

CHECKLIST FOR CREATING FLYERS FOR NHI EVENTS AND NEW MEETINGS

YES / NO / NA (Not Applicable)	
	Does the phrase 'Overeaters Anonymous' appear on the flyer?
	Has NHI sponsorship of the event been noted?
	Have the meetings hosting the event been specified?
	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 Sharathons and Back-to-Basics workshops been listed?
	Is there a suggested donation, no admission charge or will a basket be passed?
	Is the facility handicap-accessible?
	Has a local contact name and number been provided with area codes?
	Has the NHI website been included?
	Has the NHI Answering service local number and 800 number been listed?
	Is there a need to specify lunch arrangements [bring your own/microwave availability, local restaurants]?
	Will beverages be available?
	Have detailed 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 <i>The Twelve Traditions</i> ?
	Have the names of Workshop leaders been omitted?