

## AREA 15 OUTREACH SUB-COMMITTEE

### Event Checklist

\_\_\_\_\_ 1. Submit request to Outreach@Area15aa.org with topic, location and potential dates. We need a minimum of 60 days in advance. It is important to discuss with the sub-committee the reason and/or the goal. If request is not coming from the local district, please engage them before submitting.

\_\_\_\_\_ 2. Once your request is confirmed with topic, time, location and date, create a flyer for distribution. If needed, Outreach can assist with flyer. Decide about folks bringing food, so that is included. We would appreciate if you would add the following to the flyer, "This is an Area 15 Outreach event. For information contact [Outreach@area15aa.org](mailto:Outreach@area15aa.org)". It is suggested to also list a local contact.

\_\_\_\_\_ 3. Distribute flyer to local and neighboring Districts, Intergroup/Central Offices and Institution Committees if separate and of course to the fellowship.

\_\_\_\_\_ 4. It's important to decide about the length of the event so we can make the most of presenter(s) time. They may have traveled a distance. The Outreach Sub-Committee may have suggestions for length of time for a particular topic.

\_\_\_\_\_ 5. Are you scheduling a break or not?

\_\_\_\_\_ 6. Literature will be provided by the Outreach Sub-Committee based on the topic of the event up to \$75. We ask that you have a table to display the literature.

\_\_\_\_\_ 7. Depending on the cost of the basic literature, a free drawing maybe held for AA literature. The Outreach Sub-Committee will provide the raffle tickets and literature.

\_\_\_\_\_ 8. Please keep in touch with the Outreach Chair or Committee member to keep the subcommittee apprised of your progress or challenges. We are here to help.

\_\_\_\_\_ 9. We will be passing out an evaluation form at the end of the event to get feedback from the organizers and attendees.

***Thank you for allowing us to serve.***