

HOSTING GROUP GUIDELINES

HOSTING GROUP PREPARATIONS

Two months PRIOR to event:

- Contact Breakfast Coordinator to confirm date:
Susan Briggs: sdfbriggs@gmail.com
- Decide on meeting format (Speaker, Panel Discussions, Workshop, or Open Mike)
- Select Speakers/Workshop facilitator/Panel participants
- Open-Mike format: decide on time limit for each speaker.
- Announce the need for raffle prizes to your group.
Request items to be new or gently used. Suggested raffle prizes include: gift basket, Al-Anon books, desserts, etc.
- **Remember, the raffle is how your group raises money from this event.** The 7th Tradition basket and breakfast food money goes to District 6.
- Create the flyer: Include:
 1. Name of Hosting Group
 2. Meeting Location: Gilham Community Church 3633
Gilham Road
 3. Meeting Type
 4. Date/Time of Meeting: 9:30 Gathering; 10:00 Program
 5. Name of Speakers/Panel Participants/Workshop or
Open-Mike Facilitator
 6. Design and produce flyer so it will be available for
distribution online one month prior, email the flyer to:
stumpyree@icloud.com. She will approve and forward
to the Website Coordinator.

One month PRIOR to event:

- At the District 6 Meeting, the GR will inform the group about the upcoming Breakfast Meeting. Also, the GR will let them know about the location of the flyer under events on the AI-Anon website: alanonlineor.us

The Day of the Event:

- The Breakfast Coordinator will open the doors at **8:30** and start the coffee immediately!
- The Hosting Group will take care of:
 1. Set-up at **8:30**
 2. Filling out the **AI-Anon Breakfast Meeting Report** form with the information gathered at the meeting for District 6. A copy of the form will be found in the notebook. If not, the Breakfast Coordinator will have copies.
 3. The event positions during the meeting and closing.
 4. Making sure the meeting is following **The Timer Checklist** to ensure the meeting starts and ends on time.

Thank you for your service!

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