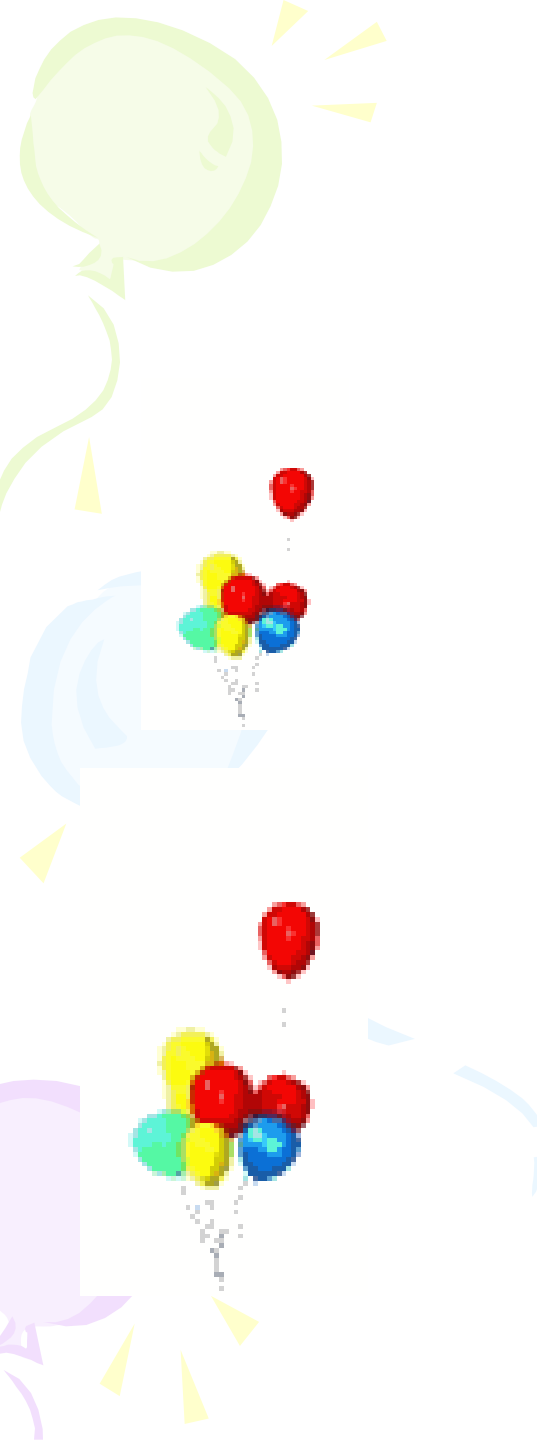
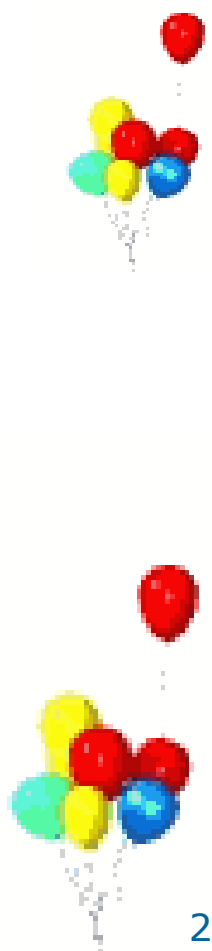



# Announcing





**T**ogether  
**E**mpowering  
**A**I-Anon  
**M**embers





A service event  
that combines  
WSO and Area  
talents and resources



# Responsibilities

## Host

---

- Facility
- Registration
- Food options
- Equipment
- Publicity

## WSO

---

- WSO staff and volunteers (assignment & expenses)
- Flyer template

## Shared

---

- Program topics
- Supplies/materials
- Literature



# How does the Area participate?

1. Discuss and decide who, when, and where.



# Who

- One Area can host
- Two or more Areas can host
- A Region can host
- Invite members from anywhere



# When

- Make it a stand-alone event

*or*

- Tie it to an existing Area event
  - Assembly
  - Day in Service
  - Area Convention



# Where

- The Area gets bids from facilities and makes a selection.
- The Host has full responsibility for the facility – selection, financial, set up, etc.





# How does our Area participate?

1. Discuss and decide who, when and where.
2. Discuss topics of interest.



# Topics of Interest

- Choose topics that are of interest to the expected audience:
  - Seventh Tradition
  - Strategic Plan
  - Leadership
  - Other service-related topics
- Host and WSO will build a program based on input from the Area





# How does the Area participate?

1. Discuss and decide who, when, and where.
2. Discuss topics of interest.
3. Submit Event Request Form.





# Event Request Form is available from the Delegate





# Event Request Form

Please fill in ALL information and include the facility floor plan/layout.

