

MEMPHIS AREA WIDE SPEAKER MEETING
EVERY 1st Sunday @ 2:30 - 4:00 PM
Christ United Methodist Church
4488 Poplar Avenue - Wilson Ross Bldg. Room 415/416
Revised 1-18-11

PURPOSE: To promote unity among the area's AA groups and help to provide funds to operate the Intergroup Office.

HOW IT WORKS: Each month a different group (or more than one group working together) hosts the meeting. **Host group(s) responsibilities:**

- Obtain a speaker for the meeting: Please do this well in advance of the month you will be hosting the meeting. Please provide 40 copies of a flyer to distribute at the IG rep meeting the month before your group hosts and provide a copy of the flyer to MAIA so the info can be post to the MAIA website. The flyer should consist of host group(s) name(s), speaker name, sobriety date and home group (if possible) and the date and place of the area speaker meeting. If possible obtain fresh voices without incurring too much expense to your group(s), we ask that you secure a speaker from out of town.

- Refreshments: Typically, light snacks/desserts (finger food) and beverages are provided for 50 - 100 people. (Hopefully we can build our meeting back up to 100!)

- Supplies for refreshments:

MAIA will furnish the coffee...having already brought this to the facility and made coffee prior to the IG meeting. Also, sugar, creamer and stirrers will be provided by MAIA and already on site, in addition to two (2) baskets and tickets to sell for give a way.

The host group(s) will provide the following supplies: plates, cups, napkins, plastic utensils, serving utensils (if necessary), ice (if necessary) food and beverage. Any left over supplies provided by the group can be returned to their home group(s).

- Big Book Giveaway: The host groups provide a large print Big Book and donate it to the event. The host group provides someone to man the Big Book table i.e. a separate table to be set up for Big Book signing, purchase of tickets (tickets provided by MAIA) and collection of funds. This separate table can be set up no earlier than 2:00 p.m. Cost of signing the Big Book is \$1.00. Ticket costs are 1 ticket for \$1.00 or 6 tickets for \$5.00.

Ticket stubs are placed in one basked (provided by MAIA) to be drawn from at the end of the meeting. Host group should provide one large envelope to place all monies in.

The outside of the envelope should indicate as follows:

\$ _____ .00 monies collected from book signing
\$ _____ .00 monies collected from ticket sales
\$ _____ .00 monies collected from basket
_____ TOTAL MONIES COLLECTED

At the end of the meeting this envelope and monies are to be submitted to the MAIA Office Manager or Treasurer or S.C. Chair.

For the **Speaker Meeting** itself, there should be

- a chair to represent the group and lead the meeting
 - I.e. to open the meeting and read the preamble
- A reader to read HOW IT WORKS
- Someone to pass the basket and be responsible to count those monies and add to the envelope and give to the MAIA secretary, treasurer or SC Chair.
- someone to introduce the speaker.

(MAIA will bring the Meeting Agenda and have those available to the host group at the podium for the meeting.)

After the speaker, a designated person from the SC will handle the drawing of the tickets and close the meeting with the Lord's Prayer.

The host groups are responsible for set up (no earlier than 2:00 PM) AND clean up after the meeting.

Contact MAIA office, (901) 454-1414 with questions.