

# AREA 15 OUTREACH COMMITTEE

## Event Checklist

1. Submit request to [Outreach@Area15AA.org](mailto: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 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 the 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 to the Fellowship. The Committee can help with this.
4. It is 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 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 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 may be held for ! A.A. literature. The Outreach Committee will provide the raffle tickets and literature.
8. Please keep in touch with the Outreach Chair or Committee member to keep the committee 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.***