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Request for Meeting Proposal
October 2022 Board of Trustees/Road Trip! You and Your Board Connect Event

Group: Al-Anon Family Group Headquarters, Inc. (AFG)

Contact: Chris Baker, Meeting & Travel Planner
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Al-Anon Family Groups - General Information:

Al-Anon Family Groups are a fellowship of relatives and friends of alcoholics. There are over 25,000 Al-Anon and Alateen groups found in over 131 countries throughout the world. Al-Anon is composed of non-professional, self-supporting, self-help groups. The only requirement for membership is that one's life be affected by a problem drinker.

Al-Anon is not allied with any sect, denomination, political entity, organization or institution, does not engage in any controversy, neither endorses nor opposes any cause. There are no dues for membership.

Organization:

- Non-profit organization
- Worldwide clearing house for Al-Anon/Alateen groups
- Provides information to the general public, professional community, military and industry on a national and international level
- Produces and distributes literature in over 40 languages
- Is self-supporting through voluntary contributions of Al-Anon and Alateen members, as well as the sale of Al-Anon Conference Approved Literature

Meeting: October 2022 Board of Trustees Meeting/Road Trip! You and Your Board Connect

Sleeping Room Block Estimate:

DAYS/DATES	ROOM /BLOCK
Monday, October 17, 2022	7 Double Rooms
Tuesday, October 18, 2022	15 Double Rooms
Wednesday, October 19, 2022	15 Double Rooms
Thursday, October 20, 2022	14 Double Rooms
Friday, October 21, 2022	14 Double Rooms
Saturday, October 22, 2022	14 Double Rooms
Sunday, October 23, 2022	<u>Checkout</u>

Tentative Agenda (All dates/times/numbers are estimates until further notice)

Time Frame: October 18 - 22, 2022 – No other dates will be considered for this event.

Date	Start Time	End Time	Function	Setup	Counts
Tuesday, Oct 18	8:00 AM	12:00 PM	Meeting	Hollow Square	22
Tuesday, Oct 18	12:00 PM	1:00 PM	Lunch Buffet	Rounds of 8	10
Tuesday, Oct 18	1:00 PM	5:15 PM	Meeting	Hollow Square	22
Tuesday, Oct 18	5:30 PM	6:30 PM	Dinner Buffet	Rounds of 8	22
Tuesday, Oct 18	6:30 PM	8:00 PM	Meeting	Hollow Square	22
Wednesday, Oct 19	7:00 AM	8:00 AM	Breakfast Buffet	Rounds of 8	22
Wednesday, Oct 19	8:00 AM	12:00 PM	Meeting	Hollow Square	22
Wednesday, Oct 19	12:00 PM	12:45 PM	Lunch Buffet	Rounds of 8	22
Wednesday, Oct 19	12:45 PM	6:00 PM	Meeting	Hollow Square	22
Wednesday, Oct 19	6:00 PM	7:00 PM	Dinner Buffet	Rounds of 8	22
Thursday, Oct 20	7:00 AM	8:00 AM	Breakfast Buffet	Rounds of 8	22
Thursday, Oct 20	8:00 AM	12:00 PM	Meeting	Hollow Square	22
Thursday, Oct 20	12:00 PM	1:00 PM	Lunch Buffet	Round of 8	22
Thursday, Oct 20	1:00 PM	5:00 PM	Meeting	Hollow Square	22
Thursday, Oct 20	6:00 PM	7:00 PM	Dinner Buffet	Rounds of 8	22
Friday, Oct 21	7:00 AM	8:00 AM	Breakfast Buffet	Rounds of 8	22
Friday, Oct 21	8:00 AM	12:00 PM	Meeting	Hollow Square	22
Friday, Oct 21	12:00 PM	1:00 PM	Lunch Buffet	Rounds of 8	22
Friday, Oct 21	1:00 PM	5:00 PM	Meeting	Hollow Square	22
Friday, Oct 21	6:00 PM	7:00 PM	Dinner Buffet	Rounds of 8	22
Saturday, Oct 22	7:00 AM	8:00 AM	Breakfast Buffet	Rounds of 8	22
Saturday, Oct 22	8:00 AM	9:00 AM	Registration: Road Trip	Pre-function	100-150
Saturday, Oct 22	9:00 AM	5:30 PM	Meeting: Road Trip	Rounds of 8	100-150
Saturday, Oct 22	12:00 PM	1:00 PM	Lunch Buffet: Road Trip	Rounds of 8	100-150
Saturday, Oct 22	5:30 PM	6:30 PM	*Dinner Buffet	Rounds of 8	22
All Subject to change					

A/V Requirements:

Wireless mics (6)	8' screen & LCD Projector (2)
Wired mic (1)	Podium w/ mic **
Wired Internet Connection	Wireless standing mics (2) **
Conference/Speaker Phone	Registration table with 4 chairs **
Power strips (6+)	6 foot head table with 3 chairs **
Extra Batteries available in room for wireless mics	

** Indicates items needed for Saturday's Road Trip! You and Your Board Connect Event only

Catering Facilities:

Meal functions begin with Monday lunch and conclude with Saturday dinner. Estimated meal pricing is to be included in bid.

Additional Requirements:

- Hotel must be located within 15 miles of an airport which supports the four major domestic airline carriers.
- Hotel must be a full-service hotel.

Special areas of strong consideration requirements/information:

- Complimentary airport shuttle.
- Reasonable room rates.
- Complimentary meeting space.
- All master account charges paid via credit card.

- Complimentary, reliable wireless internet (minimum 10 mbps download/2 mbps upload) in meeting space to support web conferencing and online document collaboration & sleeping rooms.
- Rooms rates available three days prior and post event.
- A large amount of out of town guests will be coming for the Road Trip! You and Your Board Connect, considerations must be made for parking accommodations and rates.

Proposal Due: September 17, 2021