

**NHI Handbook
For
Planning
Public Information Events**

**By the
New Hampshire Intergroup
Public Information
Committee**

**New Hampshire Intergroup
PO Box 1363
Derry, NH 03038**

Tel: 603 434-7578

Web Page: <http://www.oanewhampshire.org/>

Dear Intergroup Representatives:

Enclosed please find a packet that contains all the information you need to organize a Public Information session. Our hope is that by making this information readily available it will assist individual OA meetings to organize their own Public Information meeting.

Please look at these materials and propose the idea of holding a Public Information Session at the next business meeting for your group. To simplify this process, you can hold the meeting at your regular meeting location and use the public information forum provided in this packet.

Included are:

1. Committee Guidelines
2. Format
3. How to arrange media coverage
4. Hints from World Service
5. Evaluation form

Members of the Public Information Committee are committed to spreading the word of recovery. We are willing to assist your group in its endeavors. Please call the office at 603 434-7578 with any questions you may have. Your New Hampshire Intergroup Office will be able to place you in contact with one of our PI committee members.

Yours in service,

Jane B, Committee Chairperson
Public Information Committee

PLANNING FOR THE PI EVENT

When the local OA group decides to have a public information event a Public Information Coordinator is elected at the group's business meeting. The PI Event Coordinator begins to hold PI Event committee meetings two or three months before the date of the PI event in order to plan sufficiently. The PI event is often held in the same time and location as the group's meeting in order to familiarize the public with the OA meeting.

The Coordinator creates a calendar showing the time needed for each of the committees to start and finalize their particular function or service. Each week when the PI Committee meets, the coordinator can help the committees perform their responsibilities as needed.

The following is a list of service positions that are useful in the group's PI Event Planning:

- a. Coordinator
- b. Moderator
- c. Media
- d. Greeting
- e. Speaker
- f. Literature
- g. Treasurer
- h. Sign Makers
- i. Timekeepers

A. PI Coordinator Name _____

The Coordinator is the point of contact for the PI Event meeting and chairs the PI committee meetings. During the planning process the PI Coordinator oversees all committees to help ensure that the other OA members complete their duties in a timely manner in order to plan and inform the public about the upcoming PI event.

The Coordinator may also decide to keep track of how people hear about the PI event as the public and OA's are greeted at the door on the day of the event. Asking at the greeter's table if people heard about the PI event through a flyer, radio, TV, cable, a friend, etc. will help future planning of events.

Following the PI event, the coordinator will conduct a post PI meeting to evaluate the event and write thank you notes. The coordinator is responsible for making sure a PI night evaluation is completed and returned to New Hampshire Intergroup. The evaluation form is included in the packet.

Timing: The coordinator begins to direct weekly meetings two-three months before PI event and every week until the event occurs. The Coordinator creates and maintains a calendar of committee's deadlines for the PI event.

To Do:

- The Coordinator describes the roles of each committee defined in this packet.
- The coordinator will inform the moderator and others about how the event will proceed before the event begins.

B. Moderator

Name: _____

The PI Committee chooses the Moderator to facilitate the PI event from the PI committee, the group or outside the group. He or she is not one of the speakers who will qualify but will conduct the meeting.

The coordinator moderator should arrive at least one half hour before event to be familiar with the format.

If, during the PI event the moderator or the speakers are asked questions by the group and they do not know the answers simply say that you do not know but you will find out. Refer to the pamphlet "Questions and Answers" which is available in the OA office.

Timing: The moderator is selected to lead PI Night meeting six to eight weeks before the event.

To Do:

- The moderator is the person who conducts the PI Meeting.

C. Media

Name: _____

Timing: Six weeks prior to the event

To Do:

- Contact PI Chairperson Jane B (487-3266) to advise PI Event is occurring
- Identify Newspapers in your area that ads should run and provide to the PI committee. (The PI committee will place the ads for you) and advise you of any charges.
- Identify Radio Stations in your area that should be notified and provide to the PI committee. (The PI committee will arrange radio coverage for you).
- Identify Cable TV in your area that should be notified and provide to the PI committee. (The PI committee will arrange for cable TV coverage for you.)

