

## **Secretary Format**

*\*\*Ensure all Laminated Readings are distributed at the start of the meeting.\*\* Chairs are circle format.*

**At 8pm** - Pass the 7th Tradition Basket

**At 8:25pm** -- Good evening, my name is \_\_\_\_\_ and I'm your Secretary for this Double Winner meeting! Thank you for attending our meeting -- we're glad you're here!

- Thanks to our Leader \_\_\_(name)\_\_\_ for leading a great meeting!
- We took in \$\_\_\_\_ tonight. Thanks for your donations!
- We have wallet sized Do's and Don'ts cards for this meeting. Please take one!
- There is a meeting in the front room - exit from the rear doors.
- Events - Events are listed on the Bulletin Board. ie. Mammoth Camp Out, Cachuma Camp Out.
- Denny's. We have fellowship each Thursday night at Denny's on Pico and the 5. Please join us!
- Are there any Double Winner related announcements?
- Thanks for letting me serve.

**At 8:30 pm** – Stand for Serenity Prayer.