

**IN PREPARATION
FOR
Spring Assembly/TEAM Event
May 5-7, 2017**

- 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 (\$101/night) is **April 26**. *Please make your reservations early, as this allows me to work with the hotel to add rooms if necessary.* Hotel link and reservation information is on the Area Website under the meeting tab. Registration for the TEAM Event only will use the same link and same information.

- 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. Please contact Joanne (treasurer@AFGArea9.org) with questions about reimbursements.

- 6. RSVP Deadline:** DRs – I need a **number of attendees by April 1**. Please send me an email with your best guess of the number of people attending. Even if it is just an educated guess I need this information to work on getting room for all. You do not need to let me know who is attending the TEAM event, just Assembly.

- 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 April 24**. 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 7:00 pm, in the Crystal Ballroom. We will have introductions and our Funshop presentations as well as Red Light/Green Light.

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

MEAL TICKETS: you may **RESERVE tickets for Saturday Breakfast Buffet and Saturday Lunch Buffet on the Area Website until April 30.**

Breakfast tickets are \$10 and Lunch tickets are \$15. The tickets will be reserved and paid for on the Website. A few meal tickets will be available for 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 buffet of soup, salad, sandwich fixings along with dessert and drinks.

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

14. TEAM Event: We will be providing a first ever combined Area Assembly/Area Event! It's an exciting adventure, and encourage everyone to imagine the possibilities! Join us for our Area business meeting and stay for the workshops, presentations and sharing's from WSO, Area and District as we explore the Umbrella of the Serenity Prayer and how it works in our recovery! Feel free to contact me, or our TEAM Event Chair, Tina M (TEAM2017@AFGArea9.org) for any questions.

I'm looking forward to seeing all of you in May!

Sincerely yours in service,

Cindy J.

chairperson@AFGArea9.org

850-556-9858

March 2, 2017