

## **BEFORE THE MEETING**

Arrive at least 15 minutes early

Take the sandwich board that is in the closet with the steel bard and set it up out front.

### **FRONT CLOSET:**

- Set up the Flag.
- Set up the Ribbon Pole.

### **LECTERN:**

- Move lectern from rear storage to front of room.
- Remove ballots
- Remove ribbons
- Remove Timer/Grammarians Box
- Remove Greeter Box

### **GREETER TABLE:**

- Greeter Guidelines
- Guest Book and pen
- Greeter sign
- Guest Name Labels and marking pen
- Guest Letter w/attachments (Guest Packets)
- Flyers (if we have any)

### **REFRESHMENTS TABLE**

#### **CHAIRS:**

- 2 aisles, 3-4 rows, 4 chairs each row
- Evaluation form on each chair
- 2 objectives sheets in each row

#### **TIMER AND GRAMMARIAN TABLE:**

- End of table visible in the aisle.
- Timer Guidelines
- Timer checklist
- Grammarian Guidelines
- Grammarian checklist
- Evaluation containers
- Voting containers with ribbons
- Timer on top of box and visible in aisle.

#### **VIDEO CAMERA (WITH VIDEOGRAPHER):**

- Set up and test camera in rear corner of seating area.
- Videographer Guidelines
- Have available enough blank videotapes available for all speakers (3).

## **AFTER THE MEETING**

Restore to previous condition