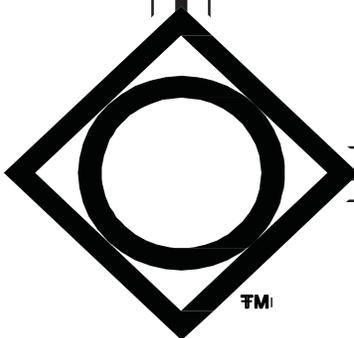


THE NAR-ANON FAMILY GROUPS'
Event Planning Handbook



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EVENT PLANNING HANDBOOK



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Nar-Anon Family Group Headquarters, Inc.
23110 Crenshaw Blvd. Suite A
Torrance, CA 90505
(310) 534-8188 — (800) 477-6291
www.nar-anon.org

PREAMBLE

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction.

As a twelve step program – we offer our help by sharing our experience, strength, and hope.

We carry the message of hope by letting others know that they are not alone; by practicing the Twelve Steps of Nar-Anon; and by changing our own attitudes.

We will respect your anonymity.

Our program is not a religious one, but a spiritual way of life.

MISSION STATEMENT

The Nar-Anon Family Groups are a worldwide fellowship for those affected by someone else's addiction. As a twelve step program, we offer our help by sharing our experience, strength, and hope.

VISION STATEMENT

We will carry the message of hope throughout the world to those affected by the addiction of someone near to them.

We will do this by

- letting them know they are no longer alone;
- practicing the Twelve Steps of Nar-Anon;
- encouraging growth through service;
- making information available through outreach encompassing public information, hospitals, institutions, and websites; and
- changing our own attitudes.

TABLE OF CONTENTS

Introduction	3
Getting Started	3
Anonymity at Conventions and Other Events	4
Cooperation not Affiliation with Narcotics Anonymous	4
One Day Events	5
Committee Roles and Responsibilities	6
Executive Committee	6
Chair/Vice-Chair	6
Secretary	6
Treasurer	6
Other Roles (if applicable)	6
NA Liaison	6
Hotel Liaison	7
Narateen Facilitator	7
Subcommittees	7
Programming	7
Registration	7
Merchandise	7
Arts & Graphics	7
Activities	8
Hospitality	8
Local Subcommittee (Area or Group)	8
Suggestions for Finding Speakers	9
Speaker Recordings	9
Nar-Anon Event Speaker Guidelines	10
Getting the Word Out	11
Pre-Event Checklist	12
Recording Release Form	13
Event Descriptions	14

INTRODUCTION

Events are held for Nar-Anon members to celebrate their recovery and to share their experience, strength, and hope. Groups, areas, regions, and NSOs hold many different types of events throughout the year. Whether it is a small group holding a Spiritual Breakfast; an area or region holding an all-day or weekend event; or a convention in cooperation with Narcotics Anonymous, each takes time to plan and organize.

Events may include speaker meetings, panel discussions, workshops, and a variety of celebration activities such as a countdown of years in recovery. When an event is planned by an area, region, or NSO, they should reach out to groups in their service structure requesting members to join the planning committee. This is done in the spirit of unity.

Concept Seven: All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.

This handbook is a guide for groups, areas, regions, and NSOs to use in planning events. Nar-Anon's guiding principles, the Twelve Traditions and Twelve Concepts of Service, are in the forefront of planning all our events.

For additional information on event planning contact the World Service Convention Committee at wcccommittee@nar-anon.org

GETTING STARTED

Once an area or region votes to hold a Nar-Anon event, a planning committee is formed and a contact person identified. GSRs should announce at their meetings volunteers are being requested to work on a planning committee and give the contact information. The contact person will schedule the first meeting of volunteers to select the planning committee officers and subcommittee chairs.

Most committees have a chair, vice chair, secretary, and treasurer. There is usually a set fund or budget amount to ensure activities of the convention are covered financially. The financial goal of an event should be to cover the cost with a registration fee. Concept Eleven states: *Nar-Anon funds are used to further our primary purpose, to carry the message, and must be managed responsibly.* Planning for a successful event takes time. Depending on the event, planning may require a year of regularly scheduled committee meetings.

ANONYMITY AT CONVENTIONS AND OTHER EVENTS

Tradition Eleven: *Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, internet, and other forms of mass media. We need guard with special care the anonymity of all NA members.*

Anonymity is the spiritual foundation of our fellowship. A statement of anonymity placed in your event program will suggest that attendees, professionals, and members of the media be mindful of our Eleventh Tradition. It may be helpful to include this statement in the registration packets and to make an announcement at the beginning of each meeting.

