+++ title = 'Meeting Script - Cohost' date = 2024-10-31T17:39:56-04:00 draft = false weight = 20 +++

*** CO-HOST SCRIPT PREREQUISTES ***

This is the General script for the Co-Host.

- This script contains all CO- HOST related material a meeting.

- It is very important that the Host and a Co-Host be in regular communication, and that expectations are discussed between them (e.g., Coordination of topic, who is timing)

From the AA Zoom Security Guide (Hardware suggestions)

- ADMINS, HOSTS AND CO-HOSTS SHOULD NOT BE ON A MOBILE DEVICE WHEN RUNNING A MEETING. USE A FULL PC OR FAIRLY DECENT LAPTOP.

- Zoom doesn't have the same features, easily accessible on mobile devices.

- It is highly recommended:
    – At minimum, use a laptop or a desktop computer, running Windows, MacOS or Linux.

    – Use an external mouse. This enhances the ability to react quickly to disruptors.

    – Use of a secondary/external monitor is preferred but not required.

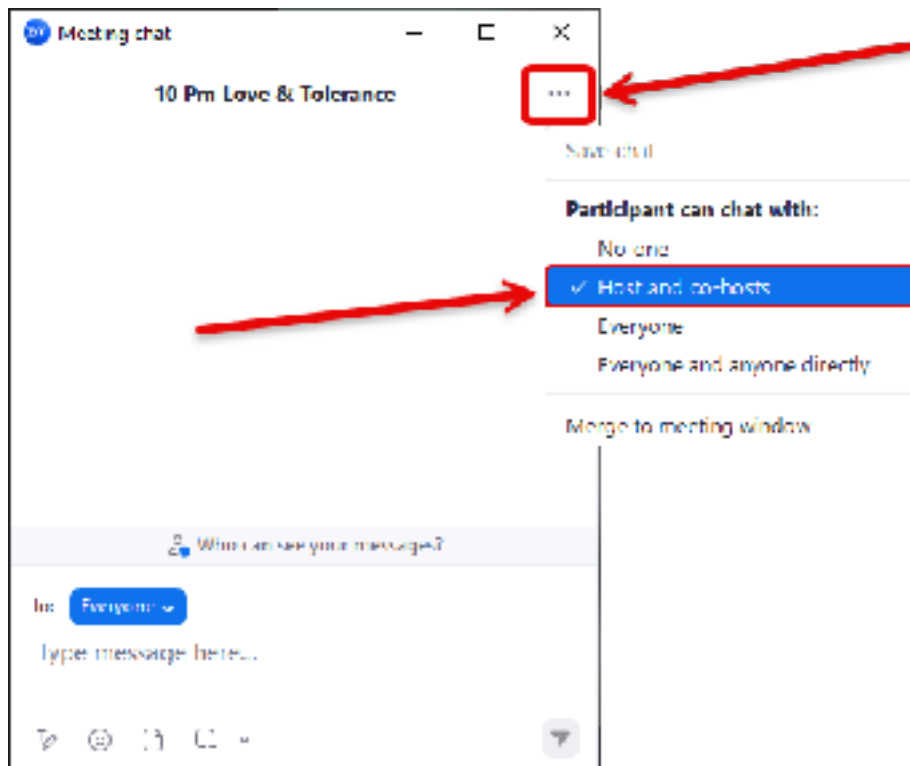**Responsibilities of the Co-Host**

-

    IT IS RECOMMENDED THAT THE CO-HOST BE THE ONLY ONE THAT ADMIT ANY ATTENDEES FROM THE WAITING ROOM. By performing this task, the co-host(s) will be aware of everyone that has been admitted.

- The co-host performs all activities and configuration changes to ensure the meeting is as safe as possible.

- Transfer "Host" duties to the Host once they join. If they are already present, request that they make you a "Co-Host."

- It is best to enlist the assistance of another qualified attendee and ask the Host to make them a co-host.

- Coordinate with the host who will be doing the timing. Use a 3-minute timer, giving the sharer a 1-minute warning. After that minute kindly tell them to wrap it up.

- YOU **MUST** remain focused on the meeting for the entire meeting, fully engaged and monitoring for potential issues.

