

**IN PREPARATION
FOR
Fall Assembly
Sept 30 – Oct 2, 2016**

1. AGENDA : I have posted the first draft of the Assembly Agenda. There may be changes to the specifics, but you will be able to plan on the start and end times.

2. HOTEL Information:

Deadline for making a room reservation at our group rate (\$99/night) is *September 21*.

3. Officers, Coordinators, Event Chairs, Past Delegates: please send me your arrival, departure and roommate information as soon as possible!

4. The rooms for Officers, Coordinators, Event Chairs and Past Delegates will be on the Master Bill. All other rooms will be reserved, guaranteed and charged to your credit card. You will arrange reimbursement from your Group or District depending on your service position.

5. There is an Area Reimbursement Form on our website. You are free to use this as a guideline for group discussions on ways to reimburse trusted servants for Assembly expenses.

6. RSVP Deadline: DRs – I need a number of attendees by *September 19*. Please send me an email with your best guess of the number of people attending.

7. ASSIGNMENTS – please check the website for 2016 Assignments. These are the responsibilities that your District will have at our various meetings. There are also Guidelines for each assignment.

8. REPORT Deadline: Please have your report submitted to Roger (technology@AFGArea9.org) by *September 23*. You can submit these earlier!! This is vital information for the Area, and needs to be available to everyone before the meeting. DRs and AISLs please submit a combined report.

9. Time and Place. Assembly will start Friday evening at 7:15 pm, in the Crystal Ballroom. We will have introductions and our Funshop presentations.

10. Registration and Tickets. Registration for Assembly is \$15. Everyone attending registers – voting and non-voting. You may pay by cash, check or card.

It was a big hit in May, so it's back!! **MEAL TICKETS:** you may RESERVE tickets for Saturday Breakfast and Saturday Box Lunch on the Area Website until Wednesday September 28.

Breakfast tickets are \$10 and Lunch tickets are \$15. The tickets will be reserved on the Website and paid for at Registration. The meals will NOT be available for cash purchase on Saturday – so please get the tickets ahead of time. The hotel servers will only collect tickets, not money.

Breakfast is a hot buffet including Biscuits and Sausage Gravy, Scrambled Eggs, Bacon, potatoes, juice and coffee and tea.

Lunch is a box lunch of Sandwich (Ham and Turkey croissant; vegetarian wrap; Gluten Free sandwich option– all served with chips, whole fruit, cookie and either soda or bottled water.

11. Please bring your Service Manuals. You may also want to take a look at the Meeting Procedures document located on the Area website.

12. Internet access will be complimentary for all Area meetings at the Hilton, so you may bring your laptops, tablets, etc. Power is a bit limited until we figure this out, so please be prepared to use your battery if you are seated at an interior table in the room. We will have charging stations in the room.

13. Mailing Address. Our new Area Treasurer is Joanne E. The official mailing address for contributions is:

9200 NW 39th Ave
Suite 130-51

Gainesville, FL 32606

You may reach Joanne by email at: Treasurer@AFGArea9.org

I'm looking forward to seeing all of you September 30! I know each of you is very busy with life and service. I so appreciate your willingness to come to Area Assembly and work for the good of Al-Anon as a whole.

Sincerely yours in service,

Cindy J.

chairperson@AFGArea9.org

850-556-9858