

Opening Up for The Loyola Men's Group Regular Monday Night Meeting

Before the Meeting: (@7:00 P.M.)

- Swipe the card, listen for the click, open and hold the door open.
- Use the Allen Key to unlock the "panic" push bars of both doors. One per door.
- Use the shiny silver key to open the Performing Arts Center door, leaving it open and unlocked.
- Turn the lights on, to the left as you go in.
- Place the BOX in its place, being careful not to clip the thermostat as you roll by.
- Put the Handicapped Parking sign out in front.
- Put the 12 Steps on the floor.
- Take the box of audiotapes and place it on the hallway table. Ask someone to unpack it.
- Unlock and open the doors to the main hallway.
- Find the bathroom sign in the BOX, and put it on that little table, and place it in the hall by the bathroom.
- If the PAC is dirty, or needs arrangement, clean up and arrange.
- Pull the curtains closed all around the front of the room.
- Use one of the little keys to unlock the BOX drawer, and place the Big Book, format, How it Works, the Chirp, gavel, and the Announcement sheet on the Chairman's table.
- If the air conditioning still isn't working, open the door near Ira, placing one of those boxes to hold it at an angle, so wind would push the box into the railing. Also open the other outside door, in the hall, keeping it open by placing the broom handle in the crack. If the air conditioner is working, don't open either of these doors.
- Unlock the two lower doors, from the lower entrance to behind the curtains, in case Marty or someone else in a wheelchair comes.
- Look around to see if anything else needs to be attended to.

After the meeting, things work in reverse

- Pick up garbage.
- Return How it Works and Handicapped Sign.
- Close and pull tight the two ventilation doors.
- Gather up the audiotapes, and put them back into the box.
- Put Meeting materials in the drawer and lock it. Make sure you have them all.
- Replace the BOX, with the doors facing the wall, and not blocking the passageway.
- Relock and close the long hallway doors. Pull all doors tight.
- Turn the PAC lights off, close the door and relock.
- Relock the two lower "Marty" doors.
- Look around the front door grassy area for garbage.
- Relock the main Stark Street doors by using the Allen wrench.
- The alarm has been arming itself at 10:30 P.M., so be out by then.

If by chance the alarm arms itself while the meeting is going on, you'll hear a series of beeps, slow at first then faster. There is a microphone in the ceiling, which the alarm company listens through if this happens. Make sure the beeping has ended, and interrupt the meeting by calling out loudly, "Sonitrol Alarm Company. This is the Loyola AA Meeting in the PAC, and somehow the alarm was armed. We'll be here until 10:30. Sorry."

Doing all these things perfectly, has been one of the reasons we've been welcomed guests since 1954. Make it look like we were never there.