

AWSCM Planning Worksheet (Approx 60-80 people)

NOTE: District approval is required prior to submitting this bid. AWSCM is held in late May.

District(s): _____ City: _____

Date: _____

Coordinator: _____ Phone: _____

E-Mail: _____ Address: _____

Assistant Coordinator: _____ Phone: _____

E-Mail: _____ Address: _____

Hotel:

Name of hotel(s): _____

Cost of rooms: _____

Amenities: (eg. Is breakfast included, pool, etc): _____

Meeting Room: (see next page for requirements)

Meeting room location: _____

Meeting room costs: _____

Transportation carriers serving the host district:

Is there the possibility of a shuttle service between venue and airport or bus depot?

(NOT mandatory) Yes No

If yes, contact phone or e-mail _____

Meeting Room requirements:

- Officers (Fri 2 - 4:30 pm) (20 people)
- Registration to start at 5 pm Friday
- Main Meetings (Fri 7 - 9 pm and Sat 9 am - 9 pm)
- Spiritual meeting (Sun 9 - 11 am)

Seating Required:

- Chairs with tables for 60-80 people

Equipment Rentals:

- High quality WiFi
- 2 wireless microphones with stands
- Speakers sufficient for the room (usually 2)
- Podium with microphone
- Screen

Tables Needed for officers & coordinators:

- Registration (1)
- Group records (1)
- Public Outreach (1)
- Literature (2)
- Treasurer
- Archives
- Delegate/Alt Delegate
- Secretary (at front of room) – total 9 tables
- Podium

The host district works with the Officers to determine whether to organize a catered lunch or dinner or an ice cream social. If members will be going to local restaurants for meals, it is nice to have some maps and menus to help them find their way around town. If catered meals are planned, they should be priced at cost with a small margin for incidentals. (eg. Cost & gratuity & taxes = \$12.50.....price for members \$13.00 each)

Lunch or dinner: (catered or on your own in community)

- Specify lunch or dinner estimated cost if catering is offered \$ _____

Food/snacks/drinks for during the meeting day should accommodate special dietary needs. IE: gluten free, dairy free, vegetarian. Please communicate your plans with Area Chair and Alternate Delegate. Donations from district members are appreciated. If you require money for supplies, please estimate how much you will need.