

AFG Area 9 – Florida North Guidelines

Hospitality for Assemblies

Location

- As determined by the Area Chairperson
- Hospitality Room is closed when the Assembly is in session
- Hospitality Hosts/Growth Enhancement Members (GEMs) attend the Assembly Meetings

Estimated Number Of Members Attending: 125-200

Hours of Operation

- The Hospitality Room initially opens after the Friday session ends.
- The Hospitality Room closes at 11:00 p.m. on Friday and Saturday.
- The Hospitality Room opens at 7:00 a.m. Saturday.
- Room hours are to be posted on the door of the Hospitality Room.

Friday

- Assembly Meeting begins at 7:00 p.m. Friday.
- The Hospitality Room is open from the time Friday evening sessions end until 11:00 p.m.

Saturday

- The Hospitality Room opens by 7:00 a.m. and closes by 11:00PM, but will be closed during all sessions of Assembly, including the evening speaker/presentation.
- The Assembly Meeting begins at 9:00 a.m. with a break for lunch to be determined. The Hospitality Room is open for the lunch break for those members who do not purchase lunch and prefer to use the Hospitality Room for snacks and fellowship. Members may bring lunch into the Hospitality Room to enjoy in comfort and in the company of other members of the Area. If the Hosts go out to eat, it is suggested that the door be left unlocked. The room closes when the Assembly reconvenes.
- When the Assembly Meeting ends (time to be determined by the Chairperson) the Hospitality Room needs to be open. Members may bring dinner into the Hospitality Room. If the Hosts go out to eat, it is suggested that the door be left unlocked for members to use for snacks and fellowship. The Hospitality Room closes at 11:00 p.m..

Sunday

- It is up to the Hosts to have the Hospitality Room cleaned up and ready to pass on the Area property (coffeepots, microwave) according to Area Guidelines.

Cooperation Between Area and Districts

- Two Districts will each provide two volunteers for the Hospitality Room. GEMs will be reimbursed by the District for their expenses, including the room, just like any other GEM providing service to the Area during an Area meeting.
- The Area will provide a budget, the money and a list of suggested items for inclusion in the Hospitality Room.
- Districts will stay within the budget and within the described food item types. Based on input from across the Area, Hospitality will not be providing cooked or refrigerated food, nor will Hospitality provide meals. Hospitality will be providing space for gathering and fellowship. Hospitality will provide simple beverages and a variety of simple snacks. Members are welcome to bring food from home or food purchased at nearby locations into the Hospitality Room and eat in comfort and with other members of the Area.
- The Area Treasurer will send a check to each District selected by the Chairperson one month prior to Assembly. The amount of this check and the specific Hospitality items will be determined by the Officers based on the budget parameters of the Area.

Duties of District Volunteers (GEMS)

- Districts will make arrangements for Growth Enhancement Members (GEMs) to staff the Hospitality Room. Districts will provide room, transportation and meal costs for the GEMs. These arrangements are made within the District.
- District Representatives will coordinate the planning, staffing, purchase of Hospitality items, transfer of equipment, coolers for ice, etc.

Friday

- Arrange the room
- Make coffee/decaf, etc.
- Keep room open for fellowship
- Make some light snacks available
- The room will be open after the Friday Session, not before.

Saturday

- Allow enough time to prepare the room for opening with coffee ready at 7:00 a.m.
- Arrange snacks and beverages
- Keep room open and available when Assembly is not in session
- During sessions, the room will be closed and locked
- Hospitality GEMs are encouraged to attend Assembly sessions

Hospitality Room Turnover

- The hosts of the current event will abide by Area Guidelines regarding the turn over of Area property.
- Items purchased for Assembly Hospitality will not be saved and stored for later use - they will be consumed at the Assembly, then dispersed among members or taken home by the hosting Districts, or thrown away.
- There will be no stockpiling of anything.

Suggested Hospitality Items

Food Items	Qty	Cost	District #	Paper Goods	Qty	Cost	District #
Coffee	10-12 lbs.			Coffee cups	500 ct.		
Decaf Coffee	6-8 lbs.			Cold drink cups	500 ct.		
Creamer	2-4 cans			Small plates	Pkg of 300		
Sweetener	Various			Small bowls	Pkg of 135		
				Spoons	600 ct.		
Tea	Various			Napkins	Pkg of 600		
Bottled Water	40 ct.-3 flats						
				Miscellaneous			
Sodas	2 24 ct. cans						
				Ice			
Nuts	1-2 lg. jars			Coolers			
Trail Mix	2 lg. jars			Paper Towels			
				Hand Towels			
Chips	2 multi-pack cases			Serving platter			
				Serving bowl			
Crackers				Serving utensil			
• Veggie Straws	1/2 24 ct. cases			Aprons			
• Goldfish	1 case 24 ct.						
• Lance Crackers	Multi-pack			Coffeepots			
Candies	Chocolates			Hot water pot			
	Hard candies			Microwave oven			
Cookies	5 asst. pkgs.			Scissors, knife			
	Indiv. wrapped						
Oatmeal Packets	4 asst. pkgs						
Granola Bars	10 assorted pkgs						
Fresh Fruit	Bananas						
	Grapes						
	Mandarins						