D. Greeters**Name:** _____

Timing: Arrive at least one half hour before PI meeting and stay throughout the PI Event

To Do:

- Greet and welcome newcomers at the PI event.
- Prior to the event buy nametags for greeters and OA members who attend. (Hello, My name is packets. Packets containing 25 labels should be sufficient. Supply pens for nametags and to keep track of the number of newcomers that come to the meeting.

E. Speakers**Name:** _____

Timing: Six weeks before the event. At weeks four and at week one, verify that all the speakers are still able to attend the meeting. Have a reserve list in case someone had to drop out.

To Do:

- Select people who demonstrate physical, mental and spiritual recovery as well as the knowledge of the OA program and the 12 steps and 12 traditions

The speaker panel usually consists of four people. Where possible, some considerations might be to choose:

A Young person

A person coming from a large weight loss (100 lbs or greater)

A person coming from anorexia or bulimia

Within these categories it is recommended a mix of men and women

The speakers qualify for 10-15 minutes each allowing time for questions from the group after. You may want to have other OA members ask questions for the speakers to get things started.

Make sure the OA members are aware that they need to stay after the meeting to answer questions and be available for sponsoring.

F. Literature **Name:** _____

Timing: Before PI Night

To Do:

- Get literature from the OA office including newcomer packets. (Cost comes from meeting).
- Set up Literature Table
- See that several helpers are available before and after the meeting
- Keep track of literature expenses

G. Treasurer **Name:** _____

Timing: Before the meeting

To Do:

- Keep Track of all income from the meeting designated for the PI night
- Collects 7th tradition on the PI night
- Pay the Committee members for their out of pocket expenses
- Gives a financial report at the next business meeting

H. Sign Makers and Parking Lot Guide **Name:** _____

Timing: Before PI Meeting

To Do:

- Make outdoor and indoor sign to direct people to the meeting where necessary
- Posting the signs and taking them down.

I. Timekeeper

Timing: Before Event

To Do:

- Time speakers (15 minutes)

**SUGGESTED FORMAT FOR
OA PUBLIC INFORMATION EVENT**

Prior to beginning, please be sure that the speakers and the timekeeper are seated in the front row. When called to share, the speakers will step forward, and then return to their seats afterward. Later, Speakers will be called again to the front as a group during the Q&A periods.

We feel it is important to support the boundary to show to the newcomers that meetings will end at the scheduled times.

Time Section

Moderator reads the introduction:

A. Welcome to this public information meeting of Overeaters Anonymous, My name is _____. I am your moderator for this meeting. Would those who wish to please join me in the Serenity Prayer.

God, grant me the serenity to accept the things I cannot change, the courage to change the things I can and the wisdom to know the difference.

The OA Preamble: Overeaters Anonymous is a fellowship of individuals who through shared experience, strength, and hope are recovering from compulsive overeating. We welcome everyone who wants to stop eating compulsively. There are no dues or fees for members; we are self-supporting through our own contributions, neither soliciting nor accepting outside donations. OA is not affiliated with any public or private institution, political movement, ideology, or religious doctrine; we take no position on outside issues. Our primary purpose is to abstain from compulsive overeating and to carry this message of recovery to those who still suffer.

B. *Moderator:* We are a 12-step program based on the original AA 12 steps. We will now read the twelve steps. (*Moderator reads or has someone read the Twelve Steps*). We will now read the Twelve Traditions. (*Moderator reads or has someone read the twelve traditions*).

In Overeaters Anonymous anonymity means a great deal to us. We use first names only. It means being able to talk freely about our experience without fear of gossip.

There is a meeting held in this building every week, as well as many others in the area. Meeting lists are available at the literature table after the meeting.

