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 "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 : Update the meeting spreadsheet with attendance count for this 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