

Louisville Metro Intergroup of Overeaters Anonymous

General Guidelines to Plan an Event/Workshop

Developed in August 2023 by and for LMI of OA

Events/Workshops hosted by Louisville Metro Intergroup include but are not limited to:

Unity Day: Unity Day is a day to celebrate the connection of all members and groups of OA to one another. It occurs the last Saturday in February in even years and the last Sunday in February in odd years at 2:30 PM local time. In the past the Sunday 2 PM meeting has offered their time slot and Zoom for the event. Whether on Saturday or Sunday LMI usually has a one to two hour meeting with a moment of silence at 2:30 PM EST to express gratitude for the OA program and to recite Roseanne's prayer (also known as the OA Promise).

NOTE: WSO encourages all members of OA take a moment of silence to express their gratitude for the OA Program at 2:30 PM even if they cannot attend the event.

Sponsorship Day: Celebrated the third full weekend of August, Friday included. Set one day aside to acknowledge the importance of sponsoring in our fellowship. A morning or afternoon event most likely on Saturday or Sunday is appropriate.

IDEA DAY: International Day Experiencing Abstinence (IDEA), celebrated the third weekend in November, Friday included. The event encourages OA members worldwide to begin or reaffirm their abstinence from compulsive overeating.

Thanksgiving Gratitude Meeting (a Louisville Metro Intergroup Event): Held Thanksgiving morning. Everyone in the physical or virtual room has an opportunity to share their gratitude for OA, their recovery and their life.

Traditionally it has been a 2 hour event held on Thanksgiving morning either at 7 AM or 9 AM.

Twelfth-Step Within Day: On December 12th every year, Overeaters Anonymous all over the world celebrate Twelfth-Step-Within Day. The purpose of this day is to reach out to those within the Fellowship who are still suffering from compulsive eating behaviors. We can call or email other OA members, or give someone in need a ride to a meeting. We do whatever we can, in order to pass on our experience, strength, and hope.

Louisville Metro Intergroup typically doesn't host an event. Members are encouraged in email blasts and through meeting announcements to reach out on December 12th to still suffering OA members, both in the rooms and those that have stopped coming to meetings.

If Intergroup decides to hold a Twelfth-Step Within Day event, an event focused on abstinence may be helpful. Another option is an event OA in Wichita, Kansas held. There is great workshop format with a handout on their website at <https://oawichita.org/oa-holidays/>

Louisville Metro Intergroup guidelines for events/workshops begin on page 2. Additionally, it is recommended that the committee read WSO guidelines for events. Two links to comprehensive guidelines on organizing OA events from workshops to retreats are listed below:

<https://oa.org/guidelines/oa-events/>

and

<https://media.oa.org/app/uploads/2022/07/04191716/guidelines-for-oa-events.pdf>

Please inform the intergroup chair if edits or additions are needed to the LMI guidelines to aid future committees.

Forming the committee for an event/workshop:

1. A member of intergroup should be responsible for overseeing the planning and executing of the event and reporting back to Intergroup. If no intergroup member is available, a member of the LMI community at-large who is willing to report to Intergroup may take on the leadership role.
2. The person selected by Intergroup to be the committee chair can add committee members at their discretion.
 - a. Ideally a committee is formed a minimum of 45-60 days before the event.
3. Intergroup gives the committee the event date.
4. The committee decides if the event/workshop will be in-person only, Zoom only or hybrid.
5. The committee determines the time of the event, the title of the event, the location of the event if in-person or hybrid, and the format of the event.
 - i. To find a location for the event consider contacting facilities used by our in-person meetings. The meeting room rent/fee will be covered by the Seventh Tradition collected but if those funds aren't adequate Intergroup will cover the balance. Clear the rental fee with Intergroup before committing to the space. An hourly rate of \$25 or less a fair price.
 1. Assign a committee member to be responsible for collecting the Seventh Tradition money from the 7th Tradition basket and sending it to the Intergroup treasurer.

Announcing the event:

