

Checklist for the Sergeant at Arms

1. Take lectern, banner, and sign from closet diagonal from meeting room
2. Set up sign outside of meeting room
3. Hang up banner over projector screen (thumb release in back will lower screen)
4. Set up lectern at front of room
5. Place voting sheet at each seat
6. Put 2 pieces of tape on the front of the lectern to hang "word of the week"
7. Set up timing cards and stop watch at the timer's position
8. Set up small clock on marker board on the left side of the lectern
9. Place 3 ribbons (best speaker, best evaluator, best table topics) on table next to lectern
10. Place gavel on lectern
11. Place guest sign-in book and visitor packets (in lectern) next to the door.