

## **Sign-Up Sheet for a Group Hosting the Third Friday Speaker Meeting via Zoom**

We are sponsoring the 3rd Friday Speaker Zoom Meeting on \_\_\_\_\_

We have the following service opportunities. Please sign up below to take part!

Speaker(s) and Topic Suggestions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A secretary script will be provided. (The secretary must be a different person than the Host.)

Secretary \_\_\_\_\_

Is someone in your group comfortable with being Zoom Host for a large meeting (40+ participants)? If so, that person can sign up below and *let the \*Coordinator know ASAP. (If there is no one in your group who is comfortable with this, please let the Coordinator know that ASAP, as she will find a Host)*

Host \_\_\_\_\_

By four weeks prior to the meeting you will be sponsoring, put together a flyer for publicity for the meeting and **send it to the Coordinator**. If no one in your group has the skills to do that, please contact the Coordinator *by four weeks prior to the meeting*. (If you have questions about how to make the flyer, please contact the Coordinator.)

Flyer maker \_\_\_\_\_

For Zoom meetings, some groups like to assign the readings ahead of time, either right before the meeting as people come in, or at the sponsoring group's meeting(s) prior to the Third Friday Meeting. In case your group opts for the latter, sign up below:

Welcome \_\_\_\_\_

Preamble and Twelve Steps \_\_\_\_\_

Tradition Preamble and Tradition of the month \_\_\_\_\_

Closing \_\_\_\_\_

**\*The Third Friday Speaker Meeting Coordinator is Susan S. - You may email her at [3rdFriSpeaker@alanonbythebay.org](mailto:3rdFriSpeaker@alanonbythebay.org)**