EVENT FLYER SUBMISSION AND REVIEW PROCESS

The Policy Committee uses the below-listed information to review flyers for posting to area8aa.org. Please use it to review your flyer before emailing it to flyers@area8aa.org. The checklist also includes information on how we observe anonymity and respect copyrights in all publicly-posted information. Please submit your flyer into this process a minimum of 2 weeks in advance of the date you wish to begin distributing it.

These instructions pertain to the contents of flyers and calendars to be posted to the website. Authors of flyers have autonomy in the contents of the hard copy they distribute.

A. The Area Alternate Chair steers the flyer website posting process from the receipt of the request though notification the flyer has been posted.
B. The Area Alternate Chair will communicate and work with you if the Policy Committee requires any specific changes in order to accept the flyer for posting.
C. **Please attach a MSWord copy of your flyer and email it to** flyers@area8aa.org. **The Area Alternate Chair will track its progress through the** several standing committees that have a role in this process. All documents posted to the area's website need to appear in an English and a Spanish copy. The Area Alternate Chair will automatically route your flyer to the area's Translation Committee to create the Spanish copy. You will be notified when your flyer has been posted.

Essential Information for Flyers Posted to SDIAA's Website	
What	• Title of the event.
Why	• A very brief description of the subject matter.
When	• Day of the week, date, start and end times.
Where	• Location address including any suite number. • Identifying the name or type of building, e.g., church or community center, etc. • Consideration to include ADA and accessibilities (e.g., WI-FI hearing aids, close to public transportation, and wheelchair-accessible restrooms.) • Include parking details if designated area is offsite or difficult to find.
Event Host / Sponsor	• Examples: Hosted by Area 8 Literature Committee, GSDYPAA. or The Groups of District 2.
Contact Information	• Permitted email addresses are those associated to a private domain account, e.g., dcm_02@area8aa.org, archives8@area8aa.org, info@gsdypaa.fun. Acceptable entity websites are e.g., www.aasandiego.org, www.sdhandi.org, www.gsdypaa.fun, etc. • Members without an assigned area8aa.org email address may contact the IT Committee at itchair@area8aa.org with a request for a temporary eventname@area8aa.org email address. • Contact information showing personal telephone numbers and email addresses linked to a public use or domain account (e.g., gmail, yahoo, hotmail, outlook, sbcglobal, cox, or @me, etc.) will not be posted in accordance with observation of A.A.'s Tradition on anonymity.
Events Posted	• A.A. events posted to the area website are hosted by A.A. entities and shall be open to all A.A. members to attend, with the exception of gender specific, e.g., a women's or men's gathering. Postings for all A.A. events are welcomed. Events that risk affiliation as expressed within Tradition Ten are not eligible for posting to the area website.
Copyright	• Quotes from A.A. Conference-approved literature must contain the appropriate credit, e.g., *Reprinted from (name of publication, page number) with permission of A.A. World Services, Inc.* (or) *Copyright© (Month, Year) Grapevine, Inc. Reprinted with permission.*
Optional Thoughts	• Display "A.A. or Alcoholics Anonymous" on flyers, e.g., A.A. circle and triangle. • Include a notification if American Sign Language (ASL) and / or Spanish / English interpreters will be provided. Or, ASL and Spanish / English interpreters available upon request; advance notice please.