Suggested statement

In keeping with our traditions, we request that any photos taken or video recordings made, with the Nar-Anon/NA name or logo visible, are not posted on social networking sites, including your personal social media. We ask you to refrain from taking photos or making personal recordings during the meetings. Be mindful we may be exposing others to judgment and harm by showing they attended a Nar-Anon or NA event. We want all attendees, including newcomers, to know the convention is a safe place.

COOPERATION NOT AFFILIATION WITH NARCOTICS ANONYMOUS

There are areas or regions where a Nar-Anon event is held in cooperation with a Narcotics Anonymous (NA) event. Nar-Anon's Sixth Tradition speaks of cooperation with NA; however, NA's traditions do not. Nar-Anon participates in the spirit of cooperation and must get NA's agreement. Respect for each other's traditions honors both fellowships and their respective messages.

To hold a Nar-Anon event at the same location as an NA event you will need to contact NA's planning committee and request to attend their planning meeting. If approved to attend the meeting, it is suggested two members are sent. At the meeting, request the space Nar-Anon will need, e.g. one or two rooms, and discuss the cost of using the rooms, based on both fellowships' Seventh Tradition. Be ready to answer any questions or concerns the NA committee may have and give them your contact information. The NA planning committee may need to take your request to their local area or region for a vote.

If NA decides they can provide a meeting space, flyers announcing the Nar-Anon event should only include Nar-Anon's name and convention theme. The only mention of NA should be the statement "Being held in the spirit of cooperation, not affiliation with NA."

If NA cannot provide a meeting space, ask if you can have a table near their registration area, staffed by Nar-Anon members to provide information and answer questions.

ONE DAY EVENTS

Many one day events are planned for a local Nar-Anon fellowship and are typically smaller than an area or regional event. Some examples of local events are workshops, unity days, speaker jams, breakfasts, or fundraisers (see Event Descriptions, page 14). Area or Regional Service Committees may be asked to provide resources such as speakers or seed money.

All events should be planned using the traditions, concepts, and group conscience in the decision making process.

Even though the event is only one day, you want it to be successful; therefore, a planning committee is needed. Here are some suggestions.

- Develop a planning committee
- Develop the purpose and goals
- Discuss budget for the event
- Decide if registration will be required
- Decide if registration will have a cost
- Decide if meals will be included and how they will be provided
- Decide how often the committee will meet

COMMITTEE ROLES AND RESPONSIBILITIES

Executive Committee

The executive committee is composed of the chair, vice chair, secretary, and treasurer of the event committee. The purpose of the executive committee is to oversee any issues that may come up between committee meetings. Any actions taken by the executive committee must be reported to the planning committee.

Chair/Vice-Chair

- Develop a planning committee meeting schedule
- Chair planning committee business meetings
- Assist subcommittee chairs as needed
- Hotel liaison (if applicable)
- NA liaison (if applicable)

Secretary

- Take notes at all committee meetings
- Provide the planning committee chair with minutes as soon as possible to be used to establish the agenda for the next meeting
- Gather subcommittee reports to be included in the minutes
- Distribute minutes to all committee members

Treasurer

- Prepare budget with chair and vice chair to submit for committee approval
- Collect all money received for event and keep a detailed list of all income
- Keep a list of all pre-registrations, including the name and amount received from each individual
- Prepare financial reports and submit them to secretary for inclusion in the minutes
- Distribute all money paid out for the event and keep a detailed list of expenses, including receipts
- Coordinate with registration and merchandise chairpersons – to prepare a list of instructions for volunteers using the cash boxes
- Receive pre-registration report from registration chair
- Bring sufficient change for registration and merchandise cash boxes
- Collect funds from merchandise and registration when closed for the day
- Compile all financial information into a final report for wrap-up meeting

Other Roles (if applicable)

NA Liaison

- Contact NA Event Chair and request doing a Nar-Anon event in cooperation with NA
- Request price of meeting room(s)
- Request a sign in the NA registration area to direct friends and families to the Nar-Anon registration area
- Ask NA to which activities a Nar-Anon badge will allow access
- Provide a written report to secretary before each planning committee meeting

Hotel Liaison

- Serve as hotel subcommittee chair
- Work with the planning committee to determine dates, location, and meal selections (if applicable)
- Research hotels that can accommodate event needs
- Meet with hotel representatives and acquire bids
- Present the planning committee with hotel bids to vote on
- Contact hotel to prepare contract for committee approval
- Provide a written report to secretary before each planning committee meeting

Narateen Facilitator

If your event includes Narateen, the planning committee should include a Narateen Facilitator to give input on the Narateen Safety Guidelines and plan the Narateen activities.

