Sergeant at Arms Checklist (Managing Club Properties)

Before the meeting, during the week:

_ Secure / confirm meeting space

_ Print adequate supply of evaluation forms

_ Have adequate supply of ballot slips (zip lock bags work well)

_ Have adequate Ribbons / awards for Speaker, Table Topic and Evaluator

_ Have White Board or Projector ready

_ Secure Plan B meeting location if primary meeting space cancels

_ If food is part of meeting, coordinate and arrange as necessary

At the Meeting:

_ Set up room to accommodate the meeting (get volunteers for help if necessary)

_ Set up Lectern, Flag and Banner stand

_ Place ribbons under Lectern for Toastmaster's presentation later

_ Lay out Guestbook with blank name tags and marker pen

_ Lay out Ahh counter sheet and sounding device

_ Lay out timing device & cards

_ Set up camera for recording Speeches, Table Topics and Evaluations

_ Secure extra chairs for guests overflow

Opening the meeting:

_ Begin meeting on time by gaveling the meeting open and have all rise and you lead the Pledge of Allegiance. Have everyone be seated and then ask a member to read the Club Mission Statement which will be on the Agenda. Then you lead the applause enthusiastically. You may comment on the theme of the day, but do not take up a lot of valuable time. Introduce the Presiding officer, usually the President and again you lead the enthusiastic applause.

_ Help guests sign the guest book and get their name tag. Seat them close to a member.

_ Gather and count ballots during appropriate times in the meeting. Deliver winning ballot results to the Toastmaster.

_ After the meeting put everything away and put room back to previous arrangement. Clean up the area and dispose of trash.