

BETHEL MEETING PLANNING

- ▶ MEETINGS SHOULD BE COORDINATED WELL IN ADVANCE WITH THE HONORED QUEEN (OR HONORED QUEEN PROTEM) AND BETHEL GUARDIAN, NOT THE DAY OF. CONFIRM AGENDA DETAILS ON REPORTS, UNFINISHED BUSINESS, NEW BUSINESS AND ANY UPCOMING VOTES NEEDED (LET THE HQ LEAD THE MEETING)
 - THE HQ SHOULD HAVE 3 COPIES OF THE AGENDA PRINTED (ONE FOR THE HQ, ONE FOR THE BG & ONE FOR THE RECORDER)
 - ITEMS TO BE DISCUSSED DURING THE MEETING MUST BE DISCUSSED AT A COUNCIL MEETING PRIOR TO THE MEETING WITH THE EXCEPTION OF INVITATIONS FROM OTHER BETHEL
 - REMEMBER THAT NO ADULT MAY SPEAK UNLESS SHE/HE IS A MEMBER OF THE EBGC OR A MM OF THE BETHEL. IF NECESSARY, THE HQ MAY CALL ON ANY OTHER ADULT FOR INFORMATION OR OPINION.
 - PLEASE NOTIFY DAUGHTERS IN ADVANCE IF THEY WILL BE ASKED TO GIVE A REPORT DURING THE MEETING
- ▶ ONLY ONE RITUAL IS ALLOWED OPEN DURING A MEETING.
- ▶ PLAN MEETING THEMES IN ADVANCE, INCLUDING INVITATIONS AND CEREMONIES. THESE SHOULD BE DISTRIBUTED AT LEAST ONE MONTH IN ADVANCE
 - CHOOSE REFRESHMENTS & DECORATIONS AND ASSIGN RESPONSIBILITY
 - DIRECTOR OF EPOCHS SHOULD BE FAMILIAR WITH THE CEREMONY, AND DIRECT PRACTICE IF NECESSARY
- ▶ THE BETHEL GUARDIAN SHOULD ARRIVE AT LEAST 45 MINUTES PRIOR TO THE BETHEL MEETING TIME.
SHOULD ALWAYS BE THE FIRST TO ARRIVE AND LAST TO LEAVE
 - ALL MOBILE PHONES SHOULD BE TURNED OFF AND PUT AWAY PRIOR TO MEETINGS. SHOW THE GIRLS THE RESPECT THEY DESERVE.
 - PROTOMS SHOULD KNOW IN ADVANCE WHAT POSITION THEY WILL BE SUBSTITUTING, UNLESS LAST MINUTE SITUATIONS ARISE WHEN SHE MAY THEN READ FROM THE RITUAL
- ▶ BE PREPARED FOR ESCORTS, THE HQ SHOULD GREET ANY NEW VISITORS TO LEARN NAME, TITLE & LOCATION, AS WELL AS BE FAMILIAR WITH THE TITLES & LOCATIONS OF REGULAR VISITORS. THE LIST OF TITLES TO BE INTRODUCED SHOULD BE SET PRIOR TO THE MEETING, NOT DURING, INCLUDING ANY INTRODUCTIONS THAT WOULD FALL UNDER SECTION 20 OTHER. IF THERE IS NOT A VISITOR FOR A SPECIFIC INTRODUCTION CATEGORY, IT MAY BE EXCLUDED
- ▶ THE RECORDER & TREASURER SHOULD REVIEW PRIOR TO START OF MEETING ANY MATERIALS TO BE READ SO SHE IS FAMILIAR WITH CONTENT AND PRONUNCIATION
- ▶ ALLOW THE TREASURER/RECORDER TO COMPLETE ALL PAPERWORK, THIS INCLUDES TREASURER'S REPORT, BILLS, RECEIPTS & MINUTES. THIS IS HOW THEY LEARN.
- ▶ BG OR GS PLEASE REVIEW CORRESPONDENCE. WHEN NECESSARY, EDIT IF LENGTHY.
- ▶ REMARKS SHOULD ALSO BE PREPARED IN ADVANCE. A LIST SHOULD BE DECIDED UPON BY THE HQ & BG BASED UPON THOSE INTRODUCED. THE ORDER OF REMARKS CORRESPONDS TO THE ORDER OF ESCORT, FOLLOWED BY BG, ABG & HQ.