

A.A. Area 69 Committee Meeting Letter

Dear AA Friend,

Enclosed is some information that may be helpful to you in planning the Area Committee Meeting that your District will be hosting. As you may already know, Area Committee Meetings are a one-day event, held on a pre-determined Saturday.

1. There is no registration fee for Area Committee Meetings.
2. Host Committee Provides:
 - A. Meeting Room
 1. Theater style seating for 50-60 people.
 2. Head table to seat 6
 3. Table and 2 chairs for Registrar (at back of room)
 4. Table at back of room for flyers for Area 69 Service Material
 5. 6-9 Tables for Area Standing Chair Displays
 6. Hospitality- Coffee, ice water, etc.
 - B. Flyer announcing the meeting to be distributed to all Area Committee members
3. Area Assembly and Agenda Chairperson will work with the Hosting District to establish the time and duration of the meeting and will provide the Agenda.
4. Hosting District may, at their discretion, plan other activities in conjunction with the Area Committee meeting. If other activities (such as luncheons) are planned the Host Committee should coordinate with the Area Assembly and Agenda Chairperson to ensure that there is no conflict with the Area event.

Utah Area Guidelines Appendix C: Utah Area Assembly/Workshop Guidelines
AA Guidelines on Conferences and Conventions
AA Guidelines on Relationship between AA and Al-Anon
AA Guidelines on Serving Alcoholics with Special Needs
AA Committee Meeting Activity Planning Schedule
Area 69 Proposed Budget Worksheet for Area Events
Area 69 AA Activity Information Form

If you will let me know the time and place of your planning meetings, I will attend as many as possible. I want to help where I can.

Yours truly, in AA Service

Area 69 Assembly and Agenda Chair