

S.G.P.V.C.A./Foothill District Event Checklist

1. 90 days in advance of your proposed event the following items need to be brought to the General Service Organization monthly meeting (2nd Sunday of each month) and presented to the group for review and approval.
2. You will need to provide 5 copies of your proposed event flyer or t-shirt design to the floor. 5 copies are needed in order to share your information with the group and to provide everyone an opportunity to review.
3. Budget (Detail of the expenses) You will need to provide your itemized budget on a separate piece of paper to give to the GSO chair to put on file.
4. Artwork/ T-Shirts (CA logo unchanged; unobstructed) For more information go to www.ca.org (go to the service menu item, then to Structure and Bylaws item, then click on the link for the C.A. World Service Manual, then go to page 13-14.)
5. Flyer (*CA logo unchanged; unobstructed*; For more information go to www.ca.org (go to the service menu item, then to Structure and Bylaws item, then click on the link for the C.A. World Service Manual, then go to page 13-14.)
6. All Flyer will need to contain the following Disclaimer – Cocaine Anonymous is not responsible for theft, damage, or loss of personal property, In the spirit of Tradition 6, we are not aligned with any sect, denomination, politics, organization, or institution.)
7. Once the above items are approved; please submit your event to the web servant to be added to the area website by using this form:

Event Name:

Date:

Location:

Please provide jpg or pdf of the final version of the flyer with any changes requested from the GSO.

