

beforehand, and be thorough and complete. A small committee, or a few reliable persons ought to be made responsible for the management of every meeting, or a standing committee appointed to superintend all meetings.

4. Every meeting should be well advertised by announcements in as many churches as possible on the preceding Sunday, and in every other available way, such as by bills, advertisements in newspapers, and announcements in as many other meetings or public places as possible.

5. It is hardly needful to state that arrangements about place of meeting, having building opened and properly lighted, seating the audience, taking the collection, and other details, ought to be looked after in good time by persons duly appointed.

6. The platform ought to be comfortably and conveniently seated, well lighted, and, where practicable, a few dowers or other simple decorations secured. Local clergymen, prominent public men, and leading workers ought to be asked beforehand to take seats upon the platform. Any singers or others who take part should be seated so conveniently that they can present themselves when called without delay or discomfort.

7. Where reporters attend meetings, pains should be taken to have tables and seats prepared for them, where they can hear well and have plenty of light.

8. If the audience is not large enough to fill the building, those present should be seated well forward. Many a meeting has been spoiled by leaving empty seats between the speaker and the audience.

9. It is well to have a chairman of reputation and influence in the community, who should have a clear, strong voice that can be heard in every part of the hall, or church, in which the meeting is held. He should be provided with a complete programme, and made acquainted with those who take part, before the meeting begins.

10. When a meeting is held in a church, the pastor ought to be specially recognized. If he is not the chairman or one of the speakers, he ought to assist in the opening exercises.

11. Opening services ought to be brief, but lively, and should include a rousing hymn or chorus, in which the audience can take part.

12. A well-trained choir, aided by instruments where available, will be of much value in preventing weariness, and making the meeting more impressive and effective. Well rendered recitations, solos, or choruses by children, are sometimes useful. Such exercises, however, must not be allowed to take up much time, or to interfere with the speaking, which is the important part of the meeting.

13. It is a mistake to have too many speakers. The circumstances must decide what is desirable in each case. As a general rule, there ought to be one address by a well-posted, experienced speaker, around whose speech the interest of the meeting will centre. Even this address ought not to be long enough to be wearisome. All the other speeches should be very short, pointed, and lively.

14. All arrangements with speakers should be definite. If a speaker comes from a distance, his time of arrival should be known, arrangements should be made for his entertainment, and some person appointed to meet him, look after his comfort, and give him all necessary information.

15. When a meeting is not held in a church, it is generally well to invite discussion or questions. In such cases any opposition speech ought to be made, or questions asked, early in the meeting. They would come most appropriately before the principal address. Opposition arguments or questions must be dealt with by some persons thoroughly familiar with the facts about prohibition, and well skilled in controversy.

16. Every one who is to take part in a public meeting ought to know of his duty in time. No one should presume to make an address unless he has carefully prepared himself, or is thoroughly familiar with the subject he discusses.

17. Let everything be lively and earnest. Avoid hackneyed recitations. Do not invite injudicious or extravagant speakers. Keep up the interest. Close early.