Today's Date \_\_\_\_\_

Area(s) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Anticipated Attendance at Service Event \_\_\_\_\_

Requested Date \_\_\_\_\_

Alternate Date(s) \_\_\_\_\_

Will this be tied to an existing event? \_\_\_\_\_

If so, please describe  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Length of event: \_\_\_\_\_ How many hours (minimum of six)? \_\_\_\_\_ Over how many days? \_\_\_\_\_

## Facility

Facility Name \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 City State/Province Zip/Postal Code

Facility Contact Name \_\_\_\_\_ Telephone (\_\_\_\_\_) \_\_\_\_\_

Title \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

## Requested Topics of Interest (Please prioritize)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## Host Committee

Host Committee Chairperson \_\_\_\_\_

Address \_\_\_\_\_  
 \_\_\_\_\_  
 City State/Province Zip/Postal Code

Telephone (\_\_\_\_\_) \_\_\_\_\_ E-mail \_\_\_\_\_

## Area Signatures

Before submitting, the form must be reviewed and signed by your Area Delegate(s) and Area Chairperson(s).  
**Note:** If more than one Area is hosting the event, all Delegates and Chairpersons hosting must sign. All unsigned or incomplete forms will be returned unprocessed.

Area \_\_\_\_\_

Delegate \_\_\_\_\_ please print Chairperson \_\_\_\_\_ please print

Delegate \_\_\_\_\_ please sign Chairperson \_\_\_\_\_ please sign

Area \_\_\_\_\_

Delegate \_\_\_\_\_ please print Chairperson \_\_\_\_\_ please print

Delegate \_\_\_\_\_ please sign Chairperson \_\_\_\_\_ please sign

Area \_\_\_\_\_

Delegate \_\_\_\_\_ please print Chairperson \_\_\_\_\_ please print

Delegate \_\_\_\_\_ please sign Chairperson \_\_\_\_\_ please sign

Area \_\_\_\_\_

Delegate \_\_\_\_\_ please print Chairperson \_\_\_\_\_ please print

Delegate \_\_\_\_\_ please sign Chairperson \_\_\_\_\_ please sign

Area \_\_\_\_\_

Delegate \_\_\_\_\_ please print Chairperson \_\_\_\_\_ please print

Delegate \_\_\_\_\_ please sign Chairperson \_\_\_\_\_ please sign

Area \_\_\_\_\_

Delegate \_\_\_\_\_ please print Chairperson \_\_\_\_\_ please print

Delegate \_\_\_\_\_ please sign Chairperson \_\_\_\_\_ please sign




# THE PROCESS

TEAM Request Form  
received at WSO



Form is reviewed by  
Chairman of Board and  
Executive Director





Form is reviewed by  
Chairman of Board and  
Executive Director

- ✓ Is it signed by Delegate and Area Chair?
- ✓ Are the dates available for:
  - Executive Director  
or
  - Chairman of Board  
or
  - Chairman of Executive Committee



TEAM Request Form  
received at WSO

Form is reviewed by  
Chairman of Board and  
Executive Director

Letter to requesting  
Area(s)

Not able to participate  
at this time

Able to participate

WSO forms Task Force



- One of three

(Executive Director, Chair of Board, Chair of Executive Committee)

- Staff member

- Volunteer

---

## Minimum of three

WSO Task Force formed

- Add two more members to WSO Task Force if the size or length of the event requires.

- Past Delegates

- Past Trustees

- Additional staff/volunteers



TEAM Request Form  
received at WSO

Form is reviewed by  
Chairman of Board and  
Executive Director

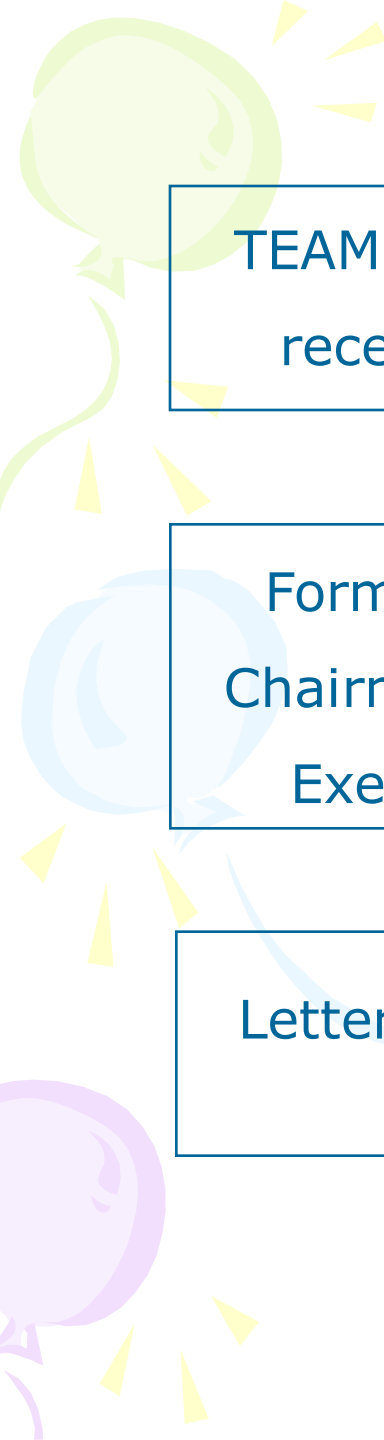
Letter to requesting  
Area(s)

Not able to participate  
at this time

Able to participate

WSO forms Task Force

WSO Task Force Chair  
contacts Host Chair



A decorative graphic on the left side of the page features three balloons in shades of green, light blue, and purple, each with yellow streamers and triangular flags. The word "COLLABORATION" is written in a large, bold, purple font with a blue drop shadow, slanted upwards from left to right.

# COLLABORATION



# Host Committee

## Suggested Planning Worksheet

Date of Event \_\_\_\_\_ Number of Participants Expected \_\_\_\_\_

Area(s) Hosting Event \_\_\_\_\_

Areas Participating \_\_\_\_\_

### Event Location

Facility Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

### Host Subcommittees Assigned:

(Registration, Hospitality, Host Presentations, and Publicity are suggested others may be included)

1. Subcommittee \_\_\_\_\_ 4. Subcommittee \_\_\_\_\_

Chairperson \_\_\_\_\_ Chairperson \_\_\_\_\_

2. Subcommittee \_\_\_\_\_ 5. Subcommittee \_\_\_\_\_

Chairperson \_\_\_\_\_ Chairperson \_\_\_\_\_

3. Subcommittee \_\_\_\_\_ 6. Subcommittee \_\_\_\_\_

Chairperson \_\_\_\_\_ Chairperson \_\_\_\_\_

## Suggested Host Committee (HC) Checklist for Planning the Event

### Six Months Before Event, Date:

Task	By whom	Completed	To be resolved
Finalize the contract with facility (if not already done)	HC Chair and other Area Trusted Servants needed to sign contracts		
If offering a housing and/or meal package make arrangements and set price	HC Chair and other Area Trusted Servants needed to sign contracts		
HC Chair makes initial contact with WSO	WSOTask Force (TF) Chair will contact HC Chair		
Select event name	HC Chair with Area and/or Committee		
Discuss flyer template	HC Chair and TF Chair		
Design flyer using WSO template	HC Chair		
Final review of flyer	HC Chair and TF Chair		
Distribute flyer	HC Chair		
Discuss options for sale of literature including use of local LDC and WSO consignment policy	HC Chair and TF Chair		

### Five Months Before Event, Date:

Task	By whom	Completed	To be resolved
Coordinate housing and travel arrangements for WSO attending	TF Chair with assistance from HC Chair		
Discuss equipment needs	HC Chair and TF Chair		
Make arrangements for equipment	HC Chair with assistance from TF Chair		
Arrange for equipment from WSO, if needed	TF Chair		

### Four Months Before Event, Date:

Review initial event plans	HC Chair and TF Chair		
Finalize presentations: WSO Presentations	HC Chair and TF Chair		
1.			
2.			
3.			
Requested Presentations			
1.			
2.			
3.			

### Three Months Before Event, Date:

Arrange transportation for airport pickup and drop off for WSO TF members	HC Chair		
Final check on arrangements for any special equipment coordinated	HC Chair with TF Chair		

### One Month Before Event, Date:

Finalize Area presentations, if applicable	HC Chair		
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### Two Weeks Before Event, Date:

Final coordination	TF Chair and HC Chair		
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### One Week Before Event, Date:

Finalize any unfinished business with HC members	HC Chair		
--	----------	--	--





Name the event using

**T E A M**

in the title



**CAN TEAM**  
California (North)

**TEAM TEXAS**

**TEAM UP**  
HAWAII AND  
ARIZONA





**TEAM**

Arizona—Somos familia



**TEAM**

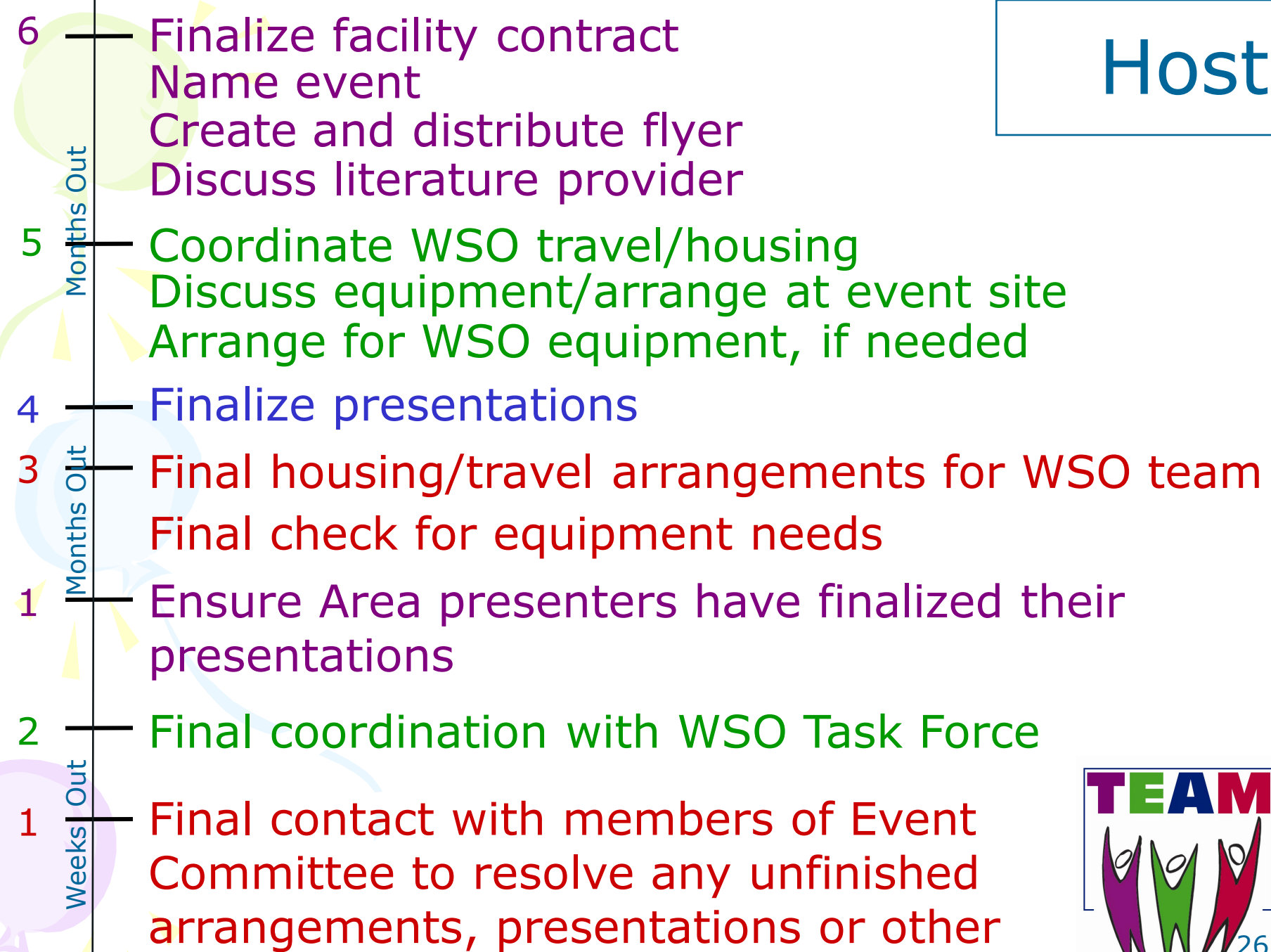
L'esprit de collaboration  
QUÉBEC



# Design a Flyer

- WSO to provide a template
- Work with WSO Task Force





# WSO Task Force

Months Out

Months Out

Weeks Out

6 Name event with Host Committee  
Provide template  
Discuss Literature provider

5 Verify name  
Review flyer prior to distribution  
Discuss equipment needs

4 Coordinate/assign presentations

3 Final Housing/transportation arrangements for  
WSO Task Force members  
Final arrangements for special equipment from  
WSO

1 Ensure WSO presenters have finalized their  
presentations

2 Final coordination with WSO & Host Committee

1 Final contact with WSO Task Force to  
resolve any unfinished  
arrangements, presentations or  
other issues



**TEAM**

