

Suggested Virtual Meeting Script

Note: This script is provided in the spirit of assistance and is *suggested* only. Each group makes its own decisions about their standard script it uses to run its meetings by Group Conscience. This script covers general procedures only and would need to be edited for your specific meeting format (Speaker, discussion, etc.) **Take what you want & leave the rest!**

[Good morning/afternoon/evening], and welcome to the regular meeting of the [_____] group of Alcoholics Anonymous. My name is [_____] and I'm an alcoholic. Ours is [**an open/a closed**] meeting of AA. [Attendance at closed meetings is limited to persons who have a desire to stop drinking.] We are glad you are here.

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 to recover from alcoholism. The only requirement for membership is a desire to stop drinking. There are no dues or fees for A.A. membership; we are self-supporting through our own contributions. A.A. is not allied with any sect, denomination, politics, organization or institution; does not wish to engage in any controversy; neither endorses nor opposes any causes. Our primary purpose is to stay sober and help other alcoholics to achieve sobriety.

Meeting etiquette

A few words about virtual meeting etiquette: generally, don't do anything in a virtual meeting you wouldn't do in a physical meeting. Mute your microphone when not speaking if the host hasn't done it for you. Turn off your video if you're doing something distracting (walking, exercising, etc.). Be respectful of others when they share and remember our meetings are a sacred space to those who attend.



Crosstalk

- This meeting discourages crosstalk. That includes commenting directly on the share of another or giving direct advice verbally or in the Chat box (if available).

Phone participants

- Participants who have joined by phone only may unmute/mute themselves by pressing *6; they may raise/lower their hands by pressing *9.

Spiritual timekeeper

- If your group has a spiritual timekeeper, request a participant to volunteer for this role. Consider making them a co-host so they are highly visible in gallery view.

Newcomers, day-Counters, celebrants, AA-related announcements, literature

- The Chair may ask if there are any newcomers, people counting days or celebrating an anniversary.
- The Chair may ask if there are any AA-related announcements.
- Literature is available to purchase or to read online for free. Please see the Chat Box for the relevant links:

[The below-listed text may be copied and pasted into the Chat Box]

— Books and other material to purchase:

— <https://www.nyintergroup.org/product-category/literature/>

— Pamphlets to purchase:

— <https://www.nyintergroup.org/product-category/pamphlets/>

— Read online for free:

— Big Book: https://www.aa.org/pages/en_US/alcoholics-anonymous

— Twelve & Twelve: https://www.aa.org/pages/en_US/twelve-steps-and-twelve-traditions

— Daily Reflections: https://www.aa.org/pages/en_US/daily-reflection

— AA Grapevine: <https://www.aagrapevine.org/we-are-here-to-help>

Seventh Tradition

There are no dues or fees for AA membership. AA is self-supporting through its own contributions. We pass the virtual basket to cover expenses.



[Here give the Seventh Tradition information. Consider pasting the information in the Chat box.]

Other links:

Donate to the General Service Office (GSO) Alcoholics Anonymous [here](#).

Donate to Inter-Group Association of A.A. of New York [here](#).

Sponsorship

If your meeting has an announcement regarding members willing to serve as a sponsor, prospective sponsors may use the raise hand function. Some groups open up the Chat box for this purpose and allow prospective sponsors to put their name and contact details in the Chat box. This policy should be discussed in the Group Conscience.

“Burning desires”

Ask for “burning desires,” people who fear they might drink or harm themselves.

Closing

*I would like to thank _____ who served as our co-host [**and, other service positions**] and all of you for being here.*

Closing prayer.