



HOW TO HOLD A SUCCESSFUL OA EVENT

Planning Tips:

- Identify where to hold the event – a church, meeting hall, public room at a library, Alano club, outdoors at a park, etc. and contact the location owners to discuss;
- Identify when to hold the event and start planning about 4 months ahead of this date;
- Inform the Intergroup Event Coordinator of your plans. That person can help with ideas and publicity and will ensure that your event does not overlap with another;
- Make a group conscience decision about price. What's the right balance between generating revenue, spreading the word, and still making it affordable to attendees;
- Arrange for a rental payment or donation for the space use;
- Develop publicity – make a flyer with pertinent information (see flyer tips below). Give a copy to the IG Event Coordinator who will contact the webmaster to have it posted on the IG's and Region's websites. Arrange to get copies of the flyer to IG and to as many meetings as you can. Allow 2 months for flyer distribution. Rule of thumb – print about 10 flyers for every 1 expected attendee;
- Line up OA volunteers to present or facilitate at the event.

Event Presentation Tips:

- There are a variety of formats that can be used for the event:
 - ❖ Speakers
 - ❖ Panel discussion
 - ❖ Audience sharing
 - ❖ Writing exercises
 - ❖ Meditation or guided meditation
 - ❖ Skits
 - ❖ Topic discussion
- Ideas for topics:
 - ❖ Steps
 - ❖ Traditions
 - ❖ Promises
 - ❖ "Our" stories
 - ❖ Abstinence
 - ❖ Food Plans
 - ❖ 3-Fold Recovery, or any one of the three
 - ❖ Tools
 - ❖ Sponsorship
 - ❖ Recovery From Relapse
 - ❖ Brainstorming on an idea or issue
 - ❖ Unity Day or I.D.E.A. Day celebration
 - ❖ Fun and games, dances, etc.

Logistics for the Event:

- Have people set-up the site arrangement the night before, or arrange for people to be there at least 1 hour before the event;
- Even if set up the night before, arrange for someone to be there early. There are always people who show up long before the event starts;
- Put an advertisement sign outside the venue with direction to your event;
- Ensure copies are made ahead of time for any handouts you may have;
- Schedule potty breaks at reasonable times and announce this at the beginning of the event;
- Have a 7th Tradition offering. Use this to pay the space rental and decide whether to donate remaining funds to intergroup, to your group, or to split;
- Decide whether to have water or beverages for sale or by donation and assign someone to organize;
- Arrange volunteers for any clean-up needs.

Miscellaneous Ideas:

- Explore the possibility of a basket raffle if the event is going to be large. This will need extra publicity and extra time for such publicity;
- Explore the possibility of having OA literature for sale at your event. Contact the Intergroup's Literature Chairperson to arrange logistics;
- Arrange to have meeting directories available at the event;
- Explore the possibility of a Clothing Exchange. This will take extra planning, publicity time and a separate space away from the main event to put the clothing, plus volunteers to staff the area and collect monies;
- Consider having an "Ask-It" basket section to the event. Arrange for a dedicated time to do this during the event, a basket, papers for people to write down their questions and others to answer the questions.

Event Flyer Tips:

- Name of event
- Date of event, and day of the week
- Time of event
- Location and address of the event
- Cost of the event, if applicable, or suggested donation
- Synopsis of event's theme
- Contact person/s & phone number/e-mail for more information
- If event is being held during the lunch or dinner hour mention meal options, e.g., brown bag, food available at the event, restaurants nearby, etc.
- Have some type of graphics on the flyer. It is eye-catching and always makes for a better presentation.

AND THE MOST IMPORTANT TIP OF ALL IS.....HAVE FUN!!!

