

Regular Monday Night Meeting Format

8:00 P.M. – Meeting Begins

"This is the regular Monday Night meeting of the Loyola Group of Alcoholics Anonymous, my name is _____, and I'm an alcoholic. By consensus, there is no smoking in this building, thank-you. Please join me in a moment of silence, followed by the Serenity Prayer."

Ask Someone to Read "How It Works"

"I've asked _____ to read How It Works, which is a part of chapter five of The Big Book of Alcoholics Anonymous, and lists the 12 steps which are the foundation of our program."

Who's Here? Make Them Stand Up

"Is there anyone here for either their first, second, or third AA meeting ever? If so, so we can better get to know you, would you please stand and give us your first name. Are there any others in their first thirty days? Do we have any out-of-town visitors? How about anybody else, who is attending our meeting for the first time, and would like to introduce himself?"

Talk about your topic and yourself, trying to relate the topic to The Steps.
Ten minutes, if possible, seems to work well.

Invite Others to Share

- Restate your suggested topic, and make it clear that anyone is welcome to speak about anything else on their mind.

Please announce: *"Speakers are asked to limit their talks to three minutes, so as to allow more people an opportunity to share. At 2 1/2 minutes, a chirp will sound as a courtesy advisory of how much time you've used. Also, even though some of us choose to share our first and last names, please be reminded that the identities and comments revealed here are not meant to be shared with others."*

- Call upon someone with time on The Program to help you set the tone and pace of the meeting.
- After you have called on several people you know will continue your good start, then alternate calling on strangers, visitors, and newer members, and regulars.
- Remember how good it makes you feel when you get called upon to speak, especially when you were relatively new.
- Plan ahead. Know who you are going to call on next, before the previous speaker is finished.
- Jump around the room, keeping everyone on their toes.

It is a longtime tradition at Loyola that our chairmen don't make comments between speakers.

8:40 P.M. – Ask For Volunteers

"From now, until 9:05, is the time we call upon volunteers who feel the need to share. Take as much time as you need, but please try, if you can, to keep it to three minutes, in order to give others their time. Raise your hands and I'll call on you. Also, please be reminded that this meeting does not have a break at the Seventh Tradition. That is our time to honor members for their anniversaries, and not a time to visit or smoke. It is a distraction to all, when some of us get up and move about. Thank You."

9:05 P.M. – Secretary's Report and Announcements

You choose the speakers for the rest of the meeting.

9:30 P.M. – Close the Meeting

"Please join me in closing this meeting in the usual manner – with The Lord's Prayer."