

## **TEAM Event FAQ Sheet**

### **What is a TEAM event?**

A TEAM event is a partnership between an Area(s) and the World Service Office (WSO), with the aim of providing an opportunity for Al-Anon and Alateen members to learn more about service and the Al-Anon program. The Area and WSO Task Force work together to plan an agenda of workshops and presentations that address the Area's specific needs and expand members' understanding of our worldwide fellowship. TEAM events are sponsored by the Area(s) and the WSO.

### **When? How many dates do we need to give?**

An alternate date should be supplied, whenever possible. Your Area's preferred date will be given first consideration, then the alternate date. Choosing an alternate date before the form is submitted can save time if your first choice is not available for the WSO.

### **Where? Does the event have to be held at a hotel?**

The event can be held at a hall, a hotel, etc.—any facility that will accommodate the number of attendees expected by the Area. All TEAM event presentations developed by the WSO are held in the general session room. Areas also have the option to include Area-developed workshops that can take place in smaller break-out rooms.

When deciding on a facility, Areas consider the needs of the members, the cost of the facility, and how it is being paid for. TEAM events not held in a hotel need to have a hotel within a short walking distance for the WSO Task Force and other out-of-town attendees.

### **Does someone from WSO do a site inspection?**

No, the Area is responsible for the site. The WSO will work with whatever space the Area can provide. The site should be able to accommodate all attendees in a general session room; breakout rooms are optional.

### **Is there a limit on the amount of the registration fee?**

The Area can charge a registration fee to cover the facility and other host expenses—publicity, name tags, etc. When charging a fee, consider that a high registration fee may result in fewer members being able to attend.

### **If there's money left over after the event, is the money split between the Area and the WSO?**

When a registration fee is charged, the amount of the fee would be calculated to cover the Area's expenses for the event. Any excess funds from the registration fee could be donated to the WSO to cover expenses; however that is not required. TEAM events are not intended to be fundraising events.

### **Who? Can a district host the Area's TEAM event?**

The Area selects the Host Committee Chair; a district could serve as Host Committee, with the Area's approval.

### **Can a district partner with the WSO for a TEAM event?**

Each Area may submit one TEAM Event Request form annually. Due to special circumstances, such as language, a populous district, etc., an Area could agree that a district partner with the WSO, instead of the Area. In such cases, the district would coordinate the event with the Area, and submit the TEAM Event Request form with the required Area signatures.

### **Can the Area invite members from other Areas?**

The partnering Area(s) determines if the event will be open to members outside of that Area(s), depending on the number of attendees the facility can accommodate and the expected attendance from the partnering Area(s) or district. Notice of the TEAM event can be posted in *The Forum* calendar page, on the Members' Web site. Partnering Areas can post a link to their TEAM registration form on their Area Web sites.

### **Where do we get the TEAM Event Request Form?**

The TEAM Event Request Form is available on e-Communities and the Members' Web site.

### **Can we pick our own topics?**

The Area and WSO select the agenda topics. For its portion of the agenda, the WSO has already selected two presentations for TEAM events: "Giving—Our Spiritual Link to Gratitude—*Al-Anon world services in action*" and "Trustee Search," plus a fifteen minute talk by each of the three WSO Task Force members.

### **What kind of topics can we choose?**

The additional topics are up to you; the Area Assembly or AWSC meeting discusses what topics would be beneficial to members in the Area. If the Area is not sure what presentation or workshops to ask for just enter a description of the topic on the TEAM Event Request Form. After being selected for a TEAM event, the Area Delegate(s) and Area Chair(s) will have the opportunity to discuss details about the topics (in a conference call) with the assigned WSO Task Force. The Host Committee Chair is also invited to listen on the call. Once the topics are selected, the Host Committee Chair then works with the WSO Task Force to finalize the presentations and workshops.

The WSO has prepared a list of suggested topics that are available; however, other topics can be developed for an event.

### **If we hold a TEAM event with an Area workshop day could we alternate Area workshops and TEAM presentations/workshops?**

Areas can extend a TEAM event beyond the six-to-eight hour time period by adding one or more workshops that the Area will be solely responsible for. The WSO Task Force will work with the Host Committee Chair to determine how the agenda will reflect the additional Area workshops and presentations.

**Who is responsible for translation and handouts, and who provides the equipment needed for presentations?**

Presentation handouts other than guidelines or other Al-Anon service tools would be printed locally by the Area, at the Area's expense. Arrangements can be made for the WSO to bring an LCD for presentations, when needed. The WSO can also bring a limited amount of translation equipment; the Area would provide the volunteer translators. The Area is responsible for all other equipment that may be needed, such as microphones, easels, etc.

