

## Group Guide to Hosting a D.A. Workshop

<b>Actions Before the Workshop</b>	<b>Timeframe before Workshop</b>	<b>Targeted Date</b>	<b>Done</b>
1. Obtain a group conscience to host & form a committee	6-8 weeks		
2. Select a topic by group conscience if the Intergroup Workshop Chair has not provided one.	6-7 weeks		
3. Obtain approval of topic and any expenses (other than rent) from Intergroup Workshop Chairperson	6-7 weeks		
4. Create a general agenda for the workshop	6-7 weeks		
5. <b>Publish &amp; Distribute Workshop Flyer</b> (See flyer template and Flyer Details below)	<b>6 weeks</b> (no less than 4 weeks)		
6. Complete spending plan (see Workshop Spending Plan format) reflecting approved expenses	6 weeks		
7. Select/recruit a moderator or chairperson	3-4 weeks		
8. Enroll speakers or other activity facilitators, set up and clean up crews.	3-4 weeks		
9. Contact moderator, speakers, facilitators to confirm their participation	1 week		
<b>Actions following Workshop</b>	<b>Timeframe after Workshop</b>	<b>Target Date</b>	<b>Done</b>
1. Have two people count & initial for 7 <sup>th</sup> Tradition	At Workshop		
2. Give 7 <sup>th</sup> Tradition proceeds and spending plan and any pre-approved expense receipts to the Intergroup Workshop Chair or Intergroup Treasurer.	At workshop or within 1 week		

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## Flyer Details

1. **Successful attendance depends on attraction through advance notice to the fellowship, at least four weeks ahead of the workshop.**
2. You may create your own flyer or use the template developed by Intergroup, which is available from the Intergroup Chair or at [www.oregondebtorsanonymous.org](http://www.oregondebtorsanonymous.org).
3. Be sure to retain on the following on the flyer
  - The 7<sup>th</sup> Tradition suggested donation and how the proceeds are used.  
See the Intergroup-prepared flyer template for exact language.
  - The location, transportation, and sponsorship information, changing only the host group and contact information and, if necessary, the bus routes.
4. Each flyer should include the following additional elements
  - Title of workshop
  - Some description of content if title is not self-explanatory (focus on benefits)
  - List of the specific activities as much as known at time flyer is made up
  - Start and end time (space is available 8:30-12:30 including set up and clean up)
  - Use of 7<sup>th</sup> Tradition received. (Refer to the template for the exact language.)
5. Send flyer to Intergroup workshop chair electronically, not later than four weeks ahead.
6. Obtain commitment from one person in each group to print and distribute flyers & announce workshop weekly. Send flyer electronically to those persons or deliver printed copies to them.