

## Boilerplate Meeting Script

**1. Welcome** - Welcome to [*the name of meeting*]. This is an [open / closed] meeting of Alcoholics Anonymous. "Hi, I'm [*name of person chairing the meeting*] and I'm an alcoholic."

**2. Introductions** - "Please introduce yourselves. Please let us know if you are new to AA or new to this group." Each person round the table says who they are. After introductions completed, "We would like to welcome those who are new to A.A. and those who are at this meeting for the first time."

**3. Preamble** - "Alcoholics Anonymous is a fellowship of men and women who share their experience, strength and hope with each other that they may solve their common problem and help others recover from alcoholism. The only requirement for AA membership is a desire to stop drinking. There are no dues or fees for membership: we are self-supporting through our own contributions. AA is not allied with any sect, denomination, politics, organization or institution: neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety."

4. I have asked [*name of person*] to read [*name of the reading*]

5. I have asked [*name of person*] to read [*name of the reading*]

6. I have asked [*name of person*] to read [*name of the reading*]

**7. Announcements** - varies by group / location.

**8. New Business / Old Business** - "Is there any new business?" "Any old business?" This group has a business meeting [state when the meeting is] where business items are discussed.

**9. Seventh Tradition** - "Every AA group ought to be fully self supporting, declining outside contributions. We'll now pass the basket to pay for rent, coffee and other miscellaneous expenses. Contributions are voluntary."

## 10. Sharing

Depending on the type of meeting the group has decided upon, this section of the meeting can vary widely.

**Speaker Meeting:** One person shares experience, strength and hope. "This is a speaker meeting and [*name of person*] has the meeting today." Speaker shares for 10 to 15 minutes. After the speaker shares, members of the group share.

**Topic Meeting:** A topic is pre-selected or selected ad-hoc. "This is a topic meeting. The topic is [*name of topic*]. Each person typically shares about the topic, starting with the first person who volunteers, and each person then shares on the topic in turn.

**Step Meeting:** Like a topic meeting, except a step is discussed instead of a topic. "This is a step meeting. The step is [*read step*]." Each person typically shares about the step starting with the first person who volunteers, and each person then shares on the step in turn.

**Discussion Meeting:** Open format. "This is a discussion meeting, Please share what's on your mind." Members of the group go round the room (or out of order if that is the format), sharing what's on their mind.

**Study Meeting:** A book has been pre-selected. For example, Living Sober. "This is a study meeting. We read from [*name of book*]. After the reading each person has a chance to share." One person (or the reading can go round the room) reads a short passage from the book or reads a page or a chapter. Depends on the group. Many times the group will pick up from the place / page left off reading from the previous weeks reading.

**First Step Meeting** - When a newcomer to AA is there for their first meeting the group oftentimes decides to have a first step meeting.

**11. Optional Activities** - "We would like to invite you to join us for coffee and fellowship after the meeting at [*name of place*]."

**12. Close** - "We will close the meeting today with the Responsibility Pledge. I am responsible when anyone, anywhere, reaches out for help, I want the hand of A.A. always to be there. And for that I am responsible."