

***SOUTH FLORIDA REGIONAL SERVICE COMMITTEE***  
**RSC WEEKEND QUESTIONNAIRE**

Per Section II-B of our Regional Guidelines:

- 1) “Areas, must give required details –as per questionnaire provided by the Admin. Subcommittee- of the complete intended set-up for it, four months prior to the weekend they are scheduled to host the RSC.”

For this purpose, we would like you to do the necessary research and obtain the information requested below. If you have any questions, or need help in completing this form, please do not hesitate to contact the designated Regional liaison, or any member of the Admin. S-C.

*This form was especially produced to be filled out electronically and attach it to e-mail. Please fill out all **blue boxes** (they are in “table” format, and will expand to whatever space you need). On “Yes” or “No” questions, just type an “X” in the appropriate box. References to the Guidelines **are highlighted in yellow.***

**1) HOST COMMITTEE**

Name of Area or entity hosting the RSC:	<input type="text"/>		
Members of the Host Committee who will serve as contacts for information and assistance:			
Name:	<input type="text"/>	Tel: (Home/Cell/Pager/Work)	<input type="text"/>
Name:	<input type="text"/>	Tel: (Home/Cell/Pager/Work)	<input type="text"/>

**2) DATES**

Dates of the RSC you intend to host: (mm/dd/yy)	Fri.:	<input type="text"/>	Sat.:	<input type="text"/>	Sun.:	<input type="text"/>
<b>(See Guidelines II-A-3, 4 &amp; 5)</b>						

**3) LOCATION**

a) **Per our Guidelines II-A-1**, will this RSC be held at any Recovery Weekend, Mini-convention, etc.?

Yes:  No:

If Yes please explain:

b) Will all of the meetings take place at the same location? Yes:  No:

*If yes, you may write “same” where applicable, below.*

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**4) FRIDAY.**

Per our **Guidelines II-A-5**, will you be having an in-house -at Hotel or RSC meeting place- Friday night "Welcome" meeting? Yes:  No:

If yes: Time:  Location:

Type of Meeting:

If not: Would you suggest a local N.A. meeting?

Name of meeting:  Time:

Location and address:

Type of Meeting:

Directions: (Pls. be as specific as possible, starting with main Interstate or Expressway leading to local roads leading to location. From West Coast, East Coast, the Keys and North Florida, as appropriate.)

**5) SATURDAY - SUB-COMMITTEE MEETINGS**

Location for Saturday Sub-Committee Meetings: Name:

Address:

Per our **Guidelines II-C-3**, will you be able to provide 3 different rooms for Sub-Committee meetings? Yes:  No:

If not, will you be providing necessary partitions to insure noise reduction?

Yes:  No:

Please explain in either case:

Does meeting space meet requirements in **Guidelines II-C-4?** Yes:  No:

(Please note that each of the 3 rooms for Sat. Sub-Com.

Meetings should have 20 chairs around square-hollow table)

If not, please specify what you would provide:

Directions: (Pls. be as specific as possible, starting with main Interstate or Expressway leading to local roads leading to location. From West Coast, East Coast, the Keys and North Florida, as appropriate.)

**6) SATURDAY N.A. MEETING**

Location for Saturday evening N.A. meeting (**See Guidelines II-A-6**):

Name:  Type of Meeting:  Time:

(Pls. bear in mind that Sat. night meeting usually sits at least 100 people)

Address:

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**7) SATURDAY NIGHT ENTERTAINMENT**

Location for Saturday night entertainment (See Guidelines II-A-7; II-C-2-c; II-D-2, 3, & 4)

Location name:  Type of event:

Address:

Time:  Suggested donation:

Directions: (Pls. be as specific as possible, starting with main Interstate or Expressway leading to local roads leading to location. From West Coast, East Coast, the Keys and North Florida, as appropriate.)

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**8) SUNDAY RSC MEETINGS**

Location for Sunday RSC Meeting:

Name:  Address:

Does meeting space meet requirements in Guidelines II-C-4? Yes:  No:   
(Please note that the room for Sunday RSC Meeting should have 50 chairs around "U-shape" table)

If not, please specify what you would provide:

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Directions: (Pls. be as specific as possible, starting with main Interstate or Expressway leading to local roads leading to location. From West Coast, East Coast, the Keys and North Florida, as appropriate.)

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**9) HOTEL INFORMATION**

Will any of the meetings take place at a Hotel? Yes:  No:

(See Guidelines II-A-3; II-C-1 through 5) and format "Host Hotel Checklist" attached.

If "yes", or Host Hotel provided:

Name and address of Host Hotel:

Room Rate:  Additional Charges associated with room:

Self and/or Valet Parking Fee:  Free parking available?

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Room block for Fri. night:  Room block for Sat. night:

For rate and availability, must reserve by what date:

Hotel reservations telephone number (s): 239-482-2900

Local No.  Toll Free No.

When reserving people should mention: (to preserve anonymity avoid the words "Narcotics Anonymous" – You may want to use a "contract number")

Directions: (Pls. be as specific as possible, starting with main Interstate or Expressway leading to local roads leading to location. From West Coast, East Coast, the Keys and North Florida, as appropriate.)

If meetings **ARE NOT** going to take place at a Hotel, or a specific hotel has not been designated as a "Host Hotel", would you please recommend hotel(s) for our out-of-town trusted servants, and/or host families? **(as outlined in Guidelines section II-C-5)**

Hotel 1-Name & address:

Tel: <input type="text"/>	Contact: <input type="text"/>	Rate: <input type="text"/>
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Hotel 2-Name & address:

Tel: <input type="text"/>	Contact: <input type="text"/>	Rate: <input type="text"/>
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Host Family 1- Contact Name:	<input type="text"/>	Tel:	<input type="text"/>
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Host Family 2- Contact Name:	<input type="text"/>	Tel:	<input type="text"/>
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Host Family 3- Contact Name:	<input type="text"/>	Tel:	<input type="text"/>
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**10) OTHERS**

Will your costs for meeting space be within the amounts provided in **Guidelines II-D-1?**

Yes:  No:

If not, please detail the estimated amounts you will need, and be reminded that you need to present a **motion for approval** of any amounts exceeding those allotted in the Guidelines:

THANK YOU FOR YOUR COOPERATION!  
 South Florida Region Administrative Committee