

Hilltoppers AFG

Instructions for unlocking and locking the front door of the church and for preparing the meeting room for meetings held on **Tuesday Night, Friday, Saturday, and Holiday meetings, Room A161.**

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

- Unlock the outside Storage Room (combination: 13452)
- Unlock the Lock Box that is located inside the storage room inside the window and take the building key which will open the front door of the church
- Unlock the front door of the church
- Locate the metal devise door opener which is hanging on the hook by the inside left door
- Insert the metal devise door opener into the hole below the push door handle
- Rotate the door opener until the open door handle has moved inward to its fullest point (at this point the door should be unlocked)
- Return the metal devise door opener to the hook
- Return the building key to the lock box inside the storage room
- Relock the storage room door (combination: 13452)

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.
- Use the metal devise door opener hanging on the small hook of the door to move the open door handle to the outward position (locked outside).
- Return the metal devise door opener to the hook.
- Test the door to make sure it is locked

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

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