

Elk River Alano – Thursday Night Open Speaker Meeting – Duty Squad Suggestions

If your Squad is up for a turn at hosting the Thursday Night Open Speaker Meeting, please review the suggestions below.

The Thursday night meeting is one where we receive MANY newcomers and treatment patients. It is critical we present a well run meeting and make people feel welcome.

Speakers:

- When finding a speaker, ask if they can fill the entire 40-60 minutes. If they cannot, consider two speakers and split the time.
- Ensure two people in your squad have the contact information for the speaker.
- Call the speaker prior to the meeting as a reminder. Learn a bit about them so you can properly introduce them. Let them know who will introduce them. Please ask them to keep the discussion to alcoholism.
- Be prepared to greet the speaker and make them feel welcome.

Setup:

- Setup the tables and chairs so that all are pushed towards the podium. This brings the audience close to the speaker avoiding people at the back of the room.
- Work within your squad to assign the following duties. These are core responsibilities of the hosting squad.
 - Book the speaker.
 - Host/MC
 - Greeters
 - Treats
 - Setup/Cleanup.
- Please provide greeters to make newcomers feel welcome. You can even recruit folks outside your squad to help.