

**Meeting Set-up**

All the items for the meeting are located in the Palm Court coat closet. The light for the closet is to the right on the wall. The light switch is a stem of a dimmer, push it in and twist it. The lockbox is located on the upper shelf to the left of some of Palm Court electronics. The combination is: 3107#. Leave it unlocked for the person doing meeting teardown. In the lockbox is the Owl camera, laptop, mesh bag of mouse & pointer, and the extension HDMI cable for the connection to the TV. These items can be placed on the table at the front of the room for the Zoom operator to set-up. In addition, there is a tripod and power strip that is in the plastic crate on the floor. Again, these are for the Zoom operator and should be placed on the table. TV remote is at the hostess station at the front of the restaurant. Place it on the Zoom operator table with the other items.

The American & Illinois flag along with metal bases are in a large canvas bag. American flag is to the speaker’s right. There are three banners that are in canvas bags. Please use caution setting these up. They are spring loaded like window shades and if allowed to snap back can easily tear. There is the collapsible podium along with the bell and gavel, located in the plastic crate, that are placed on the speaker’s table. A plastic storage container holds pens and the green envelopes. Place this container on the check-in table. Distribute a few envelopes and a pen on each table in the room. Lastly, there are two large plastic cases that hold the name tags. Place them opened on the back table near the lunch choice paper slips.

Palm Court staff will usually do some of the set-up.

**Meeting Tear Down**

All items are returned to the Palm Court coat closet. The light is on the right side wall as you enter. The switch is the stem of a dimmer switch, push it in and turn to bring up the lights. The Zoom electronics(Owl camera, laptop, mesh bag containing mouse & pointer, and HDMI extension cable) should be placed in the lockbox on the upper shelf near the back next to some Palm Court electronics. Lockbox should be open but if needed combination is: 3107#. Turn handle to lock once everything is inside. Power stip & tripod used by the Zoom operator are placed in the storage crate in the closet. Flag poles are unscrewed. Flags, poles, and bases go into the large canvas bag. The three banners are collapsed and placed in the three canvas bags. Be careful with them. They are spring loaded and if allowed to snap can tear. The podium is collapsed and along with the bell & gavel placed in the plastic crate in the closet. The unused green envelopes & pens go into the plastic storage tub on the greeter table. The tub goes back in the closet into the storage crate. The two cases with name tags are closed and placed in the closet. Return the TV remote to the hostess station at the front of the restaurant.