1. There are 3 ways to announce an event: by email blast to members, by passing out hard copies to in-person meeting members and having the IG rep verbally announce the event at virtual and in-person meetings.
 - a. The name of the speaker **cannot be mentioned** in print materials including emails or verbally if announcing at meetings in accordance with WSO guidelines as supported by Traditions 6 and 8.
 - b. To email blast send the request and document to togetherwgb@gmail.com with the date you would like it blasted. It is our practice to follow-up with the Intergroup communications coordinator.
 - c. Contact the in-person meeting contact person or intergroup rep to find out how many hard copy announcements are needed for the meeting. Get these printed at Kinko, UPS Store, Staples, etc. and get a receipt so the Intergroup treasurer can reimburse you. Remember, members of in-person meetings may also be getting the notice in email blasts.
 - i. Phone numbers of Intergroup reps are posted on the Louisville Metro IG website.
 - d. Contact the Intergroup Zoom captain to obtain a Zoom ID for the event/workshop to include on the announcements.
2. Email blast a HOLD THE DATE notice once the date is known even if the time, location and title haven't been determined.
3. Have a flyer announcing the event ready to email blast no later than 30 days before the event. If there are handouts for the participants, you can attach the documents to the email. **Emphasize documents need to be brought to the event if attending on Zoom.** If the documents are not ready yet say on the flyer to watch for a future email blast with documents/materials attached to the email.
 - a. Print 25-35 copies of the handouts for the in-person participants. Get these printed at Kinko, UPS Store, Staples, etc. and get a receipt so the Intergroup treasurer can reimburse you.
4. Email blast follow-up announcements again 2 weeks and 1 week before the event. These announcements can be the same as the original announcement. Be sure to include any handouts with each email blast.
5. **Note:** The Overeaters Anonymous logo and the Intergroup name, Louisville Metro Intergroup of Overeaters Anonymous, should be included on the announcements according to oa.org guidelines.
6. **Note:** Traditionally Louisville Metro Intergroup has not required registration or a set registration fee for events.

The Committee plans the event:

1. Use the internet to search for ideas/topics for the event.
 - a. Go to oa.org, search Region 5 or other OA regions for ideas, go to individual OA intergroup websites, or just type overeaters anonymous along with the event name to pull up ideas.
 - i. Sherrie H, 502-262-7396, has many past events in her files that can be shared or discussed including readings and formats.
2. Once an idea/topic is determined develop a format. A general format will be included with this guideline.
 - a. The format can be similar to but does not need to exactly follow a regular meeting format. It is traditional that the 12 Steps and the 12 Traditions of Overeaters Anonymous are read. All other sections of a regular meeting format and readings are optional.
 - b. If using literature remember it must be OA approved literature.
 - i. oalifeline.org has free articles and is searchable by topic for readings
 - c. Generally, two hours is adequate for a workshop event but one to one and one-half hours may be considered.
 - i. Read through the format and readings while timing to determine length of time needed.
 - ii. Consider two speakers at 15-20 minutes each and two 20 minute breakout sessions with two to four OA approved literature readings on the topic.
 - iii. Consider 3 speakers at 15-20 minutes each with 2-3 literature readings interspersed with 10-15 minutes for members to share on each.
3. Ask members to speak on an assigned topic giving them 4 weeks to prepare, if possible. Assign members to read opening readings 2-4 weeks before the event/workshop.
 - a. Speakers must be members of OA.
4. Contact the Intergroup Zoom captain to help find people with the skills needed to host/co-host hybrid/zoom meetings.
 - a. A host and at least one co-host are necessary whether hybrid or Zoom is utilized.
5. Determine which committee member will be the “leader” of the event.
6. The event format needs to be sent to the leader and zoom hosts/co-hosts. It’s optional to send it to the speakers so they know when they are speaking; you can also just tell them.
 - a. **Additional documents to email to the Zoom host:** In addition to emailing the event format to the Zoom host/co-hosts email all handouts that need to be screenshared.
 - i. If screen sharing any readings, decide if the host or co-host will be in charge of this task.
 - ii. **NOTE:** Per WSO, all screen shared documents taken from OA literature should include the OA copyright/date.
7. **Things to bring to the in-person event/workshop:** a “we care list” and a clipboard if there are no tables, pens, 7th Tradition basket, 25-35 handouts, event/workshop format for the leader and in-person Zoom host, a copy of the 12 Steps, a copy of the 12 Traditions and copy of any other opening readings.

Considerations when hosting a hybrid or Zoom only event/workshop:

1. Select a host. For hybrid meetings select a host for both the in-person meeting facility and the virtual zoom meeting. Let the two hosts decide who will be the host and who will be the co-host. If desired, an additional virtual co-host can be selected.
 - a. Contact the Intergroup Zoom captain to help find people with the skills needed to host/co-host hybrid/zoom meetings.
2. As of the writing of these guidelines the Token 3 Club has been used for hybrid meetings. They have the setup needed but the host still needs to bring a laptop. Contact Intergroup for members that know how to operate the setup.
 - a. The event/workshop leader needs to be in front of the facility Ipad/laptop and the host in front of their personal laptop or facility laptop.
 - b. People that are selected to speak, as well as the leader, would need to use the facility microphone to present their talk so Zoom participants can hear them. It's hard to hear people sharing from around the room.
3. If having breakout sessions, either the host at the physical facility or on Zoom needs to know how to place Zoom participants in breakout rooms.
4. **NOTE: If there are written questions for participants to consider when in the breakout rooms, the participants will need to have the questions prior to the event/workshop. Email blast the questions attached to the announcement email and strongly emphasize to print the questions and have them handy when joining the Zoom event/workshop.**
5. If there are periods where participants share, the host at the facility should be the one to call on raised Zoom hands.

