Sacramento Valley Intergroup of Overeaters Anonymous

EVENT PLANNING CHECKLIST

3-6 MONTHS IN ADVANCE, EVENT CHAIR ENCOURAGES GROUPS TO HOST AN EVENT

THE COMMITTED HOST GROUP, WITH HELP FROM SVIOA EVENTS:

___**Select a person to lead a planning committee through this process**

The Intergroup Event Chair can help with all of this:

___**Determine a meeting date and times**

___**Determine a Program Theme/Topic**

___**Choose a location and assign someone to make contact OR Choose Zoom**

___**FINANCIAL CONSIDERATIONS**

*Face to Face: Intergroup will reimburse up to $100 for reasonable expenses (for example rent, fliers, handouts etc.) Anything over $100 must receive pre-approval

*Contact Intergroup Treasurer 6 weeks in advance if you need to prepay rent

*Contact Intergroup Treasurer if your facility requires Proof of Insurance

* Zoom Format: Uses SVIOA account. Contact SVIOA Zoom Chair to set up links.

Contact Intergroup Treasurer if you anticipate over 100 attendees

___**RECORDING**

*Face to Face: Contact Media Intergroup person to record and send to Webmaster

* Zoom Format: Contact SVIOA Zoom Chair to record the event and send to Webmaster

___**Create a Flyer with all information and SVIOA on it as the sponsor and include logo**

The flyer should be at Intergroup 2 months prior to the event

A pdf of the flyer should be sent to the Webmaster of sacvalleyoa.org & Vice Chair

___**FORMAT: Decide on the parts you wish to use. Choices include:**

Time Schedules (For example Saturday 10:30 am to noon OR Saturday 1:00 pm to 2:30 pm)

Number of Speakers---Identify a person to contact them

Individual Shares

Panel Discussion

Writing

Ask it Basket

Scripts: ask Event Chair or Co-Chair for samples

___**Ask Volunteers for service (THIS IS HOW WE STRENGTHEN A HOST MEETING'S RECOVERY)**

Leader for the day to Moderate/Introduce Speakers/Closing

Readers for 12 Steps and 12 Traditions

Face to Face: Registration Table 2-3

Intergroup supplies name tags/pens/sign in forms/cashbox/tape

Greeters optional   Waters or Hot Drinks Optional

Set up 4+   Clean Up 4+   Participants can help

Zoom: Team to Monitor gallery and Chat if open

Updated 11-2020