

Checklist for Creating Flyers for NHI Events and New Meetings

Yes, No or NA	Guideline
	Does the phrase 'Overeaters Anonymous' appear on the flyer?
	Has NHI sponsorship of the event been noted?
	Have the meeting(s) hosting the event been specified?
	Will the host meetings be providing Raffle items?
	Have the date, time, day of the week, and location been listed?
	Have the times of the sessions, as well as, registration time been provided?
	Have the topics for Sharathons and Back-to-Basics workshops been listed?
	Is there a suggested donation, no admission charge or will a basket be passed?
	Is the facility handicap accessible?
	Has the NHI website been included?
	Has the NHI Answering service local number and 800 number been listed as contact information instead of an OA member's name and number?
	Is there a need to specify lunch arrangements, e.g. bring your own, microwave available, local restaurants, etc.?
	Will beverages be available?
	Have detailed directions been provided?
	Is the layout of the flyer readable and clear?
	Has the flyer been checked for grammar and typographical errors?
	Are the Workshop titles in keeping with the Twelve Traditions?
	Have the names of the workshop leaders been omitted?