

MEMORANDUM

To: Group Secretaries
From: MaryLou @ the Central Office
Date: November 1, 2017
Subject: Holiday Meeting Schedule

It's that time again! The form below is for the groups that normally meet on these days, and will or will not be meeting. The schedule will list only the groups that are meeting on Christmas Eve, Christmas Day, New Years Eve & New Years Day. However, we still need to know if your groups are not meeting. Please fill the form out and return to the Central Office no later than **December 10, 2017**. The schedule will be included in the December's Newsletter. It can be mailed, or e-mailed. If you have any questions, please call MaryLou or Mike at the Central Office. Thank You!

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NAME OF GROUP _____

DAY & TIME _____

TOWN WHERE GROUP MEETS _____

SUNDAY, DECEMBER 24th?	YES _____	NO _____
MONDAY, DECEMBER 25th?	YES _____	NO _____
SUNDAY, DECEMBER 31st?	YES _____	NO _____
MONDAY, JANUARY 1st?	YES _____	NO _____

NAME AND DAY TIME PHONE NUMBER OF PERSON SENDING THIS INFORMATION IN:

X _____

Pittsburgh Area Central Office, Inc.,
900 Fifth Avenue
5th Floor
Pittsburgh, PA 15219
Phone 412/471-7472
Web Address – www.pghaa.org
Email – pghareaoff@aol.com