

# Checklist for OA events – Remember to bring these items!

Your event may call for different items -- cross off what you don't need and add other items not included here.

Intergroup has supplies and equipment you might like to use for your event. These items are shown in **YELLOW** below. Contact the OIG Event Coordinator and let them know what items you need.

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## **You'll need signs:**

- Signs (and perhaps balloons) (Intergroup has two large wooden "sandwich board" type OA Event signs)
- Signs for doors pointing to the correct entrance for the event
- A welcome sign at the door
- Signs pointing to the restroom
- An "out of order" sign for the bathroom (hopefully you won't need this!)
- Blue painter's tape (you can use this for hanging signs without damaging paint)

## **These items might be useful at your sign-in/registration table:**

- Nametags, paper nametag inserts, markers and stickers to decorate name tags
- Sign in sheet and clipboard (Event Coordinator can email you a pre-made form for your event, or use the template on the OIG website to customize your own sign-in sheets)
- Sign-up sheets for the Voices of Recovery and For Today online Groups (these are daily email literature study groups. If you are interested in having a sign-up available, ask our OIG literature person, Marie)
- Fliers for other upcoming events (please allow the next hosting group to distribute their flyers at your event, and consider giving them a moment on the agenda to announce their workshop)
- A basket for 7<sup>th</sup> tradition
- Meeting directories (ask the OIG meeting directory editor to provide these)
- Extra paper and pens

## **You'll need these items if you're serving beverages:**

- Coffee makers (Intergroup has one 40 cup and one 100 cup pot for hot water. These pots do not have the basket for brewing coffee, however, they work for tea, and if you'd like to purchase instant coffee or coffee singles, that seems to be a little easier than brewing coffee, anyway.)
- Extension cords for the coffee pots.
- A pitcher for refilling the coffee pots (sometimes it's difficult to refill these pots in shallow sinks)
- Tea, coffee, cups, napkins, stir sticks, creamer, sweetener (Intergroup may have a supply of some of these items; groups often donate what they have left over toward the next event) (dried creamer often has added sugar; consider providing liquid half-n-half)
- Bottled water (possibly with a \$1 donation sign – water should pay for itself if you decide to go this route)

## **If you're holding a basket raffle you'll need these items:** (Intergroup Ways & Means can help)

- Raffle basket donations
- Numbered cups
- Cash to make change
- Basket to draw tickets from
- A box or can to put raffle tickets for a 50/50 drawing if you're doing one
- Raffle tickets

**If you want literature available for sale:** (Intergroup can bring and sell literature; ask the OIG literature chair)

A table to set literature on with a chair set up behind it

Even if you don't want to have literature for sale, it's a good idea to have NEWCOMER PACKETS available

**Your speakers may want these items available:**

A ride to the event, or at least Mapquest directions (exchange cell #s with the speaker and ask them to arrive early)

Easel with flipchart and pens

Extra literature (label with removable sticker with owner's name on front of book)

Clipboards (OIG has approximately 48 clipboards)

Podium

Microphone (OIG has a nice microphone system for events)

A printout of the schedule/timeline (provide this well in advance of the event so the speakers can prepare)

Copies of handouts

Ask-it basket

**Your emcee and other committee members may want these items available:**

A print out of the schedule/timeline

Timer for sharing

A clock if the facility doesn't have one in the room

A bell for calling the event to order when starting or coming back from a break (can also flip light switch)

**Other items you might want to bring:**

Toilet paper (don't count on the facility to have enough on hand!)

A box of Kleenex to set at the podium

Decorations

"Take-away" items (bookmarks, abstinence beads, etc.)

A thank you note for your speaker

**You'll need these items for cleanup:**

Garbage bags (don't leave any garbage for the facility to deal with)

Paper towels and Windex