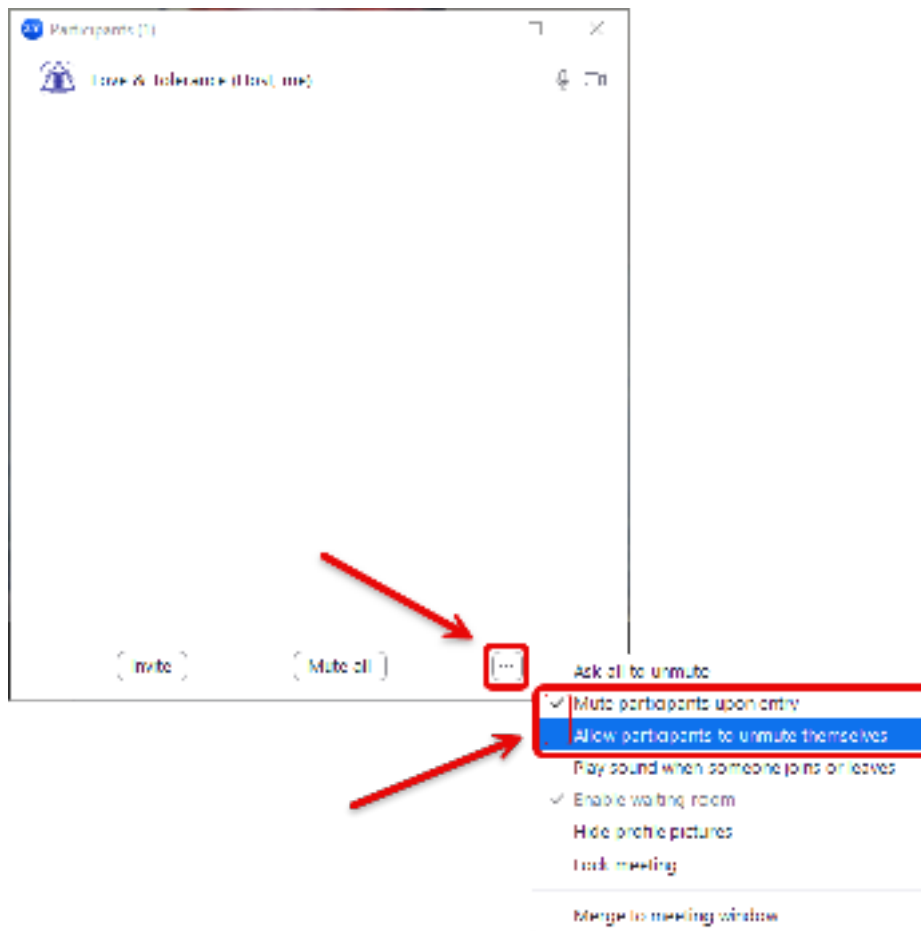- Prior to the meeting, ensure the following pre-meeting settings are configure:

CHAT SETTINGS

- In the "***Meeting Chat***," select the 3 dots and then select "Hosts and co-hosts" as shown below

PARTICIPANT SETTINGS (IMMEDIATELY AFTER THE SERENITY PRAYER)

- In the "***Participants***," select the 3 dots

    – Select (check) "***Mute participants upon entry***"

    – Unselect (uncheck) "***Allow participants to unmute themselves***"

*** CO-HOST SCRIPT STARTS HERE ***

Post the following in the chat on, or about the times mentioned.

[10:00 & 10:15]

Having trouble hearing? Call In Phone #: 1-312-626-6799 Meeting ID:190 210 132

[10:01 – Post the following throughout the meeting at your discretion]

DIRECTIONS ON HOW TO SHARE:

On a Tablet: SELECT THE RAISE HAND ICON
On a cell phone: SELECT "MORE" ICON & SELECT "RAISE HAND"
On a computer: "RAISE HAND" IN ZOOM IS LOCATED IN THE REACTIONS TOOLBAR.

7th Tradition

There are no dues or fees, but we do have expenses. In keeping with the 7th tradition, "Every A.A. group ought to be fully self-supporting, declining outside contributions", methods to contribute will be posted in the chat. The Account Name and associated QR codes are provided.

Please contact a host or co-host after the meeting if you have questions on how to donate.

Venmo: @loveandtolerance

Cash App: $loveandtol

Zelle: treasurer@loveandtol.com

Post whatever the reading is for the night. Post again in frequently, as necessary, especially if you see people joining the meeting late as they typically cannot see the prior chat. Every 10 -15 minutes or so or when someone asks about the topic in chat.

REMINDER: Whomever is timing will set a 3-minute timer, giving the sharer a 1-minute warning. After that minute kindly tell them to wrap it up.

[10:45 - Monitor the waiting room admitting people that arrive late]

DIRECTIONS ON HOW TO SHARE:

On a Tablet: SELECT THE RAISE HAND ICON
On a cell phone: SELECT "MORE" ICON & SELECT "RAISE HAND"
On a computer: "RAISE HAND" IN ZOOM IS LOCATED IN THE REACTIONS TOOLBAR.

[At approximately 10:45 PM, the chat can be opened]

THE CHAT IS NOW OPEN

Please keep it clean, respectful, and safe. When someone reaches out know that you **DO NOT** have to respond or give your number if you feel uncomfortable. Our PRIMARY purpose is to stay sober and help other alcoholics achieve sobriety. If you feel that someone is being inappropriate please make the Host or a Co-Host aware immediately.

[Approximately 10:55 or following the host's lead]

If you are:

- Interested in becoming a homegroup member.

- Would like to volunteer to host or co-host for the next rotation.

