

Sergeant at Arms of the Evening is Responsible for:

Buy **Food** and **Beverages** (maximum of 15 Euros & bring the receipt).

Get the **Keys** for the Meeting Room.

Arrange the **Room** at least 15 minutes before the meeting begins.

Table, Chairs and **Lectern** are in place.

Traffic Light, Stopwatch and **Time-Keeper's Report**.

Special Equipment, video projector, etc. are setup if needed.

Club Banner is displayed.

Program & Ballots are distributed.

Awards (Ribbons) are placed on Lectern.

Educational material displayed.

Welcome Book is at entrance.

Roles Book is at entrance.

Sign-In Sheet is at entrance.

Name Badges are at entrance.

Food, Beverages, Glasses, Plates, Napkins, etc. are in place.

Ensure the **Meeting Starts on Time**.

If you have any questions, contact your **Mentor** or a **Club Officer**.

Thank you, Sergeant at Arms February 1, 2020