

**Louisiana Region
Checklist for Hosting
Committee Meeting**

___ Make Arrangements for Meeting Space and Room Block One RSC Meeting before You Host One in Your Area

___ Make a Room Block of 15 Rooms

___ Meeting Room Should Have Enough Table Space To Seat At Least 25 Members

___ Have Extra Table for Fliers of Upcoming Events

___ Have Fliers at the Previous RSC with Location and Phone Numbers Of Hotel and Any Functions Being Held On Saturday Night Also Have Directions to Meeting If Not At Hotel

___ Arrange For a Member To Chair A Recovery Meeting Saturday & Sunday At 9AM

___ Breakfast for Saturday and Sunday

___ Lunch for Saturday and Sunday