

**Temporary Guidelines  
for Hospitality  
for Assembly May 1-3, 2015**

These Guidelines have been created by gathering information through a Panel-wide Thought Force at the February AWSC meeting, and then focusing in on the task at hand by a Task Force.

We will be using these Guidelines for the May 2015 Assembly, and then evaluate the successes and challenges afterward. It is hoped that a set of Area Guidelines on Hospitality will be ready for review at the August AWSC meeting.

**HOURS AND LOCATION**

Friday - May 1 - Hospitality will be located in the suite (probably Room 2301, but we will clarify as the date gets closer). Hours will be 8:30 - 11:00 pm.

Saturday - May 2 - Hospitality will be located in the Meyer Clementine Room (downstairs across from the fire pit). Hours will be 7:00 am - 11:30 pm but closed during all sessions of Assembly, including the Saturday Speaker.

Sunday - May 3 - at the discretion of the Hospitality committee they may open in the Suite from 7:00 - 8:00 am to dispense whatever food remains. They will then pack up and be ready to hand off the Coffee Pots and Microwave to the next District.

**COOPERATION BETWEEN AREA AND DISTRICTS**

Two Districts will each provide two volunteers for the Hospitality Room. GIPs will be reimbursed by the District for their expenses, including the room, just like any other GIP providing service to the Area during an Area meeting (Registration, Sgt At Arms, etc).

Area will provide a budget, the money and a list of suggested items for inclusion in the Hospitality Room.

Districts will stay within the budget, and within the described food item types. Based on input from across the Area, Hospitality will not be providing cooked or refrigerated food, nor will Hospitality provide meals. Hospitality will be providing space for fellowship and gathering. Hospitality will provide simple beverages and a variety of simple snacks. Members are welcome to bring food from home, or food purchased at nearby locations, into the Hospitality Room and eat in comfort and with other members of the Area.

Items purchased for Assembly Hospitality will not be saved and stored for later use - they will be consumed at the Assembly, then disbursed among members or taken home by the Districts, or thrown away. Only the Coffee Pots and Microwave will be kept for the next Area function. There will be no stockpiling of anything.

The Area Treasurer will send a check to each District selected by the Chairperson one month prior to Assembly. The amount of this check will be determined by the Officers, based on the budget parameters of the Area.

## **DUTIES OF THE DISTRICT VOLUNTEERS (GIPs)**

Districts will make arrangements for GIPs to staff the Hospitality Room. Districts will provide room, transportation and meal costs for their GIPs. These arrangements are made within the District.

District Representatives will coordinate on planning, staffing, purchase of supplies, transfer of equipment, coolers for ice, etc.

Friday Night - arrange the room, make coffee/decaf etc. Keep room open for fellowship. Some light snacks available. Room will be open after the Friday Session, not before.

- Saturday - allow enough time to prepare the room for opening, with coffee ready, at 7:00 am. Arrange snacks and beverages. Keep room open and available when Assembly is not in session. During sessions room will be closed and locked. Hospitality GIPs are encouraged to attend Assembly sessions.

If the snacks run out, then the snacks run out. GIPs will keep notes on items that are preferred, and the amounts and will give this feedback to the Task Force. There will be no extra purchases for Hospitality.

Sunday - at the discretion of the GIPs there may be an early morning opening in order to allow remaining food to be eaten.

Note - there was a prevailing notion in the Thought Force that we have a tendency toward enabling and being overly responsible for others. In the spirit of the Legacies we feel it is important to provide a hospitable environment, and some light refreshments, for those gathering at Assembly. However, anyone with special needs - either full meals, or particular foods, will be best served by taking care of this themselves.

You may read the results of the Thought Force on the Area website.

## **DUTIES OF THE AREA**

To provide clear guidelines for the provision of a Hospitality room at Assembly.

To provide the means for Districts to carry out the Group Conscience of the Area regarding Hospitality.

- a. Money for purchasing necessary items
- b. A list of suggested items

To allow for input and feedback from the membership so as to provide a Hospitality room that is inclusive and based on our Legacies.

The main Saturday session is set for 200 attendees. It is not expected that Hospitality is to provide for everyone. This is just a guide for understanding the number of people who might be attending Assembly.