**If the TEAM event is held before or after another event, such as an Assembly or Convention, can we invite one of the WSO Task Force members to speak or give a presentation at the Assembly or Convention?**

The Area would submit the invitation through the regular process for inviting the WSO to speak. Any added expenses—additional night at hotel, meals, etc.—would be paid by the Area.

**Who facilitates the TEAM event?**

The Area may want to select a member to facilitate the event or share that responsibility with the WSO.

**Who keeps in touch with WSO?**

Once the topics are established, the Host Committee Chair communicates with the staff member assigned to the WSO Task Force. The staff member then discusses all information with the other WSO Task Force members.

**What does the Host Committee Chair do?**

The Host Committee Chair may be assigned tasks by the Area in regards to the facility, registration, and other Area-related responsibilities. The Host Committee Chair also works with the WSO Task Force. See the *Host Committee Suggested Planning Worksheet* for details.

**Can we request the WSO Task Force that we want?**

The Area requests the topics it wants; but not the membership of the Task Force. The WSO Task Force is assigned by the Chairman of the Board and Executive Director, based on the number of TEAM events assigned, availability, and expertise in the topics requested.

**Are Host Committee Chairs elected or appointed?**

That is up to the Area to decide.

**How is the name for the TEAM event created?**

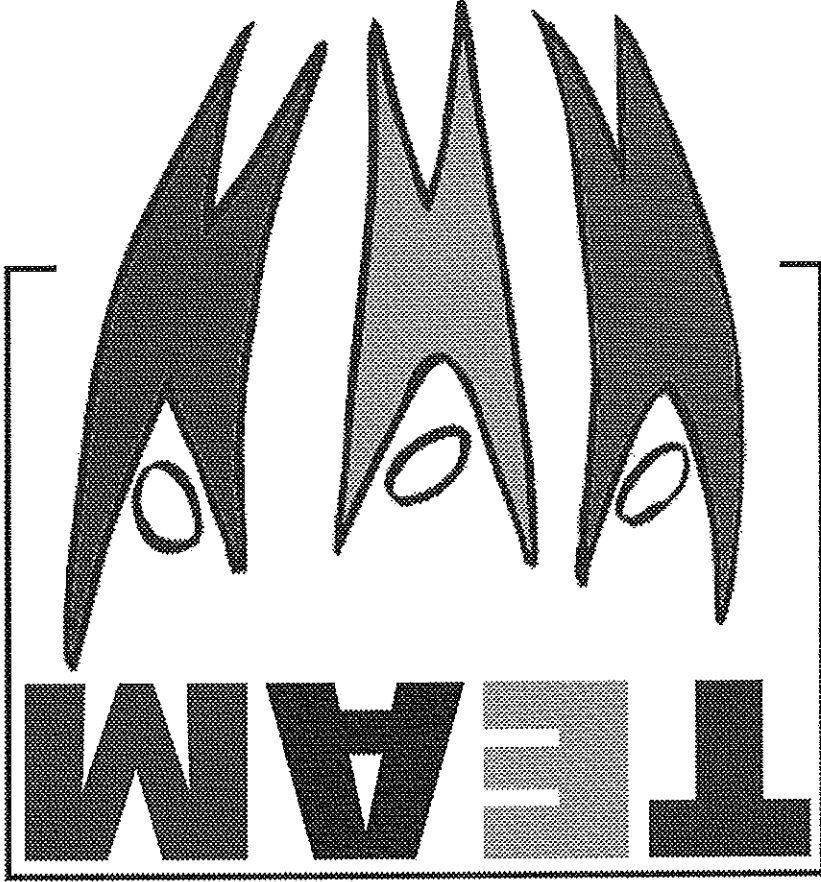
The acronym TEAM stands for Together Empowering Al-Anon Members. When we work together we can do that. The WSO contribution to the name is the TEAM logo, with or without the three languages. The logo identifies the event as one where the Area(s) is partnering with the WSO. The partnering Area(s) can personalize the event name by including one or more nouns either before or after the TEAM logo. Examples of TEAM names are available on the TEAM Host Committee page on the Members' Web site.

