

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

(This is an *optional* tool for the group's use only - *not* to be sent to TFSM Coordinator!)

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 \_\_\_\_\_

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Secretary \_\_\_\_\_

The **Secretary Script** for this meeting will be provided by Maurie A.

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Host \_\_\_\_\_

The Host will need to be able to post several screen shares: the Welcome, the Steps and Traditions, and the Closing. The Welcome and Closing are available under the Service tab at <https://al-anonbythebay.org/service/>. Please contact the Coordinator if you need a pdf of the Steps and Traditions, and she will provide this. ***If there is no one in your group who is comfortable with being Zoom Host, please let the Coordinator know that ASAP, as she will find a Host.***

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**(Optional)** Flyer maker \_\_\_\_\_

By four weeks prior to 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**. **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 possible*. If you have any questions about how to make the flyer, please contact the Coordinator.

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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, you may use this list:

Welcome \_\_\_\_\_

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

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

Closing \_\_\_\_\_

The Third Friday Speaker Meeting Coordinator is  
Maurie A., [3rdFridaySpeaker@alanonbythebay.org](mailto:3rdFridaySpeaker@alanonbythebay.org)