

Sign-Up Sheet for a Group Hosting 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 _____

A **Secretary Script** and the **Welcome** and **Closing** are available under the Service tab at <https://al-anonbythebay.org/service/>. The Twelve Steps and Twelve Traditions are in Meetings on Wheels available [here](#). (Note: The Host will have all the readings available as a screenshare. The Secretary should 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**