

Literature Consignment Guidelines

If you wish to consign literature from NYC Intergroup for your event, please contact the Intergroup Board Literature Liaison to introduce yourself and to tell them about your prior experience as the Literature Coordinator for this event. The Intergroup Board Literature Liaison can be reached at: customer.service.literature@gmail.com. If you have no prior experience selling literature at an AA or Al-anon event, we would be happy to give you a quick tutorial.

Placing your Order:

You may place your order with the Intergroup Office Manager who can be reached at: office@nycalanon.org. Please try to place your order well in advance of your event so that we can make sure to get you everything on your list. We have found it extremely useful to have a list from the prior year's event handy so that it's easy to see what kinds of literature moved off the table.-You will also be provided with literature order forms. This will help you tally your order, including sales tax. There is also a section for credit card information which we happily accept.

Picking up and Dropping off your Order:

You will need to make arrangements with the Intergroup Board Literature Liaison to pick up your order from the office one or at most two days before your event. At this time, you can make arrangements to drop off the unsold literature at the office. Note: we will need any unsold literature back either Sunday evening (assuming it's a weekend event) or Monday. But no later than two days after the event. The packing list must accompany the unsold literature, as well as the cash proceeds from the sold literature, as well as the order forms with any CC info.

Once you check your order against the packing list, please sign the list and make a copy (at the office) or sign and email the signed list to the office at some point over the weekend.

We want to make your literature outreach a success!

Thank you for letting NYC Family Intergroup office help you to be of service,

The Board of Trustees