

EVI Meeting Change Form

**Please fill out all
information**

Today's Date: _____

Please check one: New Meeting _____ Cancel Meeting _____ Change Meeting* _____

Meeting Name: _____

Meeting Location: _____

* What is the Change? _____

Day(s) of the Week Sun ___ Mon ___ Tue ___ Wed ___ Thu ___ Fri ___ Sat ___

Start Time: _____ AM / PM (Circle one) End Time: _____

Check all symbols that apply:

(B) Big Book Study ___ (K) Kinder [Child] Care ___ (T) Steps & Traditions ___

(C) *Closed Meeting ___ (L) A.A. Literature ___ (W) Women's meeting ___

*meetings are listed as OPEN unless checked

(G) Gay Support ___ (M) Men's Meeting ___ (X) Paperwork **NOT** signed ___

(H) Handicap Access ___ (S) Spanish Speaking ___ (Y) Young People in A.A. ___

Submitted By: _____ Position? _____

Phone#: _____ Page number (if any) this meeting is listed on? _____

Meeting guides published as we run out of booklets (approximately 3 times a year).
This change to be in next printing. Thanks.

Please DO NOT enter information in this box. It is for office use only.

Web Site _____ Newsletter _____

Desk List _____ Mtg. Guide _____ Tri-Fold _____

Important Instructions:

This change form is the **only way** to ensure publications of:

- **Meeting changes**
- **New meetings**
- **Canceled meetings**

Methods that won't reliably work:

- Telephone calls to the EVI office
- Chance meetings with committee staff
- Emails to committee staff
- Phone calls (or messages) to committee staff
- Handwritten notes left at the office

This policy protects meeting listings, ensuring that accurate information is listed in our directories. It also provides a paper trail in case errors are made. Thank you for your understanding and cooperation to make our meeting guides a continuing resource to help the alcoholic who still suffers

Fill out the form **IN FULL**:

Check ALL options that apply, or the correct codes will not be included.

For example, if yours is a Closed meeting, make sure to check the Closed option, otherwise your meeting is assumed to be open.

Include your name and contact telephone number. This information is kept confidential and will only be used if there is any question or confusion about the information on the form.

Drop off form at or mail completed form to:

Emerald Valley Intergroup
Attn: Meeting Guides Chair
1259 Willamette St
Eugene, OR 97401

OR send as attachment in an email to: evimeetingguide@comcast.net