

OVEREATERS ANONYMOUS
SNI EVENT GUIDELINES

To Hosting Group(s):

Thank you for considering co-hosting an OA Event. Perhaps your group wishes to attract more attendees to draw attention to your group, or location. Or, your group may wish to put on an Event but needs assistance. SNI is willing to help with the details and can assist financially as well as with group insurance coverage.

These guidelines are suggestions on how to plan and implement an Event. Do not hesitate to ask SNI members for their experience, strength and hope. Keep it simple. Take what you like and leave the rest.

Before the Event:

A. Begin PLANNING 8-12 weeks BEFORE the Event. Discuss with group(s) then decide on: an interesting date, topic and possible handouts; whether to pass 7th Tradition or ask for specific donation at the door; choose Venue location; AND who/what you think could help Sponsor your Event with 'suggested donations only'. Be creative!

B. FLYERS and HANDOUTS: (1-2 volunteers)

1. Include topic, date, time, place (with map perhaps) and contact person(s) on flyer. Do NOT include the names of Speakers on flyers (Tradition 12-Anonymity).
2. Explore cost of printing, venue, beverages, baskets/gifts. Find sponsor(s) with 'suggested donations only' to help defray costs/expenses.
3. Distribute to wide OA audience, i.e. Region 5 Website, SNI meetings and other area groups through word-of-mouth. Call old and new members on your We Care list.
4. Place announcement in Community Newspapers. Usually free as OA is nonprofit.
5. Handouts relate to the topic and can include written exercises. Can use OA pamphlets and literature at oa.org, as well.

C. Secure VENUE EARLY through reservation of date, time needed and/or security deposit (see sample Agenda).

D. Line up SPEAKERS: (1-2 people)

1. Send Flyer, Handouts and Agenda to each speaker to orient.
2. Instruct about the topic, length of speech (e.g. 15 minutes with 5 minutes to wrap up) and time they speak.
3. Give/send copy of 'SNI Speakers Guidelines' (attached) to study.
4. Notify each speaker 1-2 weeks before the Event.

E. Volunteer ROLES: (1-2 people)

1. Assign needed roles for: Registration and Raffle Sales (2), the Host/Emcee (1), the Timer(s), the Greeter(s) (1-4 depending on venue), the setup and cleanup crew (1-3), the Beverages people (1-2), the Basket/gift/table décor people (1-2), the Clothing Exchange and/or the Auction people (2-5).

2. Remind everyone involved (via email, or text) of the list of tasks and/or roles they perform on the day of the Event so everyone is prepared. These are your 'Gods-with-skin-on'.

Prior to and on the Day of the Event: SAMPLE AGENDA BELOW: A general outline/estimated time frame for an afternoon Event. Give Agenda copy to Host/Emcee, Timer(s), ticket sellers or any other relevant people.

1. 12:30-1:00 PM: Begin Registration, give Handouts & sell Raffle tickets at front of venue. Set up banners, beverages, baskets/gifts and/or clothing exchange. Consider asking people to bring a brown-bag lunch, or include it in the Event. Fellowship at meals is beneficial to members who may need to practice eating in front of others.
2. 1:00-1:20 PM: Welcome and Opening
 - a. Host/Emcee introduces self, welcomes audience and reiterates the Topic of Event.
 - b. OPEN meeting with the Serenity Prayer. Select volunteer to READ 'Our Invitation to You' and/or the '12-Steps'. OR, use your meeting format.
 - c. Point out HOUSEKEEPING LOGISTICS ...handouts, beverage area, rest rooms, exits, raffle ticket cost (e.g. 12 for \$10.00, 6 for \$5.00 or \$1.00 each), etc.
 - d. ANNOUNCEMENTS (optional)
 - e. COUNTDOWN (optional)
 - f. Read 'OA Speaker Statement' then INTRODUCE SPEAKERS.
3. 1:20-1:40 PM: Speaker #1: Name. (15 minutes with 5 minute wrap up)
4. 1:40-2:00 PM: Speaker #2: Name. (Same time as above)
5. 2:00-2:10 PM: Fellowship BREAK: Reiterate cost of raffle tickets. Sell more during break. OR, pull raffle/gift winning tickets and announce.
6. 2:10-2:30 PM: Speaker #3: Name (Same time as above)
7. 2:30-3:30 PM: Topic-related Breakout Groups, Activity and/or Exercises:
 - a. If topic based on particular literature may want that available to attendees.
 - b. At this time can utilize handouts for focused exercises on topic.
 - c. Can do an ice-breaker exercise, draw slogans to share on, perform skits, use humor.
 - d. Allow for audience participation and sharing either in smaller groups or in the large group.
8. 3:30-4:00 PM: Audience Pitches and Closing Prayer.
9. 4:00-4:30 PM: Cleanup Lockup.

IMPORTANT REMINDERS:

- A. ALL OA SNI Co-Sponsored Events are considered OPEN. This means all are welcomed to attend.
- B. OA groups wishing to co-host an Event please comply, as much as possible, with the suggested 'SNI Event Guidelines' and the 'SNI Speaker Guidelines'. For further information go to OA's 'Guidelines for OA Events' at oa.org.
- C. In order to join SNI in co-hosting an Event, please be reminded of SNI's financial policy with Events. IF there are profits, 25% is kept by the Hosting OA group and 75% is given to SNI.

