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| ***INTERGROUP EVENT TO-DO LIST/OPTIONS*** |
| **EVENT DETAILS** |
| **Budget** |  |
| **Location/Date/Time** |  |
| **Secure Speakers (10 min + main speaker)** |  |
| **Suggested Donation/Ticket Sales (table at entrance, money box, etc.)** |  |
| **PA System (event location provides system, rent equipment, power supply, etc.)** |  |
| **Child Care (if needed, amount to pay sitters, etc.)** |  |
| **Create Event Flyer (send to webmaster, printing, etc.)** |  |
| **Communication of Event (social media, distribute flyer to groups, etc.)** |  |
| **Food /Drinks/Coffee (potluck, intergroup provides, combo, etc.)** |  |
| **Plates/Utensils/Napkins**  |  |
| **Decorations** |  |
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| **MEETING DETAILS** |
| **Person to Lead the Meeting** |  |
| **Event Agenda (times established for eating, speakers, entertainment, raffle, etc.)** |  |
| **Meeting Format (serenity prayer, readings, sobriety count down, closing) \*** |  |
| **Set up/Clean up (including decoration storage)** |  |
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***\**** *Readings traditionally include “What is Intergroup”*

***\****  *At the end of sobriety countdown, the person with the most amount of sobriety time of presents the “Big Book” of Alcoholics Anonymous to the person with the least amount of sobriety*

***\**** *Before the meeting, it’s suggested to know the format for sobriety countdown (increments of time used to countdown: years/months/days).*