISTRATION (LOCATION) 3:00 pm - 9:00 pm (2 - 6' skirted tables /2 chairs each table)

BASKETS (8 + skinny's) & LITERATURE (2 6'tables) 50/50 (1 6'table) (SUITE 4) 13 - 6' tables TOTAL

HOSPITALITY (LOCATION): 3:00 pm - 10:00 pm (3 or 4 Rounds w/chairs, 6+ skinny tables). We need small Fridge for Hospitality Room – ask the Sales Manager. USE NYN AND HOTEL SOUND SYSTEM. NYN HAS A MIKE AND A SPEAKER SYSTEM. Need \$125.00 for cash boxes. 75.00 for registration, \$25 for 50/50, \$25 for baskets. Coffee from Hotel for Assembly AM – 6 pots 2 Regular 2 Decaf 2 Tea (\$150) Sleeping rooms \$??? PER NIGHT, \$??? for Suites plus tax. Meeting room charge is \$??? for Friday and \$??? for Saturday, total \$??? for the weekend. 2017 COUNTS 102 Registered, 77 Buffets, 48 Baskets 22 rooms on Friday and 17 on Saturday. Fall 2019: 99 registered, 71 Buffets, 53 baskets. If held at a Church Hall, use NYN Hospitality Supplies, not the Churches. PLAN FOR 100 ATTENDEES AND 70 BANQUETS

Note: Registration, Literature, and Baskets will all be in (LOCATION) for the entire weekend. 50/50 raffle will be done on Friday and Saturday. 13 Tables Total for (LOCATION). (8 chairs) Will need an easel in the hallway outside the ballroom with directional signs for (LOCATION) as well as a second trash can for (LOCATION)

ALL SEATING FOR THE FALL ASSEMBLY WILL BE 6 FEET APART AND MEMBERS WILL WEAR FACE MASKS AND PRACTICE SOCIAL DISTANCING IF REQUIRED.

7:00 pm -8:30 pm Thought Force Committee Meetings (LOCATION) We will need seating for 40 in rounds

7:00 pm - 8:30 pm FIRST MEETING: ICE BREAKER : ????????? (LOCATION) (NYN & HOTEL SOUND) Need 80 chairs set at rounds, Head Table of 6, We will require ONE microphone and a speaker. **Moderator: ???**

8:30 pm – 9:30 pm SECOND MEETING: ????? (LOCATION) Moderator ??? (NYN & HOTEL SOUND) We will ONE microphone and a speaker.

SATURDAY, SEPTEMBER ??, 20??

REGISTRATION: (LOCATION) 7:30 am - 1:00 pm

HOSPITALITY (LOCATION): 7:00 am - 6:00 pm; 9:30 pm – 10:00 pm

7:00 am - 9:00 am BREAKFAST – ON YOUR OWN (CLOSE WALLS FOR BANQUET HALL SECTIONS)

8:00 am - 9:00 am NEW G.R. MEETING (LOCATION) (NYN & HOTEL SOUND) (Diane C.)

We will need seating for 40 in rounds

8:00 am - 9:00 am A.W.S.C. MEETING (LOCATION) (NYN & HOTEL SOUND) (Ruth S.)

We will require ONE microphone and Speaker and the podium and one mike and speaker for the floor. Seating for 80 in Rounds with Head Table (9 chairs and 3 – 6' tables)

9:15 am - 12:00 pm ASSEMBLY MORNING SESSION (LOCATION) (NYN AND HOTEL SOUND) FROM THIS POINT ON SET THE UP WILL REMAIN THE SAME FOR REST OF WEEKEND (OPEN UP THE WALLS BETWEEN SUITES 1, 2, AND 3).

We will require ONE microphone and speaker for the podium, and ONE microphone with speaker on the floor. Seating for 120 in Rounds with a Head Table for 6 (6 chairs and 2 – 6' tables) in Banquet Hall plus extra chairs placed around the room so no one needs to stand. We will also need a projector screen and table and extension cord for the digital projector. Hotel may provide small writing pads and pens for the Rounds. Get extra trash cans for Assembly Room. Also need small

skinny tables for delegates display, Forum Display, Literature Display, Archives Display and Public Outreach Display. Place these along the wall on the sides of the meeting room. You may want to have Water Stations in back of Assembly Room.

12:00 pm - 1:00 pm LUNCH ON YOUR OWN (6 + large sheet pizzas for Hospitality Room from Hotel?)

1:00 pm – 5:00 pm ASSEMBLY AFTERNOON SESSION (LOCATION)

We will require ONE microphone in the podium, and TWO microphones with stands on the floor.. We will also need a projector screen and table and extension cord for the digital .Keep seating for 120 in Rounds and Head Table. (6)

5:00 pm - 6:00 pm FREE TIME MUST VACATE ASSEMBLY ROOM BY 5:00 PM

6:00 pm - 7:30 pm BANQUET (AND GAG GIFTS -ELECTION ASSEMBLY ONLY) (LOCATION) (NYN SOUND) We will require ONE microphone in the podium, and TWO microphones with stands on the floor for the Gag gifts. Will need seating for 120 in Rounds & Head Table

Buffet will consist of ??????? TO BE DECIDED

7:30 pm - 8:30 pm AL-ANON MAIN SPEAKER (LOCATION) (NYN & HOTAL SOUND) (Speaker's Name) The Speaker will use the podium microphone at the head table. We will need a gift For The Speaker. The Speaker for the Election Assembly is always the Outgoing Delegate, unless she/he is not available. Also at the Election Assembly, after the Speaker is usually an Al-Anon Anniversary Countdown. The newest member gets a copy of B-32 (How it Works – Soft Cover)

8:30 pm - 12:00 am AI-ANON AND ALATEEN SPECIAL EVENT “What in the World Are We Going to Do Now? (Suites 1, 2 & 3) (NYN SOUND) Keep 120 chairs set at rounds, Head Table and microphone.

SUNDAY, SEPTEMBER ??, 20??

HOSPITALITY ROOM (SYRACUSE ROOM): 7:30 - 9:00 am

7:00 am - 9:00 am BREAKFAST ON YOUR OWN

8:00 am - 9:00 am ALATEEN INTEREST MEETING (LOCATION)

Moderated by ??????, NYN Alateen Coordinator
(We will need seating for 120 in Rounds)

9:30 am - 11:00 am SPIRITUAL PANEL (LOCATION) (HOTEL SOUND)

A.A. Spiritual Speaker:
Al-Anon Spiritual Speaker:
Alateen Spiritual Speaker:
Moderator:

We will need 1 microphone on the podium for this panel. Speaker's gifts and seating for 120 in Rounds.

THANK YOU TO EVERYONE FOR A JOB WELL DONE!!!