

Midwest Region 4th Annual Assembly
Winds of Change
October 19, 2013
Review

1. Form a committee to set up and organize the Assembly. The volunteers are absolutely critical to Assembly success.
2. Get approved by all GSR's and RSC to have Assembly in your area. Due to the size of our geographic region, considerations must be made for those traveling.
3. Find an appropriate location in your area. Where you have your home meeting may not be desirable as one must consider handicapped accessible facilities. Also consider whether or not facility has sound system and recording capability so business portion can be taped to facilitate regional secretary transcription of meeting.
4. Lodging, for those traveling to assembly. See if you can work with a hotel or motel to provide a rate for the event. Be sure you do not sign an agreement guaranteeing a number of rooms.
5. Banking needs to be considered. Hopefully you can set up a local bank to work with you on this. It seems this can be a stumbling block as they require info for not for profit status. WSO may be able to provide.
6. Theme and Workshops. Select and have approved your theme and workshops by GSR's and RSC's.
7. Flyer and forms these need to be developed.
8. Get flyers and information out to the groups. Set your pricing to cover your costs or most of your costs, and encourage early registration. When providing for food and supplies it's good to know how many will be attending. It's difficult to plan when you don't know how many will be there.
9. Meals, food is important for this event. People are traveling and spending money to stay in your area. A good breakfast spread and lunch are important. Hospitality is a key issue to assembly success.
10. Schedule for day needs to consider how long business meeting will be. 2 hours seems as though it was a little tight. Speakers and workshops need flexibility.
11. Raffles and other items are good to have at the assembly, as the proceeds are often necessary to cover costs of the assembly.

I believe the 4th Assembly was a success, with the exception of not enough time being allocated for business meeting and also for people to socialize. I would suggest one less speaker and break out group. Further I would also suggest having the business meeting earlier in day if possible, perhaps right after lunch. Not enough time was allowed for people to complete surveys and evaluations.

I have a recap of costs etc., which are a part of this brief report.

Thanks to all my committee members that made this assembly a success. Also thanks to all the people that attended, I would like to have seen more attendees. I believe that when word gets out that the assemblies are worth attending, that people will be more encouraged to sign up.

In Service,

Bill S. Serenity Seekers – Homewood, IL.