- Need a Big Book or other AA approved literature or

- would like to be included in the Love & Tolerance contact list or would like to receive a contact list.

Please send an email to i**nfo@loveandtol.com**.
The Love and Tolerance Meeting Code is **190 210 132**.

If you need proof of meeting attendance, please email **info@loveandtol.com**.
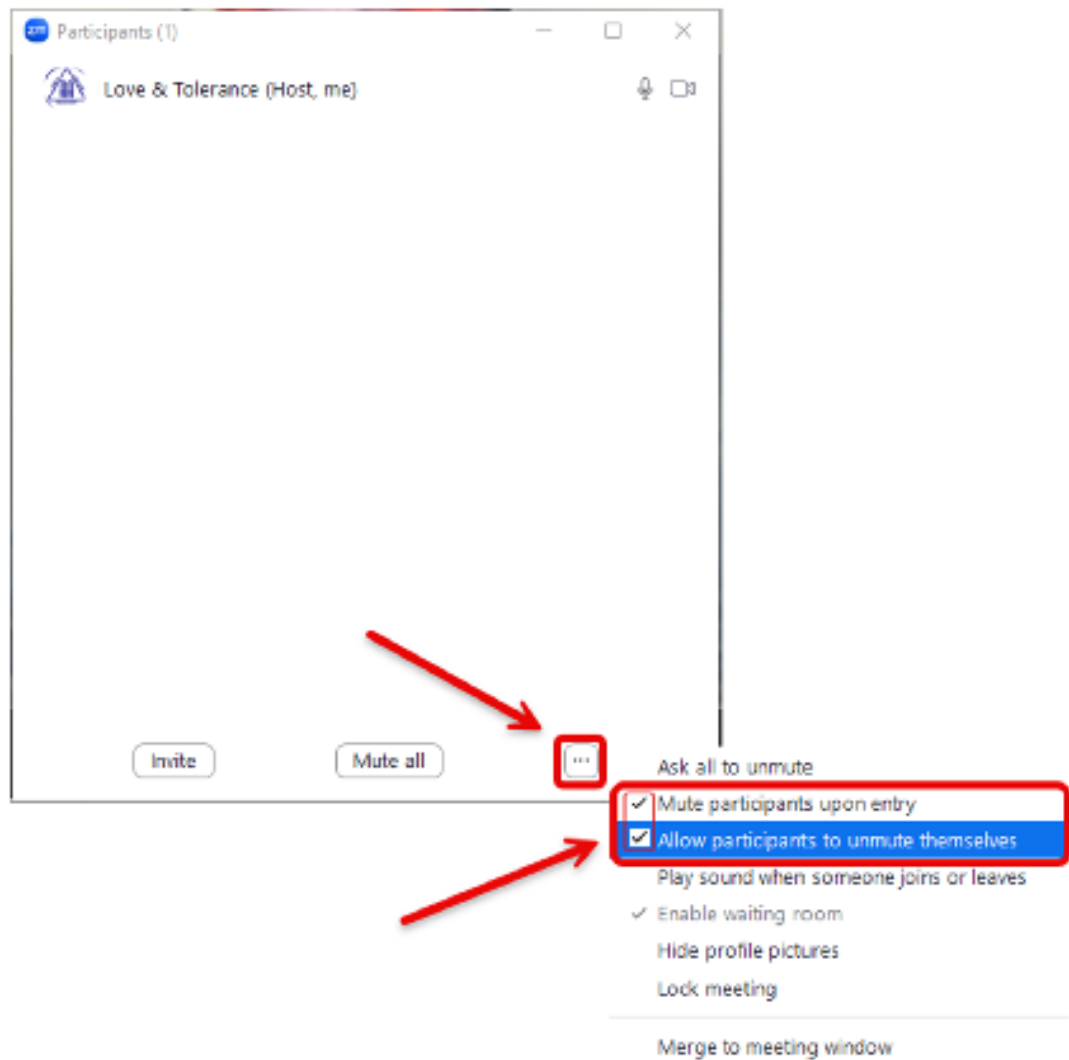
SPONSORSHIP

Here at Love and Tolerance, we believe sponsorship is important for our recovery. A sponsor is someone to help you through the 12 Steps of Alcoholics Anonymous. IF YOU ARE ACTIVELY WORKING THE 12 STEPS AND are available to sponsor, please put your contact info in the chat now. If you need a sponsor or have any questions, please reach out to one of these people.

You can find all this information and more at our website, **http://loveandtol.com**

[AFTER THE SERENITY PRAYER, UPDATE PARTICIPANT SETTINGS AS SHOWN BELOW]

- In the "**Participants**," select the 3 dots

- Select (check) "***Mute participants upon entry***"

- Select (check) "***Allow participants to unmute themselves***"

AA Approved Literature

https://loveandtol.com/meeting/literature

Other formats

- PDF
- Word doc

- Plain text
- Kindle