



Having a plan in place to welcome newcomers and visitors to your group throughout the year helps newcomers and members alike.

Here are a few things to keep in mind for your group's "Welcoming Checklist":

Ensure that your meeting information is accurate in all locations, including:

- The facility in which the meeting takes place
- Anywhere the meeting is listed within the community or online
- Al-Anon Information Service/Intergroup
- Area website
- World Service Office

Provide specific meeting location instructions on meeting schedules and flyers:

- Are parking instructions needed?
- Are there special requirements to gain access to the building or does it require special sign-in for visitors?
- Does the facility's contact know the day, time, and location of the meeting?
- Does the facility have a way to publish your meeting information?
- Are special instructions needed for late arrivals, e.g., "After 7:00 pm, ring buzzer by door."
- Are instructions clear enough for out-of-town visitors not familiar with your community?

Help people find the meeting room and feel welcome.

- Are there signs pointing to the right room for the meeting? Have you gained permission from your facility to display the signs?
- Does your group have a "greeter" to welcome those attending your meeting?

Does your group have enough Newcomer Packets and literature on hand?

Does your group have current meeting lists on hand?

Consider discussing in a group business meeting if the meeting format should be revised when a newcomer or visitor is present.

Discuss the role of the chairperson when new people are present.

Is there an optional reading in *Groups at Work* (P-24) that the group would like to read to offer support and hope?

We want everyone to feel welcome in our Al-Anon and Alateen meetings!