

Central Group Meeting Set-Up & Break Down

Suggested Arrival Times: Monday & Thursday - 6:30pm, Saturday - 6:15pm

Before Meeting:

1. Use the Allen Wrench on the fire alarm to unlock the main door.
2. Set cigarette butt-cans out by curb near emergency door
3. Start Making Coffee (it can brew while the rest of the list is finished). Usually, more Regular coffee will be needed than Decaf. Materials and Supplies are stored in the top left cabinet on the wall with the small sink.

SUPPLIES MENTIONED BELOW SHOULD BE IN LEFT CORNER OF CLOSET LEFT OF STAGE (MARKED AA)

4. Hang Responsibility Pledge Banner (hook on wall nearest the parking lot). Hang the 12 Steps banner and 12 Traditions banner next to each other on the hooks on the wall across from the Responsibility pledge.
5. On the island cabinet (in front of the kitchen window-counter) set up Pamphlet/Book Stand(s) and pictures of Bill W. and Dr. Bob. All slots on the stand(s) should be filled with different books and pamphlets.
6. Place the Meeting Format Paper, Chip Holder, 7th Tradition Baskets (and books if it is a Thursday Big Book/12 & 12 Meeting) on the center table nearest the stage.
7. Make sure Coffee is complete and set it on the kitchen-window-counter along with coffee stirrers/straws, sugar and sweetening packets, creamer, a filled water canteen, napkins, and assorted cookies/sweets.

After Meeting:

1. Return Meeting Format Paper, Chip Holder, 7th Traditions (and books, if on Thursday) in the large plastic bin. Storage location is left of stage. Please place on shelves marked for AA only.
2. Roll up all banners and lean them in the back left corner of closet (**PLEASE ASK EXPERIENCED HOME GROUP MEMBER FOR HELP TO MAKE SURE BANNERS ARE NOT DAMAGED**)
3. Return all Pamphlets, books, pictures, and stands in the appropriate boxes. Storage location is left of stage. Please place on shelves marked for AA only.
4. Make sure there are 6 chairs at each round table (6 tables/6 chairs). All tables and chairs must be wiped down with bleach/cleaning spray (located on shelf under center kitchen counter).
5. If extra chairs and/or tables have been put out, **MAKE SURE THEY ARE PUT BACK INTO THE CLOSET TO THE RIGHT OF THE STAGE AND MATCH THE PICTURES ON THE CLOSET DOORS.**(Pro-Tip: Please station one person in the closet to continually push the bottom rung of each chair in as they are placed. In this way, the chairs will NOT create a slant and fall.)
6. Make sure all trash cans that are close to half-full (or more) are taken to the dumpster. Ask fellow home group members where clean trash bags are and place them in trash cans. Additional Trash bags are located in small maintenance closet in the classroom off the kitchen.
7. All coffee makers, water canteens, must be cleaned and put away. Cookies, stirrers/straws, sugar/packets, etc. should be put back in upper left cabinet. Return ALL unused cups back in rolling cabinets.
8. Double check meeting area, kitchen, and bathroom counters/floors for cleanliness (no spots, stains, puddles, trash, debris, etc.) and vacuum and/or mop if dirty. Vacuum and/or mop if dirty. Replace Toilet paper as needed.
9. Make sure cigarette butt-cans are put back behind the bushes and the thermostats are returned to 78 degree F (if changed for meeting)
10. **USE ALLEN WRENCH ON FIRE ALARM TO LOCK MAIN DOORS AND TURN OFF ALL LIGHTS. LOCK OUTER DOOR USING KEY IN LOCK BOX AND DOUBLE CHECK ALL DOORS.**

