

Checklist for Creating Flyers for New Hampshire Intergroup Events

| Yes, No or Not Applicable | Guidelines |
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| | Does the phrase 'Overeaters Anonymous' appear on the flyer? |
| | Has the approved OA logo for NHI and other hosting Intergroups been used on the flyer? |
| | Have license-free images 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 Intergroups 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 address 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 Workshop Committee email address been listed 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? |
| | Has a link to the 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? |