

MSCA 9 GUIDELINES FOR HOSTING AN AREA MEETING

I. PREPARING TO HOST AN AREA MEETING

A. According to MSCA Guidelines, all regularly scheduled MSCA meetings are held the 2nd Sunday of each month, except for the month of May, in which case the meeting falls on the 3rd Sunday. Special meetings or area sponsored events may occur on other weekend days, and are announced well in advance.

B. Appoint an individual or committee to select a facility. In choosing a facility, you will need to ask (in addition to the rental cost):

1. Is there space for 200 - 250 people?
2. Is there adequate parking on site or near proximity?
3. Will there be any other meetings/organizations sharing the facility that day? If so, what are they?
4. Are tables and chairs available for 200 - 250 people, including tables set up for the officers at the front of the room?
5. Is the facility physically handicapped accessible?
6. Are tables available for literature, Archives and Grapevine displays?
7. Are entrance/sign-in tables available as well as a table for the sound equipment?
8. Kitchen facilities are desirable due to our serving lunch at Area meetings. Are kitchen and coffee facilities (with/without refrigeration?) available on site? Are coffee pots available, or do we need our own? If no kitchen facility, are there necessary electrical outlets for coffee pots?
9. Is there adequate ventilation, lighting, and electrical outlets for sound equipment, etc. Will industrial extension cords be needed, and if so, will they be furnished by the facility? Is there a public address system in house, or will we need to furnish our own?
10. Is there an adequate number of trash cans on site?
11. Will anyone be on site to service the restrooms, or will we have access to fresh paper towels, toilet paper, etc?
12. The hours the facility is available, including time for setting up and cleaning up.
13. How much is the rent, and what does it include? How much deposit is needed? If deposit is refundable, what are the terms?
14. If a Certificate of Insurance is needed contact the MSCA chair and provide location, address, contact name, phone & fax numbers.

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II. HOSTING AN AREA MEETING

A. Form a committee to make arrangements starting immediately. Committee may be comprised of set up and clean up crews, food and coffee servers, registration/sign-in (if needed) attendants, and general go-for's.

(Suggestion: you may want to contact the previous hosting district as sharing their experience may help you to avoid unanticipated difficulties & pitfalls. Also, they may be willing to pass along any leftover supplies.)

1. Contact and confirm the facility for the desired date. Provide to the MSCA Newsletter Committee the name, address (with zip code) and a map, to be used in the meeting notice. Obtain an emergency contact person's phone number in the event of an on-site need or problem at the facility during MSCA use.
2. Notify the MSCA Executive Committee to obtain additional information as well as to arrange for the sound system, translation equipment, coffee supplies and any special equipment that may be necessary, and provide the address/directions and expected arrival time to the facility.
3. Although MSCA 9 will help with costs if necessary, it's a good idea to prepare a simple budget, which will help you determine how much you can spend on food, and to refrain from "breaking the bank." It is the district's financial responsibility to host the meeting. It is the policy of the MSCA Executive Committee to financially assist any district within the area to host an area meeting by authorizing MSCA contribution towards the cost of the lunch food expense. The hosting district shall provide a written request on the MSCA Expense Form, and provide adequate receipts to substantiate expenses. If advance financial assistance for the facility deposit is needed, contact the Area 9 treasurer.
4. Determine the lunch menu and what needs to be purchased and who will purchase/prepare it. Remember to obtain and save all receipts. It is acceptable and usually desirable to place a basket (or empty coffee can) on the food table for "lunch bucket" donations, as there is no 7th Tradition taken at area meetings.
5. Name tags & marking pens are desirable, usually a separate color tag is designated for newcomers. Providing cigarette butt cans is a good idea (empty coffee cans are ideal).
6. Arrive early (suggested minimum 1½ hours early) to prepare the room for the meeting, and allow time for the coffee to brew. In almost all cases, the refund of the facility deposit is contingent upon leaving the room(s) as clean as found, so it will be necessary for the clean up crew to remain when the meeting is over to ensure return of the room in proper condition.

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III. MAINTAIN:

A. Adequate and accurate financial records. Complete the area form with financial records and other pertinent information. This information will provide the financial information to the area treasurer and will provide other valuable information to be made available to future host districts. Furnish copies to the MSCA treasurer within 45 days after the event.

B. A sense of financial responsibility. Make reasonable financial commitments, but do not obligate the MSCA committee, without prior approval, for excessive rental or other costs. It is suggested that any rent be approved by MSCA prior to obligating the area committee for it. ***Refer to current budget and contact the Area Treasurer.***

C. *The Mid Southern California Area is not responsible for luncheons, banquets and dances.* If individual groups in the host city want to commit themselves to this type of activity, separate and apart from the Area 09 meeting, then it is their sole responsibility for funding or financing, etc. AA group funds or area committee funds should not be used or committed for this purpose.

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| TASK | | | PERSON RESPONSIBLE | STATUS |
|---|--|--|---------------------------|---------------|
| Coordinate Planning | | | | |
| Plan and facilitate | | | | |
| Setup Planning Committee | | | | |
| Record Planning Meetings | | | | |
| FACILITY | | | | |
| TASK | | | PERSON RESPONSIBLE | STATUS |
| Responsible for coordinating all facility tasks | | | | |
| Locate meeting place | | | | |
| Reserve meeting place | | | | |
| Place deposit | | | | |
| Pay rent | | | | |
| Provide proof of insurance | | | | |
| Ensure that facility is open at 7:30am | | | | |
| Get name/No. to call if bldg is locked on mtg day | | | | |
| Install and remove audio system | | | | |
| Contact coffee chair to arrange coffee/donuts | | | | |
| Setup tables and chairs | | | | |
| Put away tables and chairs | | | | |
| Clean facility (floors, kitchen, bathrooms, etc.) | | | | |
| Submit bill for reimbursement to Coordinator | | | | |
| REGISTRATION | | | | |
| TASK | | | PERSON RESPONSIBLE | STATUS |
| Responsible for coordinating all registration tasks | | | | |
| Registration table | | | | |
| Sign-in sheets | | | | |
| Pens/pencils | | | | |
| Name tags for participants | | | | |
| Submit bill for reimbursement to Coordinator | | | | |
| LUNCH | | | | |
| TASK | | | PERSON RESPONSIBLE | STATUS |
| Responsible for coordinating all lunch | | | | |
| Select menu | | | | |
| Obtain food | | | | |
| Obtain plates, spoons, forks, knives, cups, etc. | | | | |
| Obtain soda, water, etc. | | | | |
| Obtain condiments | | | | |
| Clean up | | | | |
| Submit bill for reimbursement to Coordinator | | | | |

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| PUBLICITY | | |
|--|----------------------------------|----------------------|
| <i>TASK</i> | <i>PERSON RESPONSIBLE</i> | <i>STATUS</i> |
| Responsible for coordinating all publicity tasks | | |
| First wave flier | | |
| Second waver flier | | |
| Newsletter article | | |
| Submit bill for reimbursement to Coordinator | | |
| AGENDA | | |
| <i>TASK</i> | <i>PERSON RESPONSIBLE</i> | <i>STATUS</i> |
| Responsible for coordinating all agenda tasks | | |
| Develop agenda | | |
| Invite speakers | | |
| Determine panel/roundtable topics | | |
| Determine & invite moderators and recorders | | |
| Produce program flyer | | |
| Verbal translation | | |
| Written translation of program flyer | | |
| Writing tablets | | |
| Signs for tables | | |
| Submit bill for reimbursement to Coordinator | | |