*On the next two pages there is a sample format for a hybrid Event/Workshop
that can be edited for any event/workshop sponsored by Intergroup
whether it is in-person only, Zoom only or hybrid.*

SAMPLE HYBRID EVENT/WORKSHOP FORMAT

Edit as needed.

Welcome to the Louisville Metro Intergroup's _____ (insert workshop/event name). My name is _____. I am a compulsive eater and your leader for this event/workshop. Our Zoom host(s) for this hybrid workshop/event is/are _____. Would everyone please silence your phones and Zoom screen unless sharing.

(Insert a brief description of the event and what is planned for the day)

After a moment of silence will those who wish, please join me in the Serenity Prayer: "God grant me the serenity to accept the things I cannot change, courage to change the things I can, and wisdom to know the difference.

Are there any compulsive eaters here besides myself? Welcome!

I want to welcome everyone. If this is your first OA meeting ever, I want to especially welcome you so please unmute and give me your first name. *Newcomers can get a newcomer pamphlet from the Intergroup's Newcomer Advocate, (name _____; phone _____)*

THE READINGS:

I've asked _____ to read The Twelve Steps of OA.

I've asked _____ to read the Twelve Traditions of OA (or the tradition of the month)

List any other opening readings if desired.

PHONE NUMBERS: On Zoom you are encouraged enter your phone number in the chat feature if you want other members to reach out to you to give or receive support. You may also place your number beside your screen name by renaming yourself in the participant section. A "We Care List" will be passed around the room for those here in-person.

SEVENTH TRADITION: The Seventh Tradition basket will be passed around the room now. According to our Seventh Tradition, we are self-supporting through our own contributions. You can contribute by cash or check. Make a check to Lou. Metro Intergroup of OA. For those attending on Zoom, Seventh Tradition info will be posted in the chat section.

SPONSORS: Sponsors are OA members committed to abstinence and to living the Twelve Steps and Twelve Traditions to the best of their ability. Sponsors share their program up to the level of their experience and strengthen their recovery through this service to others. To find a sponsor, look for someone who has what you want and ask how he or she is achieving it. Please consider stating you are willing to sponsor by using the Chat function. Will all sponsors please identify themselves by raising your hand?

REPORTS OR ANNOUNCEMENTS: Does anyone have a report or announcement to share with the group? *Optionally, ask if anyone is celebrating an OA abstinence milestone. Tokens are available at in-person meetings or by contacting the Zoom/phone meeting token coordinator, (name _____; phone _____)*

NOW WE WILL START THE PROGRAM (all details to be inserted into this format for the specific workshop/event)

SUGGESTED GUIDELINES FOR SHARING: Please limit your comments to your experience, strength, and hope in living with the disease of compulsive overeating. We refrain from cross talk. Cross talk during an OA meeting is giving advice to others who have already shared, speaking directly to another person rather than to the group, and questioning or interrupting the person speaking or sharing at the time. Your share is very important to us. So, if we cannot hear you clearly, we may stop you to let you know. Also, please try to limit your share to a couple of minutes to give everyone a chance.

CLOSING: By following the Twelve Steps, attending meetings regularly, and using the OA Tools, we are changing our lives. You will find hope and encouragement in Overeaters Anonymous. *To the newcomer, we suggest attending at least six different meetings to learn the many ways OA can help you.* The opinions expressed here today are those of individual OA members and do not represent OA as a whole. Please remember our commitment to honor each other's anonymity. 'What you hear here, whom you see here, when you leave here, let it stay here.' Let us all reach out to newcomers, returning members, and each other. Together we get better.

Now for the OA Responsibility Pledge and closing prayer. Please stand and hold hands. On Zoom hold/reach your hands out toward the camera. Now, if those who wish to would join in the OA Responsibility Pledge then we will follow with the OA Promise also known as Roseanne's Prayer which was written by our founder in 1968. (**or close with Serenity Prayer, Third Step prayer or Seventh Step prayer**)

PLEDGE: Always to extend the hand and heart of OA to all who share my compulsion; for this, I am responsible.

THE OA PROMISE:

I put my hand in yours, and together we can do what we could never do alone. No longer is there a sense of hopelessness, no longer must we each depend upon our own unsteady willpower. We are all together now, reaching out our hands for power and strength greater than ours, and as we join hands, we find love and understanding beyond our wildest dreams.

Serenity Prayer:

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

3rd Step Prayer — page 63— AA Big Book:

God, I offer myself to thee-to build with me and to do with me as Thou wilt. Relieve me of the bondage of self, that I may better do Thy will. Take away my difficulties, that victory over them may bear witness to those I would help of Thy Power, Thy Love, and Thy Way of life. May I do Thy will always.

7th Step Prayer — page 76 — AA Big Book:

My Creator, I am now willing that You should have all of Me, good and bad. I pray that you now remove from me every single defect of character which stands in the way of my usefulness to You and my fellows. Grant me strength, as I go out from here, to do Your bidding.