



## Fellowship Set-up & Take-Down Checklist

- \_\_\_\_\_ Place Badge Racks “A” & “B” on tables across from the registration tables
- \_\_\_\_\_ Place the Lottery black bucket and the two raffle signs on the registration table
- \_\_\_\_\_ Place the guest registration book on the registration table
- \_\_\_\_\_ Rotary pull up Banner – “The Four-Way Test”
- \_\_\_\_\_ Hang the Rotary Club of Flint banner to the left of the screen
- \_\_\_\_\_ Rotary Club of Flint bell and gavel
- \_\_\_\_\_ American & Rotary Flags (Canadian Flag, if the current District Governor is from Canada on his/her official club visit)
- \_\_\_\_\_ Microphone
- \_\_\_\_\_ Side table placed near the podium
- \_\_\_\_\_ Red cups for fines on each table

### Fellowship Set-Up & Take-Down Committee for the Rotary Club of Flint at the Food Bank of Eastern Michigan

#### **Pre-Meeting**

Allow 20 minutes for set-up. Most items to be put out are stored in the storage room.

#### **Prior to Meeting**

If storage room is locked, notify the receptionist to call for assistance.

Put Badge Racks on the tables in the lobby before 11:30 am making sure they are upright with letters “A” and “B” right side up. Two badge cases are kept in the storage room; each divided in four sections.

Get the Lottery black bucket and signage from the storage room in the Rotary cabinet and set them up at the south end of the registration table.

Take the Guest Registration notebook and signage located in the Rotary cabinet and place it on the north end of the table in the lobby. The Registrar for that day will record the following:

1. Guest name, their occupation and employer or their affiliation to a Rotary member.
2. Visiting Rotarian with name, home club and classification.

Registrar will be requested to read the lists to the membership during the meeting.

Registrar should be on duty at 11:30 am.

The Four-Way Test pop up banner is in a black bag in a cardboard box on a shelf near the Rotary cabinet. Place it near the piano. Hang the Rotary Club of Flint banner on the hook near the podium.

The American, Rotary and Canadian Flags with staffs and stands are stored in the storage closet. The American Flag is to be placed near the podium and Rotary and Canadian (if needed) on the opposite end.

The bell and gavel are stored in the Rotary cabinet in the storage room. They are to be placed on the up table near the podium.

Check the microphone on the podium to be sure it is working and make sure the screen is down. If it is not in place or doesn't work, notify the reception desk to page Kevin.

“Red fine cups” should be set on each table for weekly fines.

Greeters should be at the badge racks by 11:30 am assisting members.

## **POST MEETING**

Everything is to be returned to the storage area where it was originally found.

The Rotary and (Canadian Flag, if used) with stands are to be returned to the storage room. They are to be stored standing up in their stands.

The bell and gavel are to be returned to the shelf in the Rotary cabinet.

Throw away the used lottery tickets and return the Lottery black bucket, sign place cards, the Guest Registration notebook to the Rotary cabinet in the storage room.

Make sure all badges have been returned to the badge cases. (It may be necessary to collect badges from those members still in the meeting room.) Close up the badge cases and return to the storage room. They are disassembled as follows:

1. Fit divider panels into place and fasten down with snaps
2. Take the larger halves and hinge to the smaller sides which are not covered. Be careful when connecting that the loose badges do not fall out. Fasten front clasps and carry with handles and carry with handles provided.

After everything is done check with the president if there is anything else to be done.

Thank you for your Service above Self.