

Hilltoppers AFG

Preparing the room for a meeting on Monday through Thursday Day meetings when the church is already open.
Meeting Room A161

Preparing the room for a meeting – please be there at least 30 minutes before the meeting starts):

- Go directly to Room A161 and turn on the lights
- Prepare the plastic bin of materials (the bin and other Al-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.
- If you are setting up for a Monday Newcomers' Meeting, put 3-4 paperback *How Al-Anon Works* books into 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 Al-anon materials to the closet.
- Return any *How Al-anon Works* to the bookshelf.
- 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 Al-anon materials in the closet.
- Turn off the lights and shut the meeting room door.

**** Questions – Please call the Unlock/Lock Coordinator Davi Brown at (512) 653-4605 or email her at davib1@yahoo.com