

# How to Host a *Back to the Basics of Recovery* Event

We are often asked, "How does a group, committee, or facility go about setting up a ***Back to the Basics of Recovery*** workshop or seminar?" Actually, it is quite simple. All you need is the time to plan and organize the event, a **team** to coordinate the "behind the scenes" activities, and the funds to cover Wally's expenses.

Telephone or e-mail the Back to Basics Foundation and tell us **when** you would like to hold your event, **where** you would like to hold it and **who** the primary and secondary contact people are. Our only requirements are that the location:

1. Be nonsmoking,
2. Large enough to accommodate 200-300 people,
3. Permit food to be served (lunch is part of the program), and
4. Have an audio/visual system.

We need a screen or screens to project the "Big Book" passages, archival photographs, and DVD clips that are an integral part of the ***Back to the Basics of Recovery*** experience. (***Back to Basics*** is a PowerPoint presentation with recovery DVD's shown during the sessions and recovery CD's played at the breaks).

We will check Wally's schedule and if the date is open, we will record your event as "tentative." Once you have received the necessary approvals and the details have been worked out with your group or committee, we ask that you confirm your request for a ***Back to the Basics of Recovery*** presentation in writing. At that time we will change the booking from "tentative" to "firm."

If there is any controversy about hosting a workshop titled, "***Back to the Basics of Recovery***," you can call your workshop or seminar by some other name, such as "Back to the Basics of the Big Book," "Twelve-Step Workshop," "Big Book Seminar," "Here Are the Steps We Took," "Precisely How We Have Recovered," etc. The sessions are conducted as open meetings for "anyone or everyone interested in a spiritual way of life."

We ask that you book Wally's airfare at least three months in advance. In addition, we ask that you send us a flyer for the event at least eight weeks ahead of time and keep us updated on any changes that may occur (location, contact person, etc.). We will post the flyer on our website under "Upcoming Events" page. In addition, we will mail three copies of the flyer to our ***Back to Basics*** contacts within 120 miles of the event.

Locally, you need to make sure the public is aware of the event. Please consider setting up local radio and/or television interviews with Wally prior to or on the day of the seminar. Also, set up newspaper interviews and newsletter announcements, and send out a "team" to distribute flyers at meetings, club houses and bookstores.

There are no fees for a ***Back to the Basics of Recovery*** workshop or seminar. All we ask is the standard reimbursement for airfare, food, lodging and incidental expenses (airport parking, tips, etc.). Many host committees send an honorarium to the **Back to Basics Foundation** to assist us with our life-saving work.

The event costs are usually covered by charging an admission fee to offset the facility rental, lunch, 20+handouts per person, Wally's travel, etc. If you do charge admission, we ask that you sell tickets online through Ticket River or one of the other ticket sales websites. In addition we ask that set up a scholarship fund for those in need of financial assistance. Wally will purchase at least two scholarships for each ***Back to the Basics of Recovery*** event for which there is an admission fee.

To help defray expenses, many host groups and committees sell the ***Back to Basics, How to Listen to God, and Back to the Basics of Recovery*** books along with other Faith With Works Publishing Company literature. We provide the books, meeting leader guides, DVD's, etc. on consignment at our cost (approximately one half the retail price), and the host group or committee keeps the difference.

One month before the event, we send the host group or committee a master set of handouts for the seminar. There are typically 20 plus pages of handouts that need to be copied for each attendee. We supply sobriety cards at no charge, so sometime before the workshop or seminar we need to know approximately how many you expect to attend.

If you have any questions or need more information, please contact Teresa or Brit at the office number or e-mail address listed below.

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