

Meeting Script

Each meeting requires three trusted servants: **HOST**, **COHOST**, and **SECRETARY**. This document shows what is required of each role.

Before meeting

HOST: Make sure COHOST and SECRETARY are available and online

15 minutes before meeting

HOST: start meeting, click "mute participants on entry"

HOST: assign cohost role to SECRETARY and COHOST

HOST: ensure you can communicate with secretary via text message or chat

SECRETARY: Reload the secretary script to get latest changes

SECRETARY: Silence phone so incoming texts don't ping

ALL ROLES: Rename your Zoom name to "First L – LGHG"

During Fellowship (meeting before the meeting)

SECRETARY: ask for volunteers to read, write down names in chat

HOST: remember names of readers to you can unmute when they read

Start meeting promptly

HOST: mute all participants, prevent participants from unmuting

HOST: (optional) disable chat messages except to host

COHOST: send "WELCOME MESSAGE" chat announcement

COHOST: send "MEETING GUIDELINES" chat announcement

Serenity Prayer

HOST: Allow participants to unmute

COHOST: display Serenity Prayer slide and share screen

HOST: Mute all again, don't allow to unmute

SECRETARY: Unmute yourself

Newcomers

COHOST: send "NEWCOMERS RAISE HAND" chat announcement

SECRETARY: call on next person with hand raised

SECRETARY: unmute next person with hand raised, mute previous person, lower hand when done

Readings

HOST : Unmute NAME to read Who is an Addict

COHOST : Initiate screenshare to display Who is an Addict

SECRETARY : I have asked NAME to read Who is an Addict

(continue with remaining readings)

Fourth Tradition

SECRETARY : read fourth tradition

Milestones

COHOST : send "ANNIVERSARIES RAISE HAND" chat announcement

SECRETARY : call on next person with hand raised

SECRETARY : unmute next person with hand raised, mute previous person, lower hand when done

First Announcements

SECRETARY : read announcements

First Speaker

COHOST : (optional) Display JFT reading or Living Clean reading

SECRETARY : watch out for zoom bombers on camera

ALL ROLES : monitor chat stream

HOST : write down attendance count

Second Announcements (after first share)

COHOST : share audio for remainder of meeting

SECRETARY : read announcements

COHOST : send "SEVENTH TRADITION" chat announcement

COHOST : send "ATTENDANCE SHEETS" chat announcement

COHOST : play the chime when SECRETARY says "After three minutes you will hear a chime ..."

General Participant Shares

SECRETARY : call on next person with hand raised

SECRETARY : unmute next person with hand raised, mute previous person, lower hand when done

Close Meeting

COHOST : stop audio share

HOST : Unmute NAME to read Just for Today

COHOST : Initiate screenshare to display Just for Today

SECRETARY : I have asked NAME to read Just for Today

HOST : Click MORE in Participant list, select "Allow Participants to Unmute"

SECRETARY : Close with Third Step Prayer

COHOST : Display Third Step Prayer, then Keep Coming Back

Fellowship (meeting after the meeting)

HOST : Send chat transcript to nainplace.attendance@gmail.com

ALL ROLES : remember you're still seen as representing LGHG so be mindful of what you say or do during fellowship