

How to Do GSI Events

Doing events can be fun if we do them together—together we can!

Events Chair, vicechair@seattleoa.org, 206-932-5744

When	Who (Role)	What
4 mos out	Event Coordinator	<ol style="list-style-type: none"> 1. Select date 2. Reserve venue 3. Decide on time (allow for set-up time)
3-4 mos out	Speaker Getter	<ol style="list-style-type: none"> 1. Decide on theme, focus of event 2. Determine agenda, order of events 3. Ask people to speak
3-4 mos out	Outreach Person	<ol style="list-style-type: none"> 1. Make the flyer* 2. Get copies printed (probably at Costco) 3. Bring flyers to GSI meetings 4. Post flyer to OA website: webmaster@seattleoa.org 5. Post event to WSO website: http://www.oa.org/datebook-calendar/#datebook
3 mos out	Outreach Person	Bring flyers to GSI meeting
2 mos out	Outreach Person	Bring flyers to GSI meeting
1-2 mos out	Day-of Venue Host	<ol style="list-style-type: none"> 1. Arrange to pick up tea from Events Chair 2. Host the venue by arriving early 3. Set up chairs, tables, make tea water 4. Clean up (ask for help!) 5. Return tea to Events Chair, as arranged
1-2 mos out	Day-of People Host	<ol style="list-style-type: none"> 1. Arrange for registration table, literature 2. Host the event by serving as MC 3. Safeguard donations
After the event	Event Coordinator	<ol style="list-style-type: none"> 1. Count money and give cash to GSI 2. Submit reimbursements for flyers, other expenses 3. Inform Events Chair of attendance, money 4. Thank the speakers

<p>Draft 11/3/14</p>		<p>*Please include in the flyer: 1) sponsored by Greater Seattle Intergroup (GSI), and 2) this blurb: <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.</i></p>
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