Subcommittees

Programming

- Prepare program for the event
- Provide opening and closing readings for meetings and workshops
- Contact speakers and chairpersons to obtain cell phone numbers for all confirmed speakers and workshop facilitators
- Prepare sign-in sheets for all speakers, chairpersons, and workshop facilitators
- Assign committee member as logistics coordinator to carry out the following:
 - Check speaker sign-in sheets daily
 - Contact speakers if they have not signed in
 - Check meeting/workshop rooms daily for needed items
- Provide a written report to secretary before each planning committee meeting

Registration

- Suggest content of registration packet
- Research price of items for registration packet
- Receive copy of all pre-registrations from treasurer
- Provide registration table with on-site registration forms
- Obtain volunteers to work table
- Verify volunteer schedule for table
- Schedule hours for registration
- Provide a written report to secretary before each planning committee meeting

Merchandise

- Order Nar-Anon literature for sale at event
- Suggest and research items for sale at event
- Obtain volunteers to work merchandise table
- Schedule hours for the sale of merchandise
- Provide a written report to secretary before each planning committee meeting

Arts & Graphics

- Develop suggested event logo (see Getting the Word Out on pg 11)
- Design program, flyers, registration badge, event signs, and banners
- Coordinate the placement of all signs and banners with venue contact
- Provide a written report to secretary before each planning committee meeting

Activities

- Plan and coordinate event fundraisers
- Plan activities at event, e.g. games, dance
- If permissible in your area or region, organize 50/50, and/or basket auction
- Obtain volunteers for activities
- Provide a written report to secretary before each planning committee meeting

Hospitality

- Obtain volunteers to work hospitality room and to be event greeters
- Develop a list of items needed for room, e.g. water, coffee, snacks
- Schedule hours hospitality room will be available
- Provide a written report to secretary before each planning committee meeting

Local Subcommittee (Area or Group)

Regional conventions may be done annually by the region and can be held in different cities in the region. The local subcommittee is a beneficial asset to the regional/NSO convention committee by providing some of the things listed below.

Duties

- Coordinate volunteers
- Find local vendors for registration packet items or other merchandise (this will reduce the costs for the event)
- Provide a local shipping address for merchandise or literature

SUGGESTIONS FOR FINDING SPEAKERS

Here are some suggestions to assist the committee in developing a list of speakers. Individual planning committees may want to add to this list based on the needs of their particular area or regional event. For example, if the speakers will be recorded, you may want to have them sign a release form.

- Reach beyond your local groups and area for speakers.
- It may be helpful to listen to recordings from past events, but remember not to over-use speakers. If a member spoke at an event last month, another member might be a better choice. The committee may receive suggestions for speakers based on a member's knowledge about the suggested speaker. Has the speaker demonstrated Nar-Anon recovery in their previous sharing? Do they regularly attend Nar-Anon meetings? Are they active in service within the fellowship?
- The list of registered members is a good place to look for speakers. A speaker should always register to attend the event. Speaking is part of our Twelfth Step and does not exclude the speaker from paying registration fees. However, some areas or regions do offer to pay the registration fee or compensate in some way for the main speaker.
- Outside speakers may divert the focus from our recovery. Professionals in the field of drug addiction may provide valuable information but they can be heard in other places.
- Prepare a list of topics for the speakers to choose from or ask them to speak on a particular topic. Most will say yes if they know what is being asked of them.
- Once you have the list of speakers, get confirmation from each via email. Confirmation should include their topic and the day and time they are speaking if available.

SPEAKER RECORDINGS

Many members like to purchase recordings of speakers to share with others who cannot attend. Nar-Anon Family Groups, Inc. does not store or sell speaker tapes. The planning committee can make the recordings themselves or hire a company that will record speaker meetings. In either event, a release form will be necessary.

If you hire a company, they will negotiate a contract with the committee to do the recordings; however, they are the owner of the recordings. The recording company usually has a release form that all speakers must sign. If the recording company does not supply a release form, it is suggested the planning committee develop a form. A sample form can be found on page 13 of this handbook.

