Event FAQ Sheet
FAQ is Frequently Asked Questions

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.

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.

TEAM Event Request Form

Where do we get the TEAM Event Request Form?

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

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.

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 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.

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.

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.

Host Committee

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.

Are Host Committee Chairs elected or appointed?
That is up to the Area to decide.

Planning after TEAM Event is confirmed

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.

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.

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.

Can the TEAM logo be used on TEAM event commemorative items?

Commemorative items of events are popular in some Areas. When considering a commemorative item the Area should discuss the purpose of the item. Will the item be given to all registered attendees as a keepsake of the occasion? Will it be sold to raise funds in an attempt to reduce the registration fee or to cover convention expenses? If the intent is to have a fundraising item, the Area may want to consider past WSO experience with the Regional Service Seminars where frequently the local hosting Area's fundraising efforts were not successful when selling commemorative items such as t-shirts, mugs, etc.

Areas can use the TEAM logo, either in the original colors or in black and white, on **one** commemorative item, e.g. an Area has used the TEAM logo on a TEAM event commemorative nametag holder. Areas that use the TEAM logo on a commemorative item should keep in mind that if the item is a bag for event handouts, information from the Chamber of Commerce or local Convention Bureau materials should not be placed in the bag as that could imply affiliation.

Areas that decide to sell commemorative items should not pressure attendees to purchase the items and should limit the sales to before or after the event so that members are able to attend all event sessions. In keeping with the spirit of the event, it is suggested that Areas focus

on the aim of the event, which is to partner with the WSO to provide local Al-Anon and Alateen members an opportunity to learn more about service and the Al-Anon program.

The TEAM Event Agenda

Who facilitates the TEAM event?

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

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.

Can we include a spiritual speaker on the agenda at our TEAM event?

TEAM events do not include a designated spiritual speaker on the agenda; however the Area(s) can work with the WSO to create workshops that emphasis the spiritual aspect of Al-Anon.

TEAM events were created to replace the old Regional Service Seminars (RSS) due to lack of attendance at those events. The aim of the new TEAM event is for the Area(s) and WSO to partner together to develop an agenda to provide Area Al-Anon members the opportunity to learn more about service and the Al-Anon program. While some of the format of the old RSSs appears to remain- such as presentations, workshops, and WSO speakers- the focus and content of those agenda items has evolved and become more versatile. TEAM events strive to link the spirituality of the Al-Anon program and service.

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.

Additional questions

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.