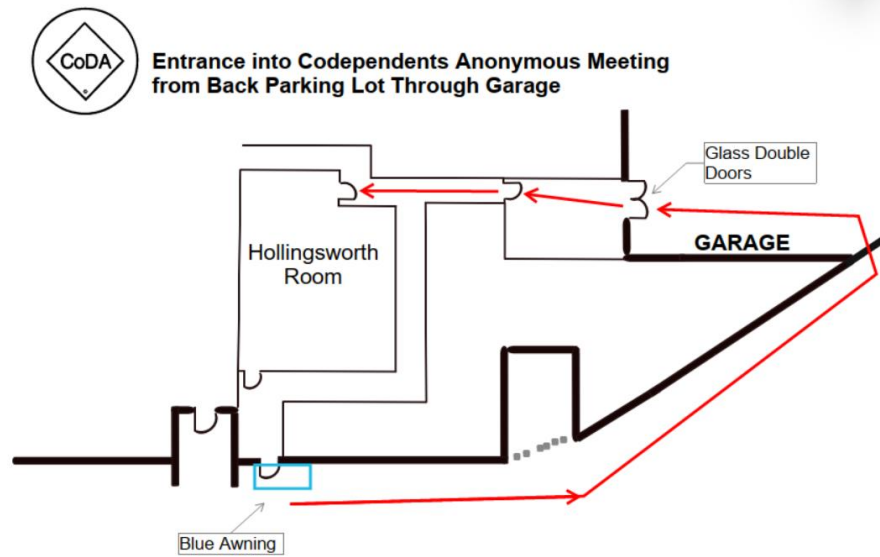


MEETING SET UP FOR WEDNESDAY NIGHT MEETING



- If you have no key, get in through the garage. Prop door open.
- Take down two tote boxes from top of metal cabinets.
- Set up front table with literature.
- Set up meeting tables.
 - Get sand timers out of can.
 - Get tissue boxes out of totes.
 - Get tent cards out of purple binder.
 - Get closing prayer out of purple binder.
- Set up meeting leader stuff on table.
 - The purple binder has the reading format and the readings to hand out.
 - Get Phone List and Calendar out of the tote boxes.
- Newcomer Packets and Chips are in the tote boxes if needed.

MEETING PUT AWAY

- Take any 7th tradition and literature sale money out of the can and Zelle to our treasurer, Drea (Her number is on the can).
- Put sand timers in can.
- Put everything back in the tote boxes however it fits.
- Put the boxes back on top of the metal cabinets.