

## **EXAMPLE H&I MEETING FORMAT**

**FORMAT CAN BE CUSTOMIZED TO REFLECT PREFERENCES OF INDIVIDUAL  
PANELS AND FACILITIES**

## H&I Meeting Format

1. Leader Introduces Himself: **"My name is \_\_\_\_\_ and I am an Alcoholic.**
2. **"After a moment of silence for the alcoholic still suffering, if you wish, please join us serenity prayer."**
3. **Out of respect for the speakers and each other, we ask that you turn off or put your phones on vibrate. Thank you.**
4. **This is the regular \_\_\_\_\_ meeting of the San Diego/ Imperial Area Institutional Committee of Alcoholics Anonymous at \_\_\_\_\_.**
5. **"Please remember that we are guests of the staff. We have no opinions outside of Alcoholics Anonymous. We carry the message only." In keeping with our sixth tradition which stresses "cooperation, not affiliation" we do not sign attendance slips but will leave verification of attendance to the institutional staff upon request.**
6. **Preamble: Alcoholics Anonymous is a fellowship of men and woman who share their experience, strength and hope with each other that they may solve their drinking 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 engage in any controversy, neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.**
7. **As to get to know you better I would like to go around the room state your name, where you are from, sober time, and how long you have been here at \_\_\_\_\_.**
8. **Thank you. CLAP**
9. **I have now asked \_\_\_\_\_ to read a portion of chapter 5, "How it Works." Page 58**
10. **I have now asked \_\_\_\_\_ to read the short form of the 12 traditions. Page. 562**
11. **We will reserve approximately 10 minutes to answer general questions on the steps and what was shared.**
12. **I would now like to introduce our speaker/s \_\_\_\_\_.**

*Call on panel members to give short talks allowing approximately 10 minutes for group*

*participation (Q&A). Topics should always be, "What it used to be like, what happened and what it's like now." Notify speakers that there will be a 2-minute warning to wrap up shares leaving 10 minutes for participation.*

13. We will now open for questions on what was shared, the steps, or anything related to the program of Alcoholics Anonymous. Please be brief.
14. In closing, we have AA pamphlets, schedules and books to keep. We encourage you to browse through the selection and take with you any literature you don't already have. These are available to you and not the facility. As a practice we do not leave our personal numbers. However, a panel member can choose to do so upon their own discretion. You can always call the 24-hour AA hotline to speak to another alcoholic and get needed information. AA also has a nationwide program called Contact on Release that will connect you with a local AA in your home community once you've returned there who will meet you at a meeting and introduce you to other local AA's in the area. Please see the white cards by the literature for more information. Also, we may provide you with schedules to meetings and acknowledge specific meetings that we attend. This meeting is represented by \_\_\_\_\_.
15. Thank you for allowing us to be of service. For those who care to join us, we will close the meeting in the regular manner with the serenity prayer.