

Checklist for Creating Flyers for NHI Events and New Meetings

Yes, No or Not Applicable	Guidelines
	Does the phrase 'Overeaters Anonymous' appear on the flyer?
	Has the approved OA logo been used on the flyer?
	Has this statement been added to the bottom of the flyer? <i>Permission to use the Overeaters Anonymous logo was renewed by the World Service Office of Overeaters Anonymous on July 30, 2024.</i>
	Have <i>license-free images</i> been used on the flyer? If appropriate, has the Source of the image been noted?
	Has NHI sponsorship of the event been noted?
	Have the meetings or committees hosting the event been specified?
	Will Raffle items or door prizes be offered?
	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 the workshop or event been listed?
	Is there a suggested donation at the door or will a basket be passed?
	Is the facility handicap-accessible?
	Has the NHI website been included?
	Has the NHI Answering service number been listed as well as an email address to request more information?
	Is there a need to specify lunch arrangements, e.g. bring your own, a microwave is available, list of local restaurants in the area, etc.?
	Will beverages be available?
	Have 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?