NAR-ANON EVENT SPEAKER GUIDELINES

In order to make this a great event for all we have established a set of guidelines. They are not meant to control your sharing, but experience has shown it is necessary to remind our speakers of the following:

- This is a Nar-Anon event and celebration. Remember to keep the focus on our program.
- Remember to keep the focus on your topic.
- Keep in mind not all members have the same concept of a Higher Power. Please respect the right of every member to have a God of their understanding.
- The purpose of our event is recovery and celebration. Be careful not to endorse any outside enterprise. Remember we have no other affiliations.
- Nar-Anon has conference approved literature proven to be an aid in our recovery process. Please do not mention any other literature or read from unapproved literature.
- To ensure the success of our meetings in solving our common problems, please avoid the three destructive forces: the discussion of any particular religious denomination; gossip about others, including the addict; and dictatorship. We must remember we are trusted servants – we do not govern.
- The essence of Nar-Anon is that the whole program is merely suggested. Share YOUR experience, strength, and hope so others may grow in their program. Please do not attempt to give advice.
- Anonymity is the spiritual foundation of our traditions, ever reminding us to place principles above personalities.
- Please respect the time frame assigned to your session.

Thank you for participating in the event. If you have any questions about these guidelines, please contact the committee and we will be glad to help.

GETTING THE WORD OUT

Tradition Eleven: *Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, internet, and other forms of mass media. We need guard with special care the anonymity of all NA Members.*

For your event to be successful, you will need to get the word out. Just like your home group meeting, the more people attending, the more successful it is. The following are just a few ways to get the word out:

- List your event:
 - In the world service newsletter: contact newsletter@nar-anon.org
 - On the world service website: contact wso@nar-anon.org
 - Your region or area website and/or newsletter
 - Neighboring states/provinces websites and/or newsletters
- Email the GSRs and request they announce the event at their home groups
- When available, distribute event flyer to WSO, region/area, and neighboring region/area requesting flyer be added to their website
- Remember when creating flyers to refer to *The Nar-Anon Family Groups' Guide to World Services* on the use of the Nar-Anon logo
- Using any other logos, such as another fellowship's, may imply affiliation.
- Refer to *The Nar-Anon Family Groups' Website Handbook* regarding links in electronic flyers
- Please refrain from using others' trademarked or copyrighted graphics
- Work with Regional Outreach Committee to include the event announcement during outreach activities

How can the committee determine if the event has been successful?

The simplest way to determine if your event has been successful, is to ask those who attended. You can create a post-event survey for the participants. This may be handed out at one of the meetings near the end of the event or possibly at a banquet or dinner if one is being held. Here are a few suggested questions:

Were you greeted when you arrived?

Did you enjoy the choice of meeting topics? Were they helpful for you?

Was the meeting space comfortable? Were you able to hear the person speaking?

How did you find the hotel, food, service, and accommodations?

Please provide any comments or suggestions for the next planning committee.

PRE-EVENT CHECKLIST

- Chair** - Confirm all subcommittees have the necessary volunteers and request volunteers where needed

- Treasurer** – Cash boxes and/or collection envelopes, money for change, deposit envelopes, tickets for 50/50 and/or baskets

- Hospitality** – Supplies (e.g. - coffee, water, snacks, cups, plates, napkins)

- Registration** – Registration packets ready, pre-registration merchandise ready, onsite registration forms available

- Programming** – Verify speakers and meeting chairs have signed in; logistics coordinator to check all items for meetings and workshops are available

- Merchandising** – Cash box ready, items priced

(If applicable)

- NA-Liaison** – Check in with NA contact

- Narateen Facilitator** – Confirm Narateen meeting schedule; confirm speakers have signed in

- Hotel Liaison** – Contact hotel representative and do a walk-through of contracted space

RECORDING RELEASE FORM

Each speaker session will be recorded and we request you fill out the Recording Release Form below.

I, _____ (first name, last initial), understand that I am being recorded and I give my permission to have my first name and last initial, as well as my complete presentation, recorded. I understand the purpose of these recordings is to carry the message and that I will not benefit financially from my participation in the recording process.

Master recordings become the property of _____.
[Name of Recording Company]

Signature

Date

EVENT DESCRIPTIONS

Spiritual Breakfast: A morning event usually hosted by an area or region in a private dining room with several speakers but no sharing.

Speaker Jam: An event usually hosted by an area or region with continuous speakers but no open sharing.

Unity Day/Mini-convention: A one-day event similar to a weekend convention, usually hosted by an area or region.

Countdown: Recognition for the time each member has been in the Nar-Anon program, beginning with the number of years, counting down to one day.

Baskets: Donations from groups to be used at the event as a fundraiser, e.g. recovery tools, serenity, movie night, and any other ideas combined into a basket for presentation.