C. *Moderator introduces the first speaker (timed 15 minutes)*

We have four speakers who will relate and share their experience, strength, and hope that the program has given them. The first speaker is _____
Moderator introduces the second speaker (15 minutes)
Moderator introduces the third speaker (15 minutes)
Moderator introduces the fourth speaker (15 minutes)
(After the fourth speaker, the moderator does the Seventh Tradition)

D. Seventh Tradition

The Seventh Tradition collection container is being passed. We are self supporting through our own contributions. Money goes toward rent, literature, and the support of our intergroup and OA world service. Without a meeting place, we cannot spread the word of recovery to those who still suffer.

E. *Moderator calls for Sponsors:*

Will all qualified sponsors with time available please stand and identify yourselves. Sponsors are members who will help anyone get started in the program.

F. Questions and answer Period:

Now we would like to open the meeting for questions.

G. *Moderator opens up the meeting for sharing*

Open up the meeting for sharing for the regular members if time permits – (at this point some meetings have chosen to have members share on the tools.)

H. Closing

In closing, we would like to read The Promises from the Big Book of Alcoholics Anonymous. *Read or chose someone to read:*

If we are painstaking about this phase of our development, we will be amazed before we are half way through. We are going to know a new freedom and a new happiness. We will not regret the past or wish to shut the door on it. We will comprehend the word serenity and we will know peace. No matter how far down the scale we have gone, we will see how our experience can benefit others. That feeling of uselessness and self-pity will disappear. Self-seeking will slip away. Our whole attitude and outlook upon life will change. Fear of people and of economic insecurity will leave us. We will suddenly realize that God is doing for us what we could not do for ourselves. Are these extravagant promises? We think not. They are being fulfilled among us—sometimes quickly, sometimes slowly. They will always materialize if we work for them.

Serenity Prayer

Would those who wish to please join me in the serenity prayer?

God, grant me the serenity to accept the things I cannot change, the courage to change the things I can, and the wisdom to know the difference.

We hope this meeting has been helpful. Again, please be sure to ask any questions to members wearing nametags, and there are meeting lists and newcomer packets available on the literature table. Thank you all for coming.

SET UP FOR THE PI EVENT

If a large crowd is expected, a special sound system or additional chairs may be budgeted for and obtained for PI Event.

The New Hampshire Intergroup and the Public Information Committee are available to help with any questions.

Reminders

- Have the 7th tradition baskets ready
- Make name tags for speakers, greeters and regular meeting members
- Have podium or seating available for speakers
- Check microphone or sound system
- Be sure there is a public information format available for the event
- Announce at meetings and pass out flyers of the PI event. Email other OA members to remind them of the event and to please attend.
- Remind speakers to refrain from sensitive areas (i.e. mentioning food by name)
- Decide where speakers will sit
- Reserve seats for time keeper and moderator
- Decide speaker order
- Arrive about one hour before event to set up and coordinate
- Conduct post meeting – evaluate new recommendations
- Write thank you notes to radio, television and facility personnel
- Retrieve PSA from radio stations.

PI EVALUATION FORM

Prepared By: _____ Contact Telephone Number: _____

How many newcomers attended the meeting? _____

How did newcomers hear of the event?

- Newspaper
- Radio
- TV
- Flyer
- Friend
- Website
- Other _____

Literature

What types of literature were ordered?

Type _____
 Amount Ordered: _____ Amount Used: _____ Amount Spent: _____

Type _____
 Amount Ordered: _____ Amount Used: _____ Amount Spent: _____

Type _____
 Amount Ordered: _____ Amount Used: _____ Amount Spent: _____

Type _____
 Amount Ordered: _____ Amount Used: _____ Amount Spent: _____

Overall Results

Do you think the event was worth having?

Is there anything you would do differently next time?

Other comments/suggestions for the PI Committee?

Mail form to:
 New Hampshire Intergroup
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