

APPENDIX C

SVIOA EVENTS CHECKLIST (Updated July 2019)

1. Select a person to lead a planning committee through the process.
 - Determine meeting days and times
 - Intergroup will reimburse up to \$50 reasonable expenses. Over that amount, must receive pre-approval
 - Pay rent or make donation to facility for rental
 - Contact Treasurer if certificate of Insurance is needed
2. Determine a theme
3. Select a date and time
4. Determine location and assign someone to make contact
5. Contact Literature Chair to assure availability
6. Contact Recorder to assure availability
7. Create a flyer
 - You should have major format decisions made to advertise
 - The flyer should be at Intergroup two months before the event
8. 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
9. 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+