**The Host Committee Suggested Planning Worksheet has a six month timeline. Can we begin planning before that time?**

The six-month timeframe is for the portion of the event for which the Area and WSO share responsibility. The Area may begin planning for things that are the sole responsibility of the Area, such as selecting the Host Subcommittees at anytime. If an Area feels the need to put out a save-the-date type of notice before the six month timeframe begins, they can e-mail the WSO Meeting Planner the proposed TEAM event name for WSO approval.

Due to the anticipated number of TEAM events requested per year, the WSO staff and volunteers may be assigned to more than one event per year. Serving as the WSO Task Force person on one TEAM event at a time provides customized Area attention for each TEAM event.

# Together Empowering Al-Anon Members



# TEAM Responsibilities

## Host

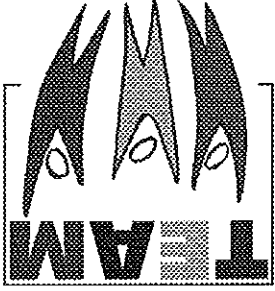
- Facility
- Registration
- Food options
- Equipment
- Publicity

## Shared

- Program topics
- Supplies/materials
- Literature

## WSO

- WSO staff and volunteers
- (assignment & expenses)
- Flyer template



## (T.E.A.M – REPLACED RSS)

- TEAM is an event that could replace the RSS (Regional Service Seminar) . “Partner with WSO to create a unique service event geared to the interest of Al-Anon/Alateen members”.

### What is different?

1. Target smaller audience
2. No longer limited to three-year rotation
3. More input from host for a program that targets the interest of local audience
4. Better use of resources
5. Shared responsibilities.

## T.E.A.M. – To Energize your Spiritual Quest

T ogether  
E mpowering  
A l-Anon  
M embers

(T.E.A.M – REPLACED RSS)

WHEN:

- Tie to an existing Area event
- Assembly
- Day in Service
- Area Convention or
- Make it a stand-alone event

WHO:

- One Area can host
- Two or more Areas can host
- A Region can host
- Invite members from anywhere

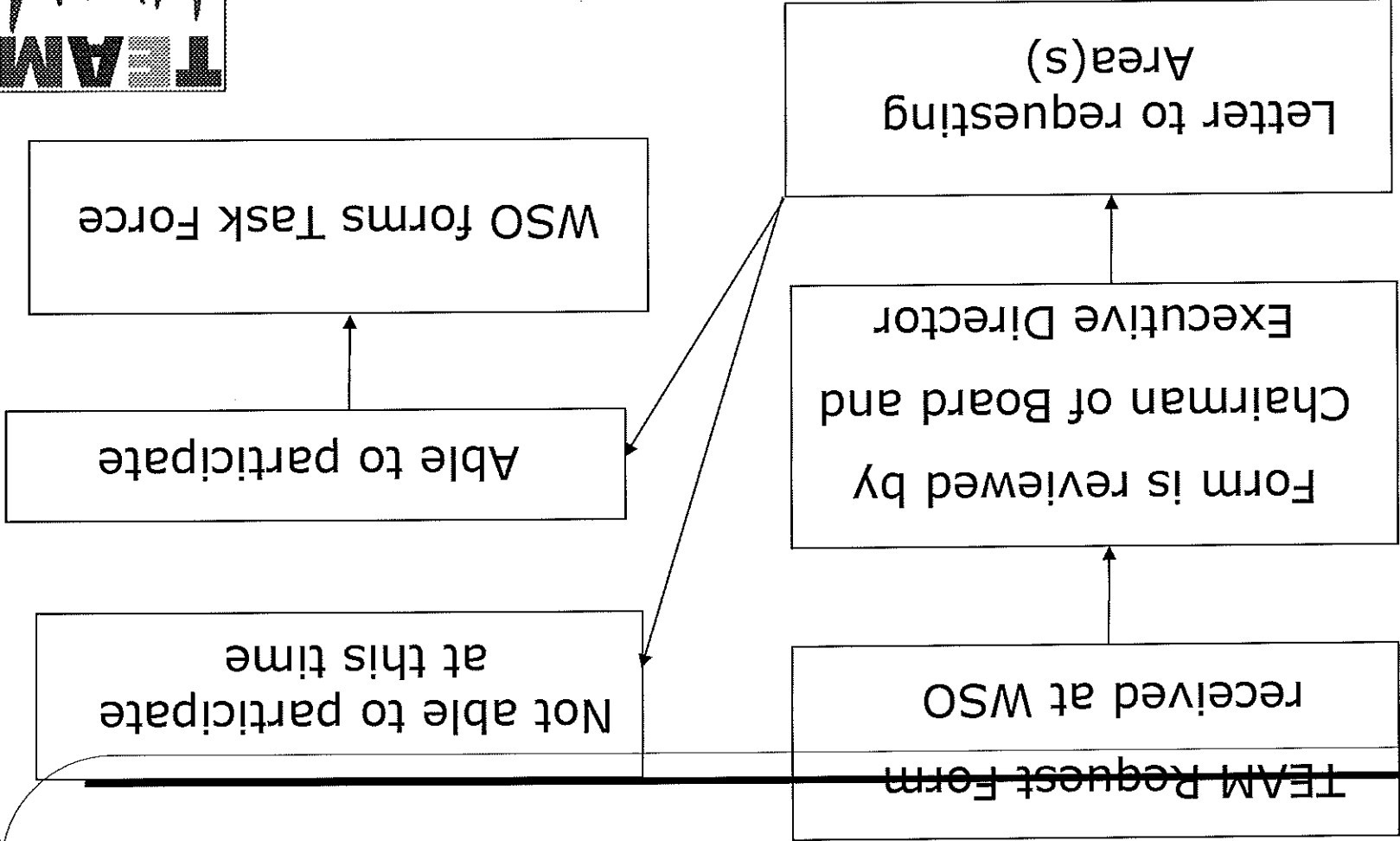
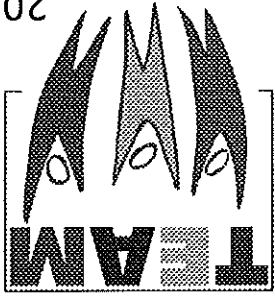
## (T.E.A.M – REPLACED RSS)

