**Meeting to Document Process and Create Template for Future Fundraising Events**

1. Determine how developed the idea or plan to present to NA community.
2. Get Approval of Service Body (Area, Region, Zone).
3. Name of Event: The Journey Continues.
4. Approve Dates:
5. Approve Flyer.
6. Release flyer ASAP send to all known NA members, Email all Regional Web addresses.
7. Work on the Format/Draft Format.
8. Make plan for Event Awareness.
9. Submit NAWS participation request form.
10. Approve TIME Blocks for re-start sessions.
11. Identify and Develop Technical Team of volunteers get email and phone contact information (Tech team will determine technical duties), vet these members carefully, should be above trustworthy.
12. Decide whether event Webpage (and DONATE button).
13. Decide whether event Email address.
14. Decide whether event will be livestreamed.
15. Decide whether event Facebook presence.
16. Money & Accountability Plan & Treasurer (we used Give Butter & Paypal & NAWS contribution portal, contribution in memory of a member).
17. CONSIDER!!! Charging registration fee-get creative. Find a way to address financial need.
18. E-Notice to all RDs & RDAs & Regions (E-Blast all RCM’s in Region with flyer and announcement requesting volunteers to host).
19. World Board Members (past & present) list of contacts, clean dates, terms of service.
20. We had NAWS update, Fellowship Development, Presentation from narrators Chris & Boyd on the History of Our Basic Text, ask NAWS for History of NA, there are many other NA presentations to choose from.
21. Entertainment *–*
	1. *We had a comedy show.*
	2. *Dance party (Music Mania).*
	3. *Consider a live performance musician, Karaoke, or talent show.*
22. First things to set up
	1. *Locate secure tech support 12 or more experienced members.*
	2. *Select virtual platform (we used Zoom -* ***consider buying more than one Host license*** *– many other platform choices – consider Go To Webinar).*
	3. *Select Readers (we have audio recordings in 3 languages).*
	4. *Identify and lock in event Hosts (tech persons who maintain event control) 72 hours requires 36 hosts and 36 zoom support persons (or you may consider 72 zoom support persons for break out room to coordinate contribution questions, and waiting room).*
	5. *Meeting Format.*
23. Technical guidance we found useful:
	1. *Waiting Room Area for new attendees should not be the same room as the room for the event (people complained of being removed in the middle of listening to videos or speakers).*
	2. *Set up dates for Host and Co-Host training for zoom or other virtual platform support.*
	3. *Revise/Enhance/Develop position descriptions (see existing documents developed from wrap-up meeting/post event meeting).*
24. Tech-Host - these are the highly technically skilled team of people who develop their own guidelines. Each technical team/person may be different depending on the style of the event.
25. The Co-Host-Chairperson - This is the person who facilitates the meeting, announces the speakers and coordinated, audio-visual content.
26. Waiting Room Greeter - The face and voice of NA Welcoming and identifying guest participants. This person requests all participants rename themselves upon entry to the main meeting with First Name, Last Initial, State if USA and Country if non USA, i.e., no “iPhone” or “Galaxy 10” “James T. Kirk,” we have to watch out for “interrupters.” Our Greeter is our first line of defense.
27. Breakout Room Information Support - providing NAWS information and support including the Recovery Companion App, how to make a one time and recurring contribution, as well as the NA Meeting Finder App. This person should also be proficient with navigating [na.org](http://na.org/).
28. Serenity Keepers - taking down video or offensive default photos. Our second line of defense. This person(s) must always watch videos & photos to make sure no one is using; no one is doing anything inappropriate while on video. Check videos & photos for violent and offensive profile photos. If it is questionable, immediately “turn off video.” If a participant wants to know why, invite them into a private chat to explain the reason-use discretion.
29. In order to quickly locate, we chose to have an asterisk (\*) in front of the speaker name, asterisk (\*) is a sorting feature available in Zoom which places name at top of list.
30. Then plan program & select speakers this is last because the initial details are essential for success.
31. We had a style of meetings called “Inside the Addicts Studio” an interview of 40 + year members (modeled after Inside the Actor’s Studio TV show) – Zoom spotlight feature for all participants (speakers & interviewer) was powerful.
32. Translators.
33. American Sign Language (We had an ASL member share at the event – the ‘speaker’ signed and translator talked for them) – Zoom spotlight feature also powerful to use.
34. Frequently Asked Questions (link to FAQs).
35. Event Awareness Coordinator - person(s) who will send media e-blasts and continuous announcements on various platforms close to and during the event.
36. Verify speakers have proper devices to do the meeting (low bandwidth problems -Consider a test run for audio video quality).
37. At the event, remember to inform all Co-Hosts:**Do not admit participants in excess of room capacity; this is so speakers and volunteers for next session can log on***.*
38. Consider an Auction (or silent auction).