

**SVIOA**  
**Events Checklist**  
Updated March 2011

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

- **Determine meeting days and times**
- **Intergroup will reimburse up to \$50.00 reasonable expenses, anything over \$50.00 must receive pre-approval**

**Determine a theme**

**Select a date and time**

**Determine location and assign someone to make contact**

**Contact Literature Chair to assure availability**

**Contact Recorder to assure availability**

**Create a flyer**

- **You should have major format decisions made to advertise**
- **The flyer should be a Intergroup 2 months before the event**

**Decide upon a format**

- **Readers**
- **Number of speakers – Identify a person to contact them**
- **Ask it Basket**
- **Panel Discussion**
- **Individual Shares**
- **Time Schedule**
- **Clothing Exchange**
- **You may have other ideas**

**Ask volunteers for help**

- **Leader for the day**
- **Readers**
- **Registration Table / (2) Greeters – Intergroup to supply material**
- **Refreshments – Intergroup Events Chair to supply coffee and tea**
- **Set Up 4+**
- **Clean Up 4+**