

**2023-2024 -- Team Meetings and Assignments**

	DATE	DATE	DATE	DATE	DATE	DATE
Raffle Tickets						
Back Table Assistant						
Greeter						
Photographer						
Introduce Team						
Inspiration & Pledge						
Visitor Introductions						
Sergeant at Arms						
Program Introduction						
Gift						
Banners/Flags						
Substitute if Needed						

**DUTIES**

- Raffle Arrive at 11:45 and sell Raffle tickets to Rotarians and guests at the back table
- Back Table Assistant Arrive at 11:45 and assist Jennifer Haynes as needed
- Greeter Arrive at 11:45 and greet all arriving Rotarians and guests - wear "GREETER" badge
- Photographer Take pictures during meeting and email them to Deb Perry at [debperry@hotmail.com](mailto:debperry@hotmail.com)
- Introduces Team CAPTAIN
- Inspiration and Pledge Offer meeting **INSPIRATION (Non-denomination! please!)** and lead the club in the pledge
- Visitor Introduction At podium introduce and welcome all visiting Rotarians and guests
- Sergeant at Arms Work the microphone during the meeting
- Program Introduction Introduce the speaker & program
- Gift Provide gift for meeting (~\$25 value)
- Substitute/Fill-in Fill in if someone is unable to perform their assignment
- Banner/Flags Fill in if Keith Ritter is not available