

Opening up for Monday Night Meeting

Before the Meeting: (@6:30 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 three front doors. Two per door.
- Turn the lights on.
- Get the Rolling Box from the room to the left of the stage, using the silver key.
- Place the BOX in its place to the left, being careful not to clip the thermostat or door frames as you roll by.
- Find the bathroom sign, no entry to the balcony signs in the BOX door, and put them in their proper place.
- Setup our folding table in the lobby and arrange our free literature on it.
- The room always needs cleaning and the chairs straightened or rearranged. Use the carpet sweepers throughout the room and lobby. Seek help.
- Prepare the computer and sound systems.
- Retrieve from the BOX drawer, and place the Big Book, format, How it Works, the Chirp, gavel, and the Announcement sheet on the Chairman’s table.
- Look around to see if anything else needs to be attended to.

After the meeting, things work in reverse

- Pick up garbage. This is very important! Straighten all the chairs perfectly.
- Gather up the printed handout material, and put them back into the box.
- Put Meeting materials in the drawer. Make sure you have them all, including the bathroom and balcony signs.
- Replace the BOX in the front room.
- Turn off the computer and sound systems.
- Relock the main front doors by using the Allen wrench.
- Turn the lights off, close the doors and arm the alarm.

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.