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+++ title = 'Meeting Script - Cohost' date = 2024-06-29T17:39:56-04:00 draft = false weight = 20 +++

This is the Co-Host script, used by the Co-Host for all Copy and Pasting material into the chat, during a meeting. Doing this, the Host will be able to focus on facilitating the meeting. We suggest that regular communication and expectations be discussed between the Host and Co-Host.

REMINDERS:

AT 10PM ENSURE THE FOLLOWING CONFIGURATIONS \* Mute All participants. \* "Mute Participants upon Entry" is checked. \* "Allow Participants to Unmute Themselves" is unchecked. \* "Host and co-hosts" should be selected in "Participant Can Chat with:"

Keep an eye on the waiting room and admit people. Let the host mute and unmute people unless a zoom bomber goes off. Then mute the bomber quickly & turn their camera off. After that just leave them and look for the next one. Only post items that are in bold.

Post in chat at these times.

**10:00 & 10:15**

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

**10:01**

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.

**AFTER ANNIVERSARIES ARE ASKED ABOUT.**

There are no dues or fees, but we do have expenses. In keeping with the 7th tradition, a Venmo ID to contribute will be posted in the chat. The Venmo ID for making donations is @LOVEANDTOLERANCE. The Venmo QR is in the meeting chat as well for convenience. Our account is associated with the name, Jess T. Please contact a host or co-host after the meeting if you have questions on how to donate.

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**WHEN THE PERSON IS ASKED TO DO THE READING.**

Post whatever the reading is for the night. Post again in 15 minutes or so or when someone asks about the topic in chat.

Decide whether you or the host is going to time people sharing. Whomever is timing, use a 3-minute timer, giving them a 1-minute warning. After that minute kindly tell them their time is up.

**10:45.**

Keep an eye on the waiting room to make sure you let people in 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.

**10:45**

Open chat to anyone and everyone.

**THE CHAT IS NOW OPEN**

Please keep it clean, respectful, and safe. When someone reaches out know that you DO NOT have to 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 reach out to the Host or a Co-Host.

**10:56**

Post the following Homegroup Info

**HOMEGROUP INFO:**

If you are interested in becoming a homegroup member, would like to Host or Co-Host for the next rotation or need a Big Book or other AA approved literature please send an email to [info@loveandtol.com](mailto:info@loveandtol.com)

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**CONTACT LIST:**

If you would like to be included in the Love & Tolerance contact list or would like to receive a contact list, please send an email to [info@loveandtol.com](mailto:info@loveandtol.com)

**SPONSORSHIP INFO:**

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.

**PROOF OF ATTENDANCE:**

If you need proof of meeting attendance, please email [info@loveandtol.com](mailto:info@loveandtol.com)

**WEBSITE INFORMATION:**

Find all this information and more at our website, <https://loveandtol.com/meeting>

**MEETING INFORMATION:**

Love and Tolerance Meeting ID: 190 210 132 no password needed.

**AA Approved Literature**

<https://loveandtol.com/meeting/literature>

**Other formats**

- PDF - [https://github.com/loveandtol/loveandtol\\_pages/raw/main/cohost.pdf](https://github.com/loveandtol/loveandtol_pages/raw/main/cohost.pdf)
- Word doc - [https://github.com/loveandtol/loveandtol\\_pages/raw/main/cohost.docx](https://github.com/loveandtol/loveandtol_pages/raw/main/cohost.docx)
- PLain text - [https://github.com/loveandtol/loveandtol\\_pages/raw/main/cohost.txt](https://github.com/loveandtol/loveandtol_pages/raw/main/cohost.txt)