**Before Club Meetings**

* Confirm meeting room reservations a few days before the meeting.
* Ensure that plenty of blank ballots are available for voting for Best Speaker, Best Evaluator, and so on.

**Upon Arrival at Club Meetings**

* Arrange the meeting room and equipment at least 30 minutes before, so the meeting starts on time.
* Arrange tables and chairs.
* Set out the lectern, gavel, club banner, (optionally) the national flag, timing device, ballots, trophies, and ribbons.
* Place a table near the door to display name tags, the **Guest Book** (Item 84), **Guest Packets,** promotional brochures, and educational materials such as manuals, club newsletters, and the toastmaster magazine for **Guests** and **Members** to see.
* Check the room temperature and adjust it if the room is too hot or too cold.
* If your does not have a designated “Greeter”, Ask all guests to signThe **Guest book** (Include contact information: Email address, phone numbers, and mailing address) and give each a name tag to wear during the meeting.
* Check agenda for who is to be the designated Greeter and review Duties.

**During Club Meetings**

* Sit near the door to welcome late arrivals and them be seated. Prevent interruptions and perform any necessary errands. Designate a club member if you have a critical meeting role such as Toastmaster, Timer, or General Evaluator.
* Coordinate food service if any.
* Collect ballots and tally votes for awards when necessary. Some clubs have a designated “Chief Judge”.
* Get with Toastmaster and Speakers and arrange for Props and time to stage Props.

**After Club Meetings**

* Return the room to its original configuration or the configuration the facility specified in your agreement.
* Pack up all materials and store them in a safe place.
* Pick up and dispose of any stray items or trash.

 **Club Contests**

* Talk to Contest Chair to arrange for materials (Agenda) to be distributed to the audience as they come in the room or at their chairs.
* Determine requirements for Sergeant at Arms in the room for Table Topic contestants and Evaluation Contestants.
* Identify doors requiring Sergeant at Arms and get volunteers to be at the doors.
* Identify speakers who need props for their speech and where the speaker wants the Props. Some speakers will have a friend do this for them.

**Sergeant at Arms Resources**

*Distinguished Club Program and Club*

*Success Plan (Item 1111).* [www.toastmasters.org/1111](http://www.toastmasters.org/1111)

*Ordering Club Supplies.* [www.toastmasters.org/meetingsupplies](http://www.toastmasters.org/meetingsupplies)

*Ballots and Brief Evaluations (Item 163)* [*www.toastmasters.org/163*](http://www.toastmasters.org/163)

**Basic Club Supplies**

* Ribbons
* Ballots and brief Evaluation Forms
* Timing Device and Backup Timing Cards
* Banner
* Lectern

**Club Mission**

We provide a supportive and positive learning experience in which members are empowered to develop communication and leadership skills, resulting in greater self-confidence and personnel growth.

**Marketing Support**

The Club meeting room has to support a successful marketing environment. The room needs a separate display area for **Guest book, Guest Packets**, and Name Tags and a separate display area for Promotional materials and Toastmaster Magazines.