

Use this form when planning a retreat. Return the filled-out form to GSI Events Chair after the event.

**GSI Event** \_\_\_\_\_ **Date** \_\_\_\_\_

**Contact Person** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Venue** \_\_\_\_\_ **Contact** \_\_\_\_\_

<b>Item</b>	<b>Estimated #</b>	<b>Actual #</b>
Attendance		
<b>Potential Costs</b>	<b>Estimated \$</b>	<b>Actual \$</b>
Venue costs (seek a venue with little or no cost, libraries are free, for example)		
Flyers (print enough to distribute at 2 to 3 GSI meetings, probably 200-300)		
Literature (you can get general literature at a GSI mtg (plan ahead!) or order based on topic)		
Registration supplies (name tags, markers) (see language below for a sign at your registration table)*		
Materials (hand-outs for participants)		
Decorations (use what you already have, purchase things that can be reused each year)		
Other expenses (contact Events Chair to arrange for use of GSI urns and tea)		
<b>Potential Donations</b>	<b>Estimated \$</b>	<b>Actual \$</b>
Donations* (generally \$3 to \$5 is suggested. 7 <sup>th</sup> tradition at door or passed around)		
Literature Sales, if any (Can't sell at libraries, for example, but could take donations for literature)		
<b>Bottom Line/Results</b>	<b>Estimated \$</b>	<b>Actual \$</b>
Add up all expenses; subtract from donations (events don't have to "make money," but please try to cover the costs.) <i>Give any money remaining after expenses to the GSI Treasurer for deposit in support of future GSI events.</i>		

*\*There are no dues or fees required. A suggestion donation is a guideline for those who wish to contribute. Donations go to carry the message to the compulsive eater who still suffers. All who think they may be a compulsive eater are welcome regardless of ability to donate.*

Thank you for hosting a GSI Event.

Please contact Events Committee Chair with questions: [ViceChair@SeattleOA.org](mailto:ViceChair@SeattleOA.org).