

SET- UP DUTIES ~ PALO ALTO UNIVERSITY ROTARY

Setting Up

1. Go to the locker located in the stairwell on the 4th floor right above our meeting room. The easiest way to get there is to go out the back door of our meeting room, turn left and enter the building through the double doors. (If it's locked go to the front desk.) Take the elevator to the 4th floor. When you get off, turn right and open the door to the stairwell. The locker is located on the stairwell landing on your left. The combination for the lock is 5170.

2. You will find a wheeled cart in the cabinet, which stores most of the items needed for set-up. Use the cart to transport these items:

A. From the shelf of the cabinet, bring the following:

- * Plastic Container #1: items for the entry table
- * Plastic Container #2: items for the meeting room
- * Black bag (LCD projector)

B. From the side of the cabinet, bring the Club banner.

3. Place the contents of the first container on the entry/ sign-in table. These include:

- brief-case box with member name badges should be on the cart already
- electronic recorder used to scan members' badges
- pile of lanyards to clip on name badges in a smaller clear container
- small box of receipts and some cash for making change
- small box of name tags (for visitors);
- clip board with blank sheets of paper to be used for visitor sign-in. These sheets go to Membership Chairperson on the last meeting of the month);
- supply of pens in clear plastic container

Note: hotel provides the parking validation machine, which should already be on the table.

4. Place the contents of the 2nd container inside the meeting room. These include: bell, gavel