

Guidelines for the Hosting Group Of the Third Saturday Speaker Meeting (7:00 – 8:30 pm)

- Arrange for two speakers from Al-Anon, AA and/or Alateen to speak on your Saturday*
- Let Coordinator know their names as far in advance as possible so she can make flyers and inform AIS, Washington Area Newsletter, and Website Coordinator.

Contact info for Coordinator is:

- 3rdsatspkmtgcoordinator@dist23.org or (phone number of Coordinator)
- Arrive at church NLT 6:30 p.m. Doors will be unlocked by 6:15
- **SET UP:**
 - Place chairs around podium
 - Make coffee and set out refreshments (Church will supply Coffee Pots only – so bring coffee, sweetener, creamer, other refreshments, and cups, napkins, eating utensils as applicable AND basket for Seventh Tradition)
- Inform Speakers of order of presentation. They can each speak about 20-30 minutes
- Start the meeting at 7:00 pm with the Opening, Steps, and Traditions. Introduce first speaker
- After 1st speaker finishes announce **Seventh Tradition** (pass basket)
 - Give money to Coordinator to count and divide. (50% or \$25.00 –Whichever is less goes to the church via the Coordinator. The remainder to the hosting group)
- Announce break for refreshments – 15-20 minutes depending
- Introduce 2nd Speaker
- After 2nd Speaker finishes read Closing and finish with Serenity Prayer
- **CLEAN UP:** (Church is to be left exactly as found)
 - Clean coffee pots and put away
 - Clean up and remove all refreshments
 - Clean all counters and tables used
 - Put chairs back as found on arrival
 - Vacuum
 - Remove all garbage to dumpster
- Once clean-up is completed encourage everyone to vacate church
- Return copies of Opening, Closing, Traditions, Steps to Coordinator

*Note: Group autonomy allows for variations in number and type of speakers (AA, Al-Anon, Alateen), types of refreshments, and the order in which the meeting is conducted.