

AREA 29 - MARYLAND GENERAL SERVICE
Steve K, Host Committee Chairman

Dear DCM:

Thank you for offering to host an Area 29 Assembly or Committee meeting in your District. Hopefully you will take this opportunity to involve the groups in your District. This will introduce GSR and group members to another level of service. A few things that may be helpful as you plan for the event.

The facility you choose should be Handicap Accessible and able to accommodate a minimum occupancy of 75 for a Committee Meeting and 100 – 125 for an Area Assembly. There should also be a secondary smaller room or private area for up to 20 to be used for the new GSR/DCM orientation. Please ensure the facility is available for occupancy between the hours of 7:00 am and 4:00 pm. This provides plenty of time for set up, break down and the most important – clean up.

MGS will give the facility a donation to utilize the space for the day which is typically between \$75.00 to \$150.00. It is requested that you make every effort to stay within this range. Some facilities will charge an extra kitchen use fee as well as an additional clean up fee. Please make sure you check with the facility regarding any additional charges for utilization of the kitchen facilities or cleaning fees. Please note that no cooking is planned as MGS will be preparing the food in advance and using the kitchen to perform final preparations, food set up and possibly warming.

You may expect committee chairs, DCM, GSR and visitors to begin arriving as early as 7:30 – 8:00 a.m. Saturday morning if they set up a display table for their committee. Table requirements can be found on the attached checklist and sample room set up. You will probably want to recruit 3-4 folks to help set up the event in the morning and help the various MGS Committees unload and set up their displays as well as 3-4 folks to help break down and clean up the event in the afternoon.

Fellowship normally begins at 8:30 a.m. and the main meeting typically begins at approximately 9:00am. Coffee, donuts or bagels, and fruit, depending on what your budget allows, should be available beginning at 8:30 am with Coffee being available throughout the day. An Expense Voucher is attached for you to request reimbursement from Area 29 for expenses incurred by the District. You can submit the Expense Voucher to the MGS treasurer at the meeting making sure you attach all receipts and detail the expenses on the voucher.

The host committee will be arriving between 7:30 and 8:00 am with all supplies listed on the attached Host Committee Checklist. The host committee appreciates having a couple of people available to help unload supplies, set up, serve lunch and collect the \$5.00 per person donation for the food.

If you have any questions or suggestions, please do not hesitate to contact me. I look forward to seeing you at the meeting and thank you, on behalf of Area 29 and Maryland General Service, for your willingness to serve.

In Loving Service,

Steve K.

Attached please find [Host Committee Checklist](#) which includes a sample budget, A [Sample Room Set up Diagram](#) and an [Expense Voucher](#).