Alkathon Guide for Meeting Host Groups: 2026-2027

The goal of this document is to outline the roles and responsibilities of the participating groups in our annual Alkathons. Alkathon meetings are one and a half hours in duration with a 30 minute interval between meetings for socializing. The exception is the closing meeting which is one hour. The Alkathon meeting format is speaker discussion leaving the last 30 minutes of the meeting open for discussion. Staffing needs are similar to a typical meeting with some variance in the service position responsibilities. It is suggested groups plan to arrive for their meeting at the conclusion of the previous meeting, i.e. 30 minutes prior to your meeting's start time.

Staffing:

The suggested service positions and their responsibilities are:

- Secretary:

  The secretary leads the meeting using a script provided by the Alkathon committee. Preview of the script prior to the meeting is encouraged, it will be available online, as there are more announcements than a typical meeting introduction.

  -If your group does not have a Literature Sales volunteer, you are asked to facilitate book sales following the conclusion of your meeting.

  -After the meeting, orient the secretary for the incoming group.

- Speaker:

  Share the message. Most groups have a single speaker, the Alkathon committee has no opinion regarding how many speakers a group involves, our only request is that the speaker(s) stop speaking in time for 30 minutes of discussion.

- 7th Tradition (1-3 Suggested):

  Assist in collection of contributions to our 7th Tradition and to Norcal Hospital and Institutions (H&I). For large meetings it is suggested that three volunteers will be needed for this position. Envelopes to deposit the donations will be provided.

  NOTE: Each group will have **two** envelopes:

  - one to include both 7th Tradition and book sales
  - another one for H&I.

  After the meeting, count the money, fill out the envelope, and put them in the padlocked wooden box that should be located under or near the Secretary table.

- Group Coffee Servers (2 Suggested)):

  It is suggested that groups provide volunteers to serve coffee to those in attendance to reduce disruption during the meeting, **especially for larger meeting**s. It is suggested two volunteers staff this position, one to carry coffee and one to carry condiments. All coffee, cups and condiments are provided by the Alkathon committee and Alkathon Volunteers will be making the coffee. Group coffee servers are also asked to assist in the general maintenance of the coffee area.

- Greeter (3 Suggested)

  Same as a group commitment, welcome attendants

- Literature Sales

  The Alkathon committee in conjunction with our Central Office will have a small display of AA World Services and Grapevine Books for sale. The Alkathon committee suggests groups provide a volunteer to staff this table and assist with book sales. If not staffed this commitment will fall on the Secretary.

Food:

The groups are requested to consider providing food items relevant to the time they are hosting. The Alkathon Committee provides coffee, tea, all the needed supplies and a kitchen crew to assist groups with food. The Alkathon Committee also has a small food budget to assist groups who may be unable to consider the food request.

Housekeeping:

Each meeting should help out with general housekeeping:

- Check food tables and clean up
- Take out the trash
- Check coffee and make if needed
- Check bathrooms and tidy / resupply if needed
- Check inventory and restock if needed