

NATIONAL ALCOHOLICS ANONYMOUS ARCHIVES WORKSHOP GUIDELINES

XI. ARCHIVES WORKSHOP BID WORKSHEET - BID GUIDELINES

A. MISSION STATEMENT

The National Archives Workshop is committed to helping Alcoholics Anonymous Archivists working within the service structure of Alcoholics Anonymous who are also bound by the spiritual principles of our Fellowship. Adopted in 1997

Each group willing to bid on the Workshop needs to fill in the following facts and cost figures to present to the Workshop; please keep in mind that prices should be kept as low as possible to encourage maximum participation.

a. Costs

- i. Registration- \$ _____.
- ii. Hotel Room- \$ _____ (TH-SAT NIGHTS)
- iii. Banquet- \$ _____ (OPTIONAL)
- iv. Coffee- \$ _____/per gallon
- v. Ice Cream- \$ _____ (OPTIONAL)
- vi. Other Costs- \$ _____.

b. Facts

- i. Name of Chair- _____.
- ii. Name of Co-Chair- _____.
- iii. City- _____.
- iv. General Service Area- _____.
- v. Hotel- _____.
Size- Ability to hold 200 people? Yes _____ No _____.
Breakout Rooms – To hold two seminars at once? Yes _____ No _____.
- vi. Airport Shuttle- Yes _____ No _____
- vii. Archives Repository- Yes _____ No _____
 - a. _____ miles away.

Dates – The Workshop traditionally is held the last weekend of September whenever possible.

Goal of Workshop – To adhere to the Mission Statement. Please make copies of this completed worksheet to distribute at the Business Meeting.

Other Bids – Each bidder should expect other bids so if your bid committee has all of the above information, it will have a better chance of getting the bid. We bid two years out (per the group conscience at the X National Alcoholics Anonymous Archives Workshop in Baton Rouge).

Supplies - Any supplies, equipment and materials (banner, etc.) used in and/or left over from the current workshop (including conservation, excluding flammables) must be shipped to the upcoming National A.A. Archives Workshop at their expense.

Area Support – Provide a Letter of Support from your Area Chair stating that they support having the Workshop in their Area by providing Spiritual Support.

Central Office/Intergroup Support – Provide a Letter of Support from your Chair stating that they support having the Workshop in their community by providing Spiritual Support.

I agree that as Chair/Co-Chair, I will participate on the Advisory and Guidance Committee for the next four (4) years. It is understood that I may not financially be able to attend future workshops, but that does not negate my participation and responsibility as a member of the Committee.

I have read and understand the National AA Archives Planning Guidelines, as they are written.

Chair Service Position: _____

Chair Signature: _____

Co-Chair Service Position: _____

Co-Chair Signature: _____