

Hilltoppers AFG Opening Instructions and Room Preparation

Instructions for unlocking and locking the front door of the church for meetings held on **Tuesday Night, Friday, Saturday, and Holiday meetings, Room A161**. For a meeting on Monday through Thursday Day meetings, the church is already open.

Unlocking the Church – please arrive at least 30 minutes before the meeting time.

It is no longer necessary to manually unlock the church doors. The church doors are unlocked and locked automatically on a set schedule as follows:

- Mon through Thurs 8:40 am to 4:30 pm
- Friday 11:30 am to 1 pm
- Saturday 8:30 am to 1 pm
- Tuesday 5:30 pm to 8:30 pm

Preparing the room for a meeting:

- Prepare the plastic bin of materials (the bin and other AI-anon materials are in the closet at the back of the room) by making sure there is a supply of Newcomer Packets and contribution envelopes in the bin.
- Bring the bin, easel, bulletin board, and meeting signs to the front of the room.
- Move the table and a chair over for the chairperson
- Put the needed materials on the table (Meeting Notebook, light blue Announcements Notebook, Chair Sign-up Calendar and Phone List, and collection basket).
- Pass out the “12 Steps/12 Traditions”
- Put the small meeting notice signs in the hallway
- Stand the easel and bulletin board to the side of the room

Putting up the materials after the meeting:

- Return all materials to the bin (notebooks, calendar, phone lists, Steps/Traditions Handouts, etc.)
- Return the bin, the easel, and all other AI-anon materials to the closet.
- Return the podium, table and all the chairs to the original configuration
- Make sure the room is clean (pick up any trash). Any left items (jackets, sunglasses, etc.) can be put with the AI-anon materials in the closet.
- Turn off the lights and shut the meeting room door.

Locking the front door of the church:

- *Make sure all members are out of the building.*
- Leave the hall lights on.
- After exiting, ensure that the doors are locked and that the **RED** light on the remote lock (little black box on the right side of the door) is ON.