### How does my Area Participate

1. Discuss with our Area 53 members and decide, when, where.
2. Come to a decision and Submit Event Request Form found on Members' Web site: [www.al-anon.org/members](http://www.al-anon.org/members) by Area Delegate and signed by Delegate and Chair.

### The Process

1. TEAM request from received by WSO
2. Form reviewed by Chairman of the Board and Executive Director.
3. Reviews to see if dates available for Executive Director or Chairman of the Board or Chairman of the Executive Committee
4. Response letter sent to requesting Area informing if able to participate or not and WSO Task Force is formed if able to participate.
5. If holding event, Collaboration between WSO and Area.
6. Name the event using TEAM in the title, like "TEAM TEXAS".
7. Design Flyer – WSO to provide a template & work with WSO Task Force.
8. Use suggested host Committee Checklist for Planning the event.



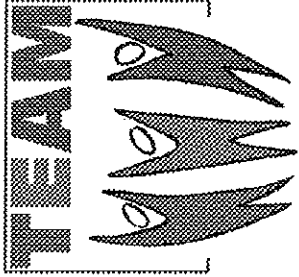


WSO Task Force formed

- Add two more members to WSO Task Force if the size or length of the event requires.
- Past Delegates
- Past Trustees
- Additional staff/volunteers

# Minimum of three

- One of three (Executive Director, Chair of Board, Chair of Executive Committee)
- Staff member
- Volunteer



# Event Request Form

Please fill in ALL information and include the facility floor plan/layout.

Today's Date \_\_\_\_\_

Area(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Anticipated Attendance at Service Event \_\_\_\_\_

Requested Date \_\_\_\_\_

Alternate Date(s) \_\_\_\_\_

Will the TEAM event be held either immediately before or immediately after another event? \_\_\_\_\_

If so, please describe \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Length of event: \_\_\_\_\_ How many hours (minimum of six)? \_\_\_\_\_ Over how many days? \_\_\_\_\_

## Facility

Facility Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Facility Contact Name \_\_\_\_\_ Telephone ( \_\_\_\_\_ ) \_\_\_\_\_

Title \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_  
\_\_\_\_\_

## Area Requested Topics of Interest (Please prioritize)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## WSO Presentations

1. WSO Task Force members' 15 minute personal sharings
2. Giving—Our Spiritual Link To Gratitude: Al-Anon world services in action
3. Trustee Search

## Area Signatures

The form must be signed by the Area Delegate and Area Chairperson. If more than one Area is hosting the event, all Delegates and Chairpersons hosting must sign. Unsigned or incomplete forms will be returned unprocessed. After the TEAM event is confirmed by the WSO, the Area Delegate(s), and Area Chairperson(s) will be invited to participate with the assigned WSO Task Force in a conference call regarding the Area topics. The Host Committee Chairperson may also attend the call for information regarding workshop and presentation audio/visual needs.

