

Hosting Guidelines: General Assemblies

Recommendations regarding hosting General Assemblies: *

7. **HOW TO BECOME A HOST CAMPUS.** The UCLGBA Steering Committee generally knows *when* UCLGBA should meet. The question is often *where*. If you know of these dates, have an idea as to what you want to do (theme, workshops, etc.), and are interested in being a host campus, simply let a Steering Committee representative know and your offer will be confirmed over the phone or at the next Steering Committee meeting. Generally, a campus will decide to host a Fall Assembly by the Spring Steering Committee meeting and will present a progress report at the Fall Steering Committee meeting held three to four weeks before the Fall Assembly. And likewise, a campus will decide to host a Spring Assembly by the Fall General Assembly and will present a progress report at the Winter Steering Committee meeting. Steering Committee input is very important because it may see system-wide trends and thus may have a very specific perspective, theme, issue, workshop, etc., it wants to address, have, tackle, do, etc., or it may foresee a possible problem in your proposed schedule that may not have been considered by you because of your involvement with the details of the Assembly.

6. **NON-UNDERGRADUATE INVOLVEMENT.** Because UCLGBA encompasses all UC LGB organizations—women’s, men’s, people of color, undergraduate, graduate, faculty-staff, Chancellor’s committees and media—meet with each LGB organization on your campus even before your host campus status is confirmed, or as soon thereafter as possible, to welcome their involvement. One purpose of UCLGBA gatherings is to facilitate communication between all UC LGB organizations, so their involvement should be of particular interest to them.

➤ A more diverse host campus coordinating committee will bring about a more diverse Assembly (women, people of color, graduates, faculty, staff, administration, etc.). One of their responsibilities should be to call their counterparts at the other campuses to personally invite them to the Assembly, thereby increasing the chances of a more diverse Assembly. A male from your campus can call a female organization at another campus to personally invite them to the Assembly, or an undergraduate at your campus can call a faculty-staff organization at another campus to personally invite them to the Assembly, but the invitation just means much more and is taken much more seriously if one of their own from your campus calls. Offer them the option of meeting independent from the general program after the Opening Assembly, if they would feel more comfortable with that. ➤ With more people involved, more aspects of the Assembly can be looked after better (funding, advertising, signs, housing, etc.). ➤ Having your entire campus involved looks good to the rest of the system.

5. **FINANCES.** Unfortunately, UCLGBA does not have the resources (yet) to help you financially. Your financial need will depend on what you want to do and how you want to do it. What follows are conservative estimates from previous Assemblies. **EXPENSES.** PRIMARY: ~50 invitations (xeroxing, postage, ~\$25); 50 additional registration forms and 100 post-registration folders (folder, folder label, name tag, Assembly schedule, evaluation form, etc., \$75). OTHER: media support (microphones); speakers’ transportation/honorariums; food. Coffee, tea, orange juice, donuts, etc., help start everyone off in a good mood, but all other meals could be on their own. **FUNDING SOURCES.** PRIMARY: your organization’s own budget; your undergraduate student government; and registration fees (60 people @ \$5 ea. = \$300). OTHER: other undergraduate student groups; your graduate student government; LGB faculty-staff groups; Chancellor’s committees; Women’s centers, committees and groups; and LGB friendly departments.

4. **STRUCTURE.** The structure of the Assembly is relatively free, generally comprised of: Registration, the Opening Assembly, the morning workshops, a break for lunch, the afternoon workshops and the Closing Assembly. The Steering Committee recommends you reserve all of the rooms in which the Assemblies and workshops are to take place in the same building, or at least in the same general area, so people new to your campus won’t have to run around lost between workshops. It also recommends you reserve another room in addition to the ones you need, but not schedule anything for it, to have just in case. The Steering Committee will need to be scheduled to meet, and other groups that may want to be allotted time and space are women, people of color, graduate students, faculty and staff, and Chancellor’s committees.

3. **MAKING CONTACT.** Send out your invitations—Assembly theme and major workshops/speakers, registration form, directions/map/parking information, etc.—six to eight weeks before the Assembly is to take place. Also, have the appropriate LGB organizations/people at your campus follow-up the written invitations with a call to their counterparts at the other campuses three to four weeks before the Assembly is to take place to personally invite them to the Assembly, thereby increasing the chances of a well attended and diverse Assembly.

2. **HOUSING.** Call each campus contact two to five days before the Assembly is to take place to confirm the number of attendees from that campus in need of housing. Ideally, house Steering Committee representatives at the same place: ➤ a large dorm lounge, or different dorm rooms in the same wing (good because of the multiple showers, etc.); ➤ different apartments in the same complex (good if the complex has a pool, jacuzzi, etc.); ➤ a staff or faculty member’s place with enough floor space for ten to twelve sleeping bags (good because of the involvement of non-undergraduates), etc. The place should be sensitive to those who smoke, who don’t smoke, who want to party, who want to study, who want to sleep, etc.

1. **DOCUMENTATION.** Present a summary report of the Assembly at the next Steering Committee meeting, or as soon thereafter as possible, for the UCLGBA Archives. The report could include: theme; structure; how many people attended; how many UC campuses were represented; how diverse the Assembly was with respect to gender, ethnicity, orientations, etc.; what made this Assembly special; the financial engineering involved before, during and after the Assembly; words of warning and pearls of wisdom to the next Assembly coordinators regarding all the little, behind-the-scenes details; and what you recommend be done and not be done for the next Assembly regarding future perspectives, themes, issues, workshops, etc.

* as drafted by ds/UCLGBA and adopted at the Oct. ’92 Steering Committee meeting at UCLA.