

# **NDANA PI's Meeting Update Form**

*Public Information/Phone line Subcommittee*

**Date:** \_\_\_\_\_

**Name of Meeting:** \_\_\_\_\_

**Day(s) of Meeting:** \_\_\_\_\_

**Time of Meeting: from** \_\_\_\_\_ **AM/PM to** \_\_\_\_\_ **AM/PM**

**Address including ZIP code:** \_\_\_\_\_

**Driving Directions:** (include any landmarks or cross streets, etc name of building, where in the building ie basement etc):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Type of Meeting:** Check all that describe your meeting:

- OPEN       CLOSED       Basic Text Study       Topic Discussion Meeting  
 Concepts Meeting       Gay/Lesbian/Bi/Transgender Meeting       Handicapped Access  
 "It Works" Text Meeting       "Just for Today" Text Meeting       Speaker Meeting  
 Literature Study Meeting       Beginners       Information Pamphlet Meeting  
 Question/Answer Meeting       Step Meeting       Tradition Meeting  
 Format Varies       Smoking

**To which service structure does the meeting belong?**

- New Dominion Area - NDANA  
 Richmond Area - RASCNA  
 Tri-Cities Area  
 Blackwell-Southside Area

**Meeting's Point of Contact:**

**Name:** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_  
**Optional: PO Box for an Area**

**Phone number:** (    ) \_\_\_\_\_ **Best time to call:** \_\_\_\_\_

**Email address (optional):** \_\_\_\_\_

**ADDITIONAL COMMENTS:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**The purpose of this form is to ensure accurate information is communicated to:**

- (1) Unified Meeting Schedule
- (2) NA Helpline/Phone line service
- (3) Regional Website
- (4) World Service of NA

*To register a new meeting or make changes to an existing meeting on the next unified schedule, please turn in Meeting Update Form to Public Information Subcommittee at Area Service!*