**HOW TO HOLD A SUCCESFUL OA EVENT**

**8-6-15**

**Planning Tips:**

1. Create a committee within your group of people interested in providing service to an event. Topics to cover at first meeting:
	1. Is there a specific type of event your group would like to do (Steps, Traditions, Promises, “Our Stories”, Abstinence, Food Plans, 3-Fold Recovery (or any of the three), Tools, Sponsorship, Recovery from Relapse, Unity Day, Fellowship Fun a la a dance, a talent show, a Halloween party, etc.)?
		1. For best results, narrow down your themes to several possibilities that you can run by the Event Coordinator before making a final decision.
	2. Determine who will be the contact person between your meeting and the Event Coordinator.
		1. HINT: Might be wise to also designate a back-up person for this position.
	3. Discuss preliminary locations – a hospital (non-profits won’t accept rental of space so you will need to contribute $100 somehow, perhaps to their foundation), a church (possibly too expensive nowadays), public utility facilities (also non-profits so you’ll need to contribute $100 somehow), meeting hall, public room at a library (very low cost but only have small spaces for perhaps 30 people), outdoors at a park, etc. Get volunteers within committee to research locations prior to next committee meeting.
		1. You can get up to $100 seed money from Intergroup to book a room and for supplies, but you will need to reimburse Intergroup from your profits.
	4. Arrange a regularly scheduled time to meet and prepare for the event (usually this is once a month after the regular OA meeting).
2. Inform the Intergroup Events Coordinator of your preliminary theme ideas. That person can help you refine the theme so it doesn’t conflict with other groups planning events. He/she can also assist with possible dates that will maximize attendance. In addition, the Event Coordinator can guide you to online resources for staging an event and the most current list of available Intergroup supplies. Most importantly, the Event Coordinator will help you publicize the event.
	1. E-mail addresses and phone #s for Event Coordinator and other helpful resources are listed in the Intergroup Meeting Directory.
3. At next committee meeting, firm up plans:
4. Finalize theme, location and date for the event (NOTE: best to schedule 4 to 6 months out).
5. Discuss possible presentation format types (speakers, panel discussion, audience sharing, writing exercises, meditation or guided meditation, skits, songs, etc.)
6. Make a group conscience decision about costs vs. generating revenue. Does your group not care about making a profit? Or would they like to generate income for scholarships, purchase OA supplies for the group or use the event as a fundraiser for Oregon OA Intergroup? FYI, rental space varies from $100 - $230 depending on venue.
	1. Oregon OA Intergroup has many standard supplies that are free for your use. In addition, many groups buy supplies for events and end up with extras, which they frequently donate to the Intergroup. Contact the Event Coordinator for most recent supplies available.
7. Decide if you want to increase revenue with raffle baskets. Assign someone to handle getting donations, etc. For your information, it is completely acceptable to solicit raffle baskets, etc. from other intergroup meetings. It is also equally acceptable to not do a raffle if your group does not wish to spend the time and energy to do so.
8. Get a volunteer(s) to create a flyer (see more instructions below in section 4.
9. Decide if you want to offer a clothing exchange to generate more income. If so, this will require additional publicity, some method of collecting clothing and a large enough site to have an idea to display clothing, etc. and people to man this section.
10. Determine if you want to have Intergroup Literature for sale. If so, you need to contact our literature person to arrange for him/her to attend, or to send someone else. You will also need to be prepared to help the literature person unload the literature boxes and get them out, and then reload them after the event.
11. Create a flyer using the OA Event Flyer Checklist 3-29-14 (NOTE: guidelines have changed to conform with World Service and Region 1 requirements, so please check this list before proceeding. ) Get group consensus on flyer before proceeding.
	1. Before printing, send a copy to the Event Coordinator so he/she can proof flyer for formatting requirements and to serve as a pair of “fresh” eyes to be sure there are no typos. Be sure to include not just the date, but also the year of event, the full address (double check this) and that this is sponsored by both your group and Oregon OA Intergroup.
	2. After flyer is finalized, email a copy of the master to the Events Coordinator so she/he can post in YahooGroups, Region 1, Datebook (World Service calendar), etc.
	3. Get copies of flyer and bring to Intergroup Business Meetings. You can print it yourself and use your seed money to cover the expense, or you can request that Mikki or Alice W. send it to ePrint to get our group discount. If you use ePrint, make sure to get this to them a week or so before our monthly Business Meeting. FYI, the costs of the printer are paid by the group hosting the event and costs are deducted from event income generated. Order 400 copies. Allow at least two months flyer distribution…
12. Personally send out flyer copies to all intergroup reps. You can get the list from our Intergroup Group Coordinator. You can also request that members of your group disburse to friends, family and other meetings they attend.
13. For the three months prior to the event, have at least one rep at all up-coming Intergroup Business Meetings to promote the event.
14. In following committee meetings, delegate which of your committee will handle various roles at the event (putting up signs, arranging tables and chairs, decorations, setting up coffee and tea supplies, sign-in monitor, M.C., timer, helping Literature person to get book boxes in and out of event, getting and returning supplies to Event Coordinator, clean-up, skits or songs if you plan to use them, etc.).
15. Create the following and get printed:
16. A single page hand-out to attendees that breaks down the event, including times for breaks, lunch, etc.
17. Copies of the Event Evaluation (the Event Coordinator will provide you with a copy).
18. If appropriate, create a list of nearby restaurants with approximate prices and directions
19. Sign-in sheets (the Event Coordinator will provide you with a master copy)
20. Other hand-outs if needed to facilitate event.
21. FINAL EVENT PLANNING:
22. If possible, have people set-up the site the night before. Otherwise, arrange for people to be there at least 1 hour before the event.
23. Even if set-up is the night before, arrange for someone to be there early. There are always people who show up long before the event starts.
24. Put signs outside the venture with directions to your event (NOTE: We have two large plywood placards that can be prominently placed near appropriate entrances. Intergroup also has multiple types of directional signs you can tape to doors, walls, etc. to ensure people find the event.
25. Be sure to also place directional signs to the bathrooms, and keep a supply of toilet paper just in case the site runs out.
26. Be sure the 7th Traditional Donation basket is prominently displayed next to the person handling signing-ins. Please be aware that the donations for this basket will be your primary source of income to cover your expenses and fund whatever goals you have for scholarships, contributions to Intergroup, etc.
27. Arrange with the Event Coordinator as to who is going to be responsible for bringing Intergroup Newsletters, Directories and flyers for up-coming OIG events (the Event Coordinator or someone in your group?). If your group is going to do this, please arrange to return all extra printed supplies to the Event Coordinator ½ hour prior to the next Intergroup Business Meeting.
28. If the event is large, consider using an “Ask-It” basket for questions from those attending. Arrange for someone to hand out notepaper and pencils and collect questions.
29. If appropriate, create a list of nearby restaurants with approximate prices and directions.
30. Wrap-up after the event
31. Provide the Event Coordinator with either the sign-up sheet(s), or a copy of that sheet so it can be used to add new people in our Events Master List for future promotions.
32. Balance your costs against income and, if you have a net gain, disburse as previously determined.
33. Review the evaluations and learn what you might do differently at your next event. If you wish, you can share the evaluations with the Events Coordinator. However, this is your choice, it is not a requirement.

MOST OF ALL - HAVE FUN!