

NORTHERN ILLINOIS PLANNING PROCEDURES

AREA 20

Reference Documents for Hosting Area Meetings

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REFERENCE DOCUMENTS FOR HOSTING AREA MEETINGS

NIA Meeting Checklist

Committee Meeting 45 Days Prior to Assembly

- Host Committee Chair has confirmed with NIA Alternate Chair that the selected facility meets Guideline suggestions.
- Committee chairs are in place.
- Flyers have been prepared and in circulation at time of preceding NIA meeting. Electronic (PDF) version of the flyer has been sent to the NIA Chair, Alternate Chair, Area Delegate, Alternate Delegate, Web Administrator and the Concepts Editor.
- Potential lunch caterers have been contacted.

Committee Meeting 30 Days Prior to Assembly

- Host Committee Chair has provided the proposed budget to the NIA Alternate Chair and Treasurer.
- Committee Chairs have selected their committees
- Caterer bids have been received.
- Technology Liaison has provided the main room diagram, location and number of breakout rooms, and wi-fi password to the Technology Committee.

Committee Meeting 15 Days Prior to Assembly

- Host Committee Chair has secured necessary funding from the Host District Treasurer.
- Lunch caterer has been selected.
- Refreshment Committee has outlined their purchases.
- Greeter Committee has secured the NIA signage from the Area.

NIA Meeting Refreshment List

Item	Assembly Suggested Amount	Committee Meeting Suggested Amount	Purchased	Left Over
Donuts or Sweet Rolls	8 doz	3 doz		
Bagels	4 doz	1 doz		
Fruit				
Fruit Juice				
Soda (Diet & Regular)	10 cases	3 cases		
Bottled Water	2 cases	1 case		

NIA Meeting Timetable

Time	Planned activities
7:00am	Alternate Chair and Host Committee Chair arrive at facility to open doors for committees
7:00am-7:30am	Host Committee and Technology Committee arrive at facility.
7:30am-8:45am	Set-up and start brewing 100 cup coffee pot for regular coffee and 55 cup coffee pot for decaf coffee. (Must use separate circuits for each coffee pot. Failure to do this will cause electrical outage.)
	Set-up registration table(s) for sign-in and lunch purchase.
	Set-up tables in back for refreshments.
	Set-up ice chests for refreshments.
	Set-up contribution cans for coffee and soda.
	Set-up butt kits outside building entrances.
	Set-up tables for meeting handouts and Area Service Committee displays.
	Set-up tables w/chairs up front for Area officers to conduct meeting business. (Seating needed for 7 people.)
	Set-up tables w/chairs for Technology Committee and Spanish interpreter.
	Set-up all chairs for meeting attendees.
	Set up flyers and other handouts.
7:30 am-11:30am	Maintain supplies for duration of the morning session
10:00am	Collect and count all lunch monies.
	Coordinate with caterer with final lunch count.
11:30am	Break down coffee stations and prepare tables for lunch set-up.
	Pass Seventh Tradition basket for NIA.
12:00pm	Assist caterer with food delivery.
12:00pm-1:00pm	Lunch break
1:00pm	Clean-up food trays and set aside all utensils and pans for return.
	Clean coffee pots and prepare for storage.
After end of meeting (up to 4pm)	NIA meeting is concluded.
	Assist committee members with clean-up duties.
	Flyers and handouts picked up.
	Tables and chairs stored away.
	All trash removed to dumpsters.
	Smoking butt kits at building entrances removed.
	Clean and secure facility washrooms.
	Wet spot mop facility floor.
	Close and lock all facility doors.

NIA Meeting Supply Inventory

Item	On hand at end of meeting	To purchase for next meeting
Regular Coffee (2 cans)		
Decaf Coffee (2 cans)		
10 Ounce Coffee Cups (300)		
Tea		
Hot Chocolate		
Creamer (3 containers)		
Sugar (3 containers)		
Pink Sweetener (1 box)		
Blue or Yellow Sweetener (2 boxes)		
Coffee Stirrers (1 box)		
Knives / Forks / Spoons (400 each)		
Large Paper Plates (300)		
Small Paper Plates (300)		
Large Salad Bowls (300)		
Small Salad Bowls (300)		
Salt & Pepper Shakers (5)		
Napkins (1000)		
Mustard Packets		
Ketchup Packets		
Honey Packets		
Mayo		
Jelly		
Trash Bags (2 boxes)		
Aluminum Foil (2 boxes)		
Paper Towels (5 rolls)		
Latex Gloves		
Name Tags (300)		
Pens & Markers		
Lunch Tickets or Stickers		

These items are “owned” by NIA. The Host Committee and the NIA Alternate Chair should coordinate in advance the procurement and return of these items to their storage location.

- 100 Cup Coffee Maker
- 55 Cup Coffee Maker
- Red Ice Chest
- Blue Ice Chest
- Can Openers

- Miscellaneous Serving Utensils
- Donation Cans
- Break-out Room Signs
- NIA Directional Signs

NIA Meeting Financial Summary

	Budget (\$)	Actual (\$)
Expenses		
Facility Rent/Donation		
Assembly Flyers		
Registration Supplies		
Refreshment Comm.		
Lunch (incl. cost per person)		
Paper products and utensils		
Totals		
		Attendance (sign-in head count): ____
Income		
Donation cans		
Seventh Tradition		
		Lunch Sales ____ @ \$____.____ = ____
Totals		
Net Income or Loss		
Respectfully submitted		
Date		

Section Revisions

Revision Guidelines

Revisions to this section are approved by the Alternate Area Chair. All revisions must be reported to the Assembly when it next meets, discussed if necessary, and accepted or rejected by a “sense of the Assembly.”

Revision History

- Approved by assembly, 6/19/2010
- Removed from the unabridged version of the Northern Illinois Area 20 Service Handbook. Approved by Assembly, December 9, 2017
- Updated to address accessibilities in font size and style, 10/2024
- Revised with assembly approval, 12/13/2025