

Acts of Recovery

Noon – Chairman Opening Statements:

Welcome everyone to the XXXXX Acts of Recovery

Please stay seated during the speakers so as not to distract others.

Turn off cell phones, pagers and other noise making devices.

CD recordings of the speakers are available at the table by mail order. There are some recordings of previous conferences available today...others are available through mail order. CD's are \$4.00 each, \$15.00 for a conference set or you can download them for free on www.intoaction.org.

Please put all cigarette butts in the cans provided.

Bathrooms are _____.

Open with the Serenity Prayer

Preamble.

Steps.

Have 1st Speaker Host introduce speaker

No long introductions. 30 seconds max.

Speaker stops at 1:00pm, Host presents gift of appreciation

Announce a 15 minute break, next speaker starts precisely at 1:15pm.

1:15pm - Pitchman – Short history of Acts of Recovery, 7th Tradition Pitch, Pass the basket.

Have 2nd Speaker Host introduce speaker

No long introductions. 30 seconds max.

Speaker stops at 2:15pm, Host presents gift of appreciation.

Chairman announces instructions for lunch line. Next speaker starts precisely at 2:45pm.

2:15pm – 2:45pm Lunch: 1-2 people serving. “Easy to serve” food only.

Put a donation basket out.

Structure food line to move fast.

Minimize noise while setting up or cleaning up during speakers.

2:45pm - Have 3rd Speaker Host introduce speaker

No long introductions. 30 seconds max.

Speaker stops at 3:45pm, Host presents gift of appreciation

Announce a 15 minute break, next speaker starts precisely at 4:00pm.

4:00pm - Pitchman – Pass the basket, if necessary to meet expenses.

Have 4th Speaker Host introduce speaker

No long introductions. 30 seconds max.

Speaker stops at 5:00pm, Host presents gift of appreciation

Chairman – Thank everyone coming. Announce tape & CD availability.

Announce - Future Acts of Recovery Dates: You can get these off of www.intoaction.org

Conference & Speaker Meeting Recordings, Related meeting & conference information - www.intoaction.org

Close with the Lord's Prayer