



Area 59

EASTERN PENNSYLVANIA
GENERAL SERVICE ASSEMBLY
area59aa.org

Diane M

RE: Hosting Area 59 Pre-Conference Sharing Session - PCSS

Date: April 6th 2024

Host District 25

CONGRATULATIONS TO DISTRICT 25

Congratulation.... Your District 25 has been chosen to host an Area 59 Event. We are requesting that you host the Area 59 Pre-Conference Sharing Session PCSS dated for 4/6/2024.

This will be a large undertaking. Getting the location for this date is the 1st big hurdle. Now you have to work on the big day itself.

- You will need to get volunteers in order ASAP
- You need volunteers for set up at approx. 8:00 am
- You need volunteers for clean up
- You need volunteers to set up and serve the food: (you still need to decide if you will be picking up the food, have it delivered or will you prepare it yourselves)
- You need supplies: (coffee, plates, napkins, cutlery, coffee cups, milk, water, soda etc.)
- You need volunteers for registration.
- Plan for approx. **200 – 400 members**
- Breakout Rooms might be required

Attached is the facility form to use for April 6th 2024, Area 59 Pre-Conference Sharing Session PCSS at your District 25. A facility that is close to the highway or major road would be helpful for easier travel access for the members. Contact me for any question that you have. Thank you for your assistance in hosting this Area Event.

Susan M
Area 59 Chairperson Panel 73
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