

MAI FELLOWSHIP EVENT/WORKSHOP/MARATHON

HOW TO ORGANIZE AND HOST

If your OA group would like to host and organize an event for MAI, you'll find helpful guidelines here. If you need additional information, you may contact the Fellowship Committee Chair at fellowship@oamilwaukee.org or call 414-259-0640.

The below items numbered 5 (a-c) and 6 (a-p) are taken directly from the MAI Policies and Procedures Manual under the Fellowship Chair Responsibilities.

5. Inform the host group of the following major requirements.

- a. The event must follow the 12 Traditions of O.A.
- b. The flier must be approved by 3 MAI board members before distribution.
- c. "Sponsored by MAI-OA" must be on the flier.

6. Inform the host group of their many options.

- a) Pre #1- Who is hosting this event? One person, two people, a small group of people, a meeting (for instance Wed. Morning, New Berlin meeting)?
- b) Where to have event? —at a hospital, church, hotel, school, Alano Club, park, restaurant. Length of event? 2 hours, 3 hours, 4 hours
- c) Handouts —old Cocoons and meeting lists.
- d) Do you want participants to have name tags?
- e) Do you want to give door prizes?
- f) Do you want to have a main speaker? A panel of speakers?
- g) What type of marathon/ event do you want: Workshop, regular OA meeting, art, time for individual sharing, positive pitches, writing time, games, hikes?
- h) Will you have drinks available free or for purchase: water, coffee, tea?
- i) Will this be during a meal time: lunch served by the restaurant, list of the restaurants near-by, box lunches tell people to bring their own food?
- j) Do you want breaks between meetings/sessions?
- k) Do you want people to sign-in? If yes, at the door? Pass a paper around?
- l) Do you want to have writing supplies/art supplies: paper, notebooks, pens, pencils, markers? Free or charge?
- m) How will you arrange the room/space: use tables, chairs in a circle, chairs in rows?
- n) Do you want signs: at the doors, outside of the building, directional?
- o) How will you do the 7th Tradition: pass a basket? a basket at the door?
- p) Because we are self-supporting, we pay the facility for use. The rest of the 7th Tradition (after any expenses) is given to MAI. We like a written check to MAI.