

Third Friday Speaker Meeting Basic Instructions for Sponsoring as a Zoom Meeting

Thank you so much for volunteering to sponsor a Third Friday Speaker Meeting! Here's how to proceed:

1. Have your group pick a date and contact Third Friday Coordinator to confirm that the date is available - or - find out from the Coordinator what dates are available and bring those choices to the group. Once the date is chosen and confirmed, the Coordinator will provide your Group Rep or other contact person with a sign-up sheet with more detailed instructions to help your group prepare for the meeting.
2. Utilize the sign-up sheet provided by the Coordinator to select a topic and speaker(s) and sign up for the various support roles for the meeting.
3. By the third Friday of the month *prior* to the month of the meeting you will be sponsoring - or as soon as possible - put together a flyer for publicity for the meeting and email it to the Coordinator in .pdf form, along with the artwork in a separate file. You may use past months' flyers as a guide. If no one in your group has the skills to do that, please contact the Coordinator by four weeks prior to the meeting (or as soon as you can after that time) and the Coordinator will take care of getting the flyer made. The information you need to send her is the names and affiliations (i.e., Al-Anon or AA) of the speakers, the name of your group as you'd like to have it on the flyer, and the topic of the meeting.

Thank you very much for your interest and willingness to sponsor a Speaker Meeting! We are delighted that your group has agreed to do this and we think you will find it a rich and meaningful experience. It strengthens our district and all of our connections with each other. We appreciate your service!

Maurie S., Third Friday Speaker Meeting Coordinator

3rdFridaySpeaker@alanonbythebay.org

(510) 798-5362