Area \_\_\_\_\_

Delegate \_\_\_\_\_  
*please print*

Delegate \_\_\_\_\_  
*please sign*

Chairperson \_\_\_\_\_  
*please print*

Chairperson \_\_\_\_\_  
*please sign*

Area \_\_\_\_\_

Delegate \_\_\_\_\_  
*please print*

Delegate \_\_\_\_\_  
*please sign*

Chairperson \_\_\_\_\_  
*please print*

Chairperson \_\_\_\_\_  
*please sign*

Area \_\_\_\_\_

Delegate \_\_\_\_\_  
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Delegate \_\_\_\_\_  
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Chairperson \_\_\_\_\_  
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Chairperson \_\_\_\_\_  
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Area \_\_\_\_\_

Delegate \_\_\_\_\_  
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Delegate \_\_\_\_\_  
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Chairperson \_\_\_\_\_  
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Chairperson \_\_\_\_\_  
*please sign*

Area \_\_\_\_\_

Delegate \_\_\_\_\_  
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Delegate \_\_\_\_\_  
*please sign*

Chairperson \_\_\_\_\_  
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Chairperson \_\_\_\_\_  
*please sign*

Area \_\_\_\_\_

Delegate \_\_\_\_\_  
*please print*

Delegate \_\_\_\_\_  
*please sign*

Chairperson \_\_\_\_\_  
*please print*

Chairperson \_\_\_\_\_  
*please sign*

## Host Committee

Host Committee Chairperson \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

Telephone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_



# Host Committee

## Suggested Planning Worksheet

Date of Event \_\_\_\_\_ Number of Participants Expected \_\_\_\_\_

Area(s) Hosting Event \_\_\_\_\_

Areas Participating \_\_\_\_\_

### Event Location

Facility Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_

### Host Subcommittees Assigned

(Registration, Hospitality, Host Presentations, and Publicity are suggested others may be included)

1. Subcommittee \_\_\_\_\_ 4. Subcommittee \_\_\_\_\_  
 Chairperson \_\_\_\_\_ Chairperson \_\_\_\_\_

2. Subcommittee \_\_\_\_\_ 5. Subcommittee \_\_\_\_\_  
 Chairperson \_\_\_\_\_ Chairperson \_\_\_\_\_

3. Subcommittee \_\_\_\_\_ 6. Subcommittee \_\_\_\_\_  
 Chairperson \_\_\_\_\_ Chairperson \_\_\_\_\_

## Suggested Host Committee (HC) Checklist for Planning the Event

*Additional tasks may be assigned by the Area.*

**Six Months Before Event, Date:**

Task	By Whom	Completed	To be resolved
Finalize the contract with facility (if not already done)	HC Chair and other Area Trusted Servants needed to sign contracts		
If offering a housing and/or meal package make arrangements and set price	HC Chair and other Area Trusted Servants needed to sign contracts		
HC Chair makes initial contact with WSO	WSO Task Force (TF) Chair will contact HC Chair		
Select event name	HC Chair with Area and/or Committee		
Discuss flyer template	HC Chair and TF Chair		
Design flyer using WSO template	HC Chair		
Final review of flyer	HC Chair and TF Chair		
Distribute flyer	HC Chair		
Discuss options for sale of literature including use of local LDC and WSO consignment policy	HC Chair and TF Chair		

### Five Months Before Event, Date:

Task	By Whom	Completed	To be resolved
Coordinate housing and travel arrangements for WSO attending	TF Chair with assistance from HC Chair		
Discuss equipment needs	HC Chair and TF Chair		
Make arrangements for equipment	HC Chair with assistance from TF Chair		
Arrange for equipment from WSO, if needed	TF Chair		

### Four Months Before Event, Date:

Review initial event plans	HC Chair and TF Chair		
Finalize logistics, audio/visual needs, and handouts for WSO presentations: WSO Presentations	HC Chair and TF Chair		
1.			
2.			
3.			
Area Requested Presentations			
1.			
2.			
3.			
4.			

### Three Months Before Event, Date:

Arrange transportation for airport pickup and drop-off for WSO TF members	HC Chair		
Final check on arrangements for any special equipment coordinated	HC Chair with TF Chair		

### One Month Before Event, Date:

Finalize Area presentations, if applicable	HC Chair		
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### Two Weeks Before Event, Date:

Final coordination	TF Chair and HC Chair		
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### One Week Before Event, Date:

Finalize any unfinished business with HC members	HC Chair		
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