



**MEETING CHANGES UPDATE FORM**

**Type of Change:**

Location \_\_\_\_\_ Room \_\_\_\_\_ Time \_\_\_\_\_ Format \_\_\_\_\_ Closing/New \_\_\_\_\_ Holiday Closing \_\_\_\_\_

Date Reported: \_\_\_\_\_ Effective Date: (month/day/year) \_\_\_\_\_

Group Name: \_\_\_\_\_

Meeting Location: \_\_\_\_\_

Borough \_\_\_\_\_ Day of Meeting: \_\_\_\_\_ Time of Day: \_\_\_\_\_ AM  
 \_\_\_\_\_ PM

Mailing Address (if different from location): \_\_\_\_\_

**Type of Meeting: (place a check mark to all that apply)**

- |                       |                              |                                                                             |
|-----------------------|------------------------------|-----------------------------------------------------------------------------|
| Beginners _____       | Gay & Lesbian _____          | Wheelchair Accessible _____                                                 |
| Regular _____         | Al-Anon Adult Children _____ | Open Meeting _____                                                          |
| Alateen _____         | Men _____                    | Non-member visitors welcome _____                                           |
|                       | Women _____                  |                                                                             |
| Step _____            | Parents _____                | Advanced Notice _____                                                       |
| Tradition _____       | African/American _____       | Advanced Notice required for non-member<br>visitors and professionals _____ |
| Literature _____      | Babysitting _____            |                                                                             |
| Meditation _____      | Children Welcome _____       | Closed Meeting _____                                                        |
| Slogan _____          | Sign Language _____          | No non-member visitors or professionals _____                               |
| Problem Solving _____ | Spanish Speaking _____       |                                                                             |

**Phone Contacts for your meeting:**

Name #1 \_\_\_\_\_ Telephone \_\_\_\_\_

Name #2 \_\_\_\_\_ Telephone \_\_\_\_\_

<p><b>Name of Person Reporting Meeting Change:</b></p> <p>_____</p> <p><b>Telephone Number:</b></p> <p>_____</p>
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<b>For Office Use Only:</b> (enter date the update is complete)	
Meeting List For Publishing	_____
Website	_____
Binders	_____
Interim Meeting List Worksheet	_____
Voice system	_____
Mailing List	_____