

**NORTH FLORIDA AREA ASSEMBLY  
HOSPITALITY ROOM  
GUIDELINE**

**PLEASE POST HOURS ON THE DOOR OF THE HOSPITALITY ROOM.**

\*Hospitality Room is closed when the Assembly is in session.

\*Hospitality Hosts/Growth Investment People attend the Assembly meetings.

**HOURS OF OPERATION:**

\*Hospitality Room closes at 11:30 P. M. Friday and Saturday nights.

\*Hospitality Room opens at 7 A. M. Saturday and Sunday mornings.

**ESTIMATED NUMBER OF MEMBERS ATTENDING: 125-200**

**FRIDAY:** People begin arriving about 3 P. M. and will come to the Hospitality room as they arrive, for fellowship and refreshments. Suggest the Hospitality Room Hosts have coffee and snacks available as soon as possible after that time.

Assembly Meeting begins 7 P. M. Friday evening and ends about 10 P. M. The Hospitality Room is open from the time we end on Friday evening until 11:30 P. M.

**SATURDAY:** The Hospitality Room opens at 7:00 A. M. Assembly registration opens at 7:30 A. M. The Growth Investment People (GIP's) hosting Registration may want coffee and snacks to take with them. Many Assembly members use the Hospitality Room for their breakfast and coffee.

The Assembly Meeting begins at 9 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. If the Hosts go out to eat, it is suggested the door be left unlocked for members to use for snacks and fellowship, and closes when the Assembly reconvenes.

When the Assembly Meeting ends (time to be determined by the Chairperson) the Hospitality Room needs to be open. If the Hosts go out to eat, it is suggested the door be left unlocked for members to use for snacks and fellowship, and closes at 11:30 P. M.

**SUNDAY MORNING:** It is up to the hosts to have the Hospitality Room open or cleaned up and ready to pass on the coffee pots and microwave to the next Hosting Districts. We have the room until 11:30 A. M. Sunday morning.

If the choice is to have the room open, it is suggested to have it open by 7 A. M. The Spiritual Meeting begins at 7:30 A. M. and members may want coffee and snacks to take with them.

The Sunday Morning session for Red Light/Green Light and Speaker begins at 9 A. M. If the Hosts attend the Sunday morning session, it is suggested to leave the door unlocked for members to use for snacks and fellowship.

**GENERAL NOTES:** Two Districts are responsible for the Hospitality Room. Each of those Districts needs to contact the other to plan the items (refreshments & supplies) required, as well as coordinate Friday arrival times. The cost of food and supplies are covered by the Host District.

**HOSPITALITY ROOM TURNOVER:** The hosts of the current event will turn over the coffee pots and microwave to the District(s) hosting the next North Florida event on Sunday morning. The current Hosts/District Representatives will contact the next event Host(s)/District Representative(s) to coordinate and insure the transfer of coffeepots and microwave to the next hosting District(s). **EVERYTHING OTHER THAN THE COFFEE POTS AND MICROWAVE ARE TAKEN HOME BY THE HOST DISTRICTS; SUPPLIES ARE NOT STOCKPILED.**

### **SPECIFIC INFORMATION**

The Hospitality Hosts/District Representative will be responsible for coordinating their sleeping room reservations with the North Florida Chairperson. The Treasurer & Chairperson will need to know the names of the District Host Volunteers and their room numbers. If making hotel reservations, be sure to specify you are with the **North Florida AFG**. You need to secure the room reservation with a personal credit card. **Be sure to get a confirmation number.**

AWSC Guideline  
North Florida Area  
as recommended

& approved by  
Ad Hoc Committee  
at Fall AWCS 2008