

SUGGESTED WORKSHOP OUTLINE

1. **WHAT IS A WORKSHOP?** A workshop is generally an event for a group to exchange information and ideas on one or more A.A.-related topics. A workshop can be a single meeting lasting an hour or longer, or it can be an event lasting one or more days using various methods of communication. A workshop is not a social event, although it may be held in conjunction with a social event. A workshop's purpose is to learn from one another and to share experience or ideas recording the topic.
2. **SUGGESTED WORKSHOP TOPICS** – Workshops are sometimes held in response to a problem experienced in a group or area. Many times it is helpful to distribute a survey to the groups in your district or intergroup to see what topics are of most interest. You may also want to ask another District Committee Member or officer of Maryland General Services what the most requested topics or most attended workshop topics are. For suggestions on workshop topics go to the Maryland General Service Workshop Committee webpage, www.marylandaa.org/workshop-committee/, and click on or download the document “Suggested Workshop Topics.”
3. **CHAIR AND CO-CHAIR OF WORKSHOP** – One person or team should be selected and is responsible for overseeing the whole workshop and assigning duties.
4. **SUGGESTED BUDGET ITEMS** – Budgeting allows you to create a spending plan for your money, it ensures that you will always have enough money for the things you need and the things that are important to host a successful workshop.
 - a. Rental cost of location, if any
 - b. Food, beverages, cups, utensils, plates, etc.
 - c. Advertising cost for flyers or other signs
 - d. Materials such as books, pamphlets, pens, paper
 - e. Miscellaneous rental such as PA system, audio/visual equipment, tents, canopies, tables, chairs
 - f. Hotel and travel expenses for speaker(s)
5. **ADVERTISING** – Advertising should begin at least 2 or more months in advance.
 - a. Flyers to hand out groups – Make sure the flyer includes the basics: What, Where, When, Who, Why, and e-mail or phone contact information. Also include how long the event will last, if more than one session is scheduled, and if advance registration is required
 - b. Submit your flyer to be posted on the Maryland General Services website at webmaster@marylandaa.org and your local district and/or intergroup webpage.
 - c. Anonymity and flyers – Please be aware the intergroup and Maryland General Services will require a generic e-mail address only (no phone) without names or nick names in order to advertise your event on their website.
6. **TIME** – Consider the best time of year and day for your event.
 - a. Winter versus summer
 - b. Week night or weekend
 - c. All day, morning or afternoon
 - d. Holidays or other A.A. events held the same day
7. **LOCATION AND WHAT LOCATION OFFERS** – When choosing a location there is more to consider than just budget. Take into consideration who and how many are attending and how far are they may be travelling.
 - a. Types of locations - church, home, community center, hotel conference room, city or county office, beach or recreational area pavilion, etc.
 - i. Is the location easily accessible to those attending?
 - ii. Is the seating capacity suitable?
 - iii. Is the location private and quiet?
 - iv. Does the location have a variety of rooms if required?
 - b. Location's accommodations - chairs, tables, PA system, InFocus projector, bathrooms, kitchen, internet access, adequate parking, all-season temperature controlled, handicap accessible

8. **RESOURCES** – Speakers, knowledge, material, and other assets that are used to carry the A.A. Message.
 - a. Speakers willing to share their experience, strength, and hope on a topic
 - b. Persons who have special interests, teaching, or talents: meditation, step work, etc.
 - c. A.A. Conference approved materials – pamphlets, A.A. Guidelines, Big Book, 12 and 12, *Daily Reflections*, or other books such as *As Bill Sees It*

9. **SUGGESTED VOLUNTEER COVERAGE & DUTIES** – You may need 8 to 10 volunteers minimum, depending on the size of your event.
 - a. Event Chair/Co-Chair – one or two people who oversee the entire event
 - b. Shoppers – members to shop for food and beverages
 - c. Set up crew – members who will set up, decorate, and greet guests. You may need 3–4 people to set up and decorate your event: 2 people to set up food, a coffee maker, and 2–3 people to help during the event.
 - d. Clean up event crew – members (2–4 people) who will take down decorations, clean up, sweep, put away tables, stack chairs, wash dishes, and clean food area
 - e. Meeting Secretary/Event MC – a member or members (12) people who share these tasks
 - f. Greeter/Parking coordinator – a member or members all day or split up the day
 - g. Food – members (1–2 people or more) who replenish snacks, coffee/water, and supplies, or even serve depending if full breakfast, lunch, or dinner will be served

10. **UTENCILS** – Implement, container, or other article, especially for preparation and serving food.
 - a. Plates, forks, spoons, knives, napkins
 - b. Cookware and serving utensils
 - c. Coffee/tea or cold drink cups
 - d. Coffee maker and warmers

11. **BEVERAGES** – Beverages are an important item to keep guests comfortable.
 - a. Coffee, tea, water, variety of sodas
 - b. Sugar, sugar substitute, cream, creamer, stirrs

12. **FOOD** – You can choose to purchase food that is ready to serve or needs to be cooked on site.
 - a. Morning snacks such as donuts, bagels, fruit, or a full breakfast cooked on site.
 - b. Lunch or dinner – typical choices
 - i. Pizza and salad
 - ii. Sandwiches – purchased or made on site
 - iii. Casseroles - Lasagna or other type
 - iv. Platters
 - v. Pot luck

13. **SUGGESTED WORKSHOP FORMATS** – There are many formats for workshops. You can combine one or more formats to make your workshop more interesting. It is suggested to have an agenda for participants that outline the activities. Another suggestion is to provide a survey at the end of the workshop that asks what the participant liked, did not like, and ideas for future workshop topics. The workshop should begin with the moderator providing an overview of the workshop topic, how the workshop is structured, and to thank all the volunteers who helped put on the event. For suggestions on workshop formats go to the Maryland General Service Workshop Committee webpage, www.marylandaa.org/workshop-committee/, and click on or download the document “Suggested Workshop Formats.”