

# MEMORANDUM

**To: Groups**  
**From: MaryLou @ the Central Office**  
**Date: November 1, 2018**  
**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, 2018**. The schedule will be included in the December's Newsletter and on the website. It can be mailed or e-mailed. If you have any questions, please call MaryLou or Mike at the Central Office. Thank You!

=====

NAME OF GROUP \_\_\_\_\_

DAY & TIME \_\_\_\_\_

TOWN WHERE GROUP MEETS \_\_\_\_\_

MONDAY, DECEMBER 24th ?	YES _____	NO _____
TUESDAY, DECEMBER 25th ?	YES _____	NO _____
MONDAY, DECEMBER 31st ?	YES _____	NO _____
TUESDAY, 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  
Fax 412/471-7476  
Web Address – [www.pghaa.org](http://www.pghaa.org)  
Email – [pghareaoff@aol.com](mailto:pghareaoff@aol.com)