

## SUGGESTED MEETING FORMAT

- 1) Leader introduces himself: "My name is \_\_\_\_\_ and I am an alcoholic."
- 2) "After a moment of silence, will those who care to join us in the Serenity Prayer?"
- 3) This is the regular \_\_\_\_\_ meeting of the San Diego/Imperial Area Institutional Committee of Alcoholics Anonymous at \_\_\_\_\_
- 4) "Please remember that we are here as guests of the Staff. We have no opinions outside the program of Alcoholics Anonymous. We carry the AA message only." In keeping with our sixth tradition which stresses "cooperation not affiliation" we do not sign attendance slips, but leave verification of attendance to the institution staff.
- 5) Read the Preamble:  
**Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for AA membership; we are self-supporting through our own contributions. AA is not allied with any sect, denomination, politics, organization, or institution; does not wish to engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.**
- 6) I have asked \_\_\_\_\_ to read a portion of the chapter How it Works.  
Call on a Panel Member or Group Member to read How It Works.
- 7) I have asked \_\_\_\_\_ to read the 12 Traditions.  
Call on a Panel or Group Member to read the 12 Traditions.
- 8) I would like to now introduce our speaker/s \_\_\_\_\_.  
Call on Panel Members to give short talks 10- 15 minutes each OR 1 guest speaker for approximately 40 minutes. Topic should always be what it use to be like, what happened and what it is like now. Remind Panel Members prior to meeting this sharing should end by \_\_\_\_\_
- 9) In closing, we have AA pamphlets, schedules and books available for you to keep. Unfortunately we are not permitted to provide you our personal phone numbers, but you may always call Alcoholics Anonymous hotline to speak to another alcoholic. We may provide you with a schedule and acknowledge specific meetings we as individuals attend.
- 10) Also, on behalf of the Contact on Release Committee we have fliers and the request form for their services. The primary purpose of AA Contact Service is to introduce newly released members to AA on the outside. Being alcoholics ourselves, we know that the people you will meet in your first days out could make all the difference. If you are interested in an AA contact upon your release, fill out and mail the request form to the PO Box. A member of AA will be in touch with you.
- 11) "For those who care to join us, we will close the meeting in the regular manner with the Serenity Prayer."