



Rotary Club of Oak Bay

Preferred Practices

For

Weekly Room Set Up and Dismantle

An important note for the users

The attached Preferred Practices are written to enhance, and in some respects to standardize, various key activities in our club. They should be treated and used more as guidelines than as a rigid set of rules and regulations. In no way should independent thought and initiative be curbed as a result of adopting the Preferred Practices.

Please remember that Preferred Practices stem from our Club's combined experience in organizing activities efficiently and smoothly. If there is a doubt that a particular Preferred Practice is impractical, or it is non-functional due to a particular set of circumstances, please bring it to the attention of the person responsible for Knowledge Management or the Club President or any Board Member.

It is emphasized that this document merely gives guidelines to committee chairs and other Rotarians, and neither the Rotary Club of Oak Bay nor the persons who have written this document will be held liable in any event.

Rotary Club of Oak Bay Preferred Practices For Weekly Room Set Up and Dismantle

KEY FUNCTION

To ensure a well balanced, organized and smoothly run program at every club meeting.

AIM OF THIS DOCUMENT

To provide guidance to those members tasked with setting up the room for the weekly meeting and dismantling the room following the meeting.

PREFERRED PRACTICES

Our Tuesday meeting is from 12:15 until 1:30 pm. Please arrive at 11:35 am for room set up and plan on staying until 1:45 pm for room dismantle. Meeting Room is the David Foster Foundation Theatre at the Oak Bay Beach Hotel.

If you cannot be present to fulfill your duty, you must find a substitute and notify the Sergeant at Arms of the substitution.

Storage Closet

- Ask for the Rotary Storage Closet key at the front desk of the Oak Bay Beach Hotel.
- All Rotary meeting supplies are in the locked double door storage closet on P3 (3rd Floor Parking), between the two sets of doors between elevator and parking area.
- The key is rough; jiggle to unlock door. When closing ensure both doors are locked.
- The supply cart in the closet should be loaded with supplies and ready to wheel to the meeting room in one trip.

Room Set Up

- Oak Bay Beach Hotel staff will set up the tables, chairs, lectern, cash table and Name Tag table. A little round table from the hall is used as the Name Tag table and is to be covered with a white tablecloth.

To the Cash Table

- Silver ticket bucket
- Roll of 50-50 double tickets
- Roll of lunch tickets
- Empty float (cashier has money)
- Visiting Rotarian make up forms

- What's Rotary cards
- Guest name tags
- Three clipboards with attached pens for member sign-in, guest sign-in and cashier sheet

To the Name Tag Table

- Name Tag box (CAUTION: hold box flat on its side rather than with the handle, otherwise the tags get all mixed up.)

To the Lectern

- Bell and gavel
- Large Rotary theme banner for front of lectern (drape cord over bell)
- Rotary Mug for guest speaker
- Mount the little Australian flag above banner (site of 2014 RI Convention)

To the Stage behind the Lectern

- Silver tea pot and green plastic sifter to collect fines
- An Oak Bay Rotary Club banner (for banner exchange)

To Hang at sides of Stage

- Hang 2 large Rotary banners (The Four Way Test & Object of Rotary) in front of large speakers, one on each side of the stage. Loop over eye screws on top of illuminated "ON THE AIR" and "APPAUSE" signs sitting on speakers.

To the Dining Tables

- Banners that members have brought back from other Rotary Clubs

Flags

- There are four flags and two sets of metal flag pole bases.
- Assemble metal flagpoles.
- Place both bases on right (from audience viewpoint) side of stage, leaving clearance for use of the stairs.
- Bases have tags to identify the specific mounting order of the flags.
- Rotate bases so tags face back of the stage.
- Mounting order of flags from audience viewpoint, from left to right, to be: Canada, United Kingdom, USA, Rotary.
- Mount flags in bases

Supply Cart

- Store the empty cart against the outside wall near the stage.

Room Dismantle

- Load all of the above on the cart and return to the storage closet and lock. Leave the cart ready for next meeting restocked with a mug and any other required supplies.

RISK MANAGEMENT

At present there are no risk management guidelines for this preferred practice.

This Preferred Practice is compiled by:

Rotarian Heather Aked

Date first written: September 2012

Approved by the Board of Rotary Club of Oak Bay on September 19, 2012

Revised by: Rotarian Bob Schelle

Date: September 2013

Approved by the Board of Rotary Club of Oak Bay on October 16, 2013