

Set-up/Take-down Duties:

Ensure that the venue has brought out the two rolling white wooden boxes and one rolling big black plastic box. If this hasn't been done notify the Sergeant-at-Arms, or if not present, the venue staff.

Before the meeting: Set-up

Entrance way:

- Club banner

Registration Table:

- Guest book and pen
- Guest kits
- Laminated meal tent cards

Lectern:

- Club Charter
- Gavel

Small Trophy Table (first trophy nearest the lectern and so on):

- Table Topics
- Most Improved Speaker
- Best Speaker
- Best Evaluator
- Harold Bickel "Get on with It"
- White-Wash Brush Cup
- Actor Award
- Smut Cup
- Chairman's Cup

Timer:

- Connect (and test) the timing lights and power cords
- Place stopwatch with the timing lights

Evaluation Forms

- Distribute the evaluation forms: one for each speaker for every attendee

After the meeting: Take-down

- Notify the Sergeant-at-Arms of any shortages or problems
- Ensure that everything is put back in the boxes
- Lock the big black plastic box
- The venue will store the boxes