

Meeting Setup For Elbe Church “Pfarrhaus”

- 1. Turn on all lights – including the porch light.**
- 2. Turn up the heat (68 – 70 degrees).**
- 3. There are two wooden “AA Meeting” signs – one goes just at the end of the path to the porch; the other goes out by the road. Either put them out or ask an early arrival to do it.**
- 4. Bring out the Keurig machine and put it on the counter to the left of the sink, fill with water and turn it on. (Also fill one of the Bunn coffee pots with water – to refill the Keurig machine if needed.)**
- 5. Bring out the k-cups and coffee paraphernalia (i.e. sugar, Splenda, creamer, stir sticks, cups).**
- 6. On the other counter, set out pamphlets and literature (optional).**
- 7. From the “tubs” in the closet get the notebook with the readings, the group calendar(s), collection basket, literature bag and etc. and put on the table for the chairperson.**

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After the meeting:

- 8. Put everything back in the closet.**
- 9. Do any cleanup that is needed.**
- 10. Take the trash with you and put a clean bag in the trash can.**
- 11. Bring in the AA signs.**
- 12. Turn the heat back down (i.e. press the “Run Program” button).**
- 13. Turn off all lights (including the porch light).**
- 14. Lock the door.**