

## GUIDELINES FOR HOSTING DISTRICT FOR AWSC and KY AREA ASSEMBLY

In January of each election year, the Area Chair will assign Districts to host each AWSC (Area World Service Committee) and Assembly for the term. The Hosting Guidelines will be posted on the KY Area Website.

District Hospitality Duties:

### PICK UP AND RETURN TO STORAGE UNIT:

- 3 Banners (Steps, Traditions, Concepts)
- 1 Printer (in large box) – handle with care
- Letter Trays for handouts – 2 boxes
- Printer paper
- Four (4) table lifts for sign in table
- Plates, Forks and Napkins

Plan to arrive at the meeting room between 4:00 – 4:30 PM ET for room set up.

### SET UP:

Area Chair will coordinate with hotel personnel to hang the banners. There will be little hooks already in the ceiling on the far wall to the right of the restrooms. They will bring a ladder in.

There will be three tables set up along the wall of the main entrance into the room. The one closest to the front of the room is the printer table, the middle one is the sign-up table and the one to your far left as you enter will be the food table.

Table One: Place the large printer on the printer table with the letter trays and paper and plug it in.

Table Two: Use the four (4) table lifts for the registration table. That is all you need to do to this table.

Table Three: DISTRICTS NO LONGER PROVIDE FOOD BUT PEOPLE MAY BRING A NON-REFRIDGERATED SNACK TO SHARE. Host District is responsible for keeping that area neat and tidy. On Friday night make sure all items are closed properly. On Saturday make sure all food items are gone at the close of Assembly.

**TEAR DOWN:** The District that will be hosting the next Area Assembly should be present to help you take down the items you put up and make sure all items you brought to the venue are returned to the storage unit with you.

The District that will be hosting the next Area Assembly will do an inventory of the paper products (about 100 of each) to see if they need to bring any when they are hosting. You will be reimbursed by the Area at the next meeting, please save and bring receipt if items are needed.



This is a picture of Heartland Storage from the road:



There is a keypad on the left as you drive in. Enter this code on the keypad

**760514\***



The gate will open long enough for several cars to drive through if you have a caravan. Quickly go inside the gate and immediately park on the left and go through the double doors:



Walk down the hall and look for the storage locker #76 at the intersection of a hallway coming in from the left:



The code to open the lock is **PATH**.



For any issues or questions contact the Area Chair.

Ad Hoc Committee August 2012

Changes Approved AWSC 1/5/2013

Approved Area Assembly 3/2/2013

Ad Hoc Committee April 2020

Changes Approved AWSC 6/5/2020

Changes Approved Assembly 10/3/2020

Revised October 2024

Approved by AWSC Consensus 10/4/2024

Approved by Assembly Consensus 10/5/2024

Revised 6/7/2025 (The ONLY Change is the code to open the new lock.)

Revised 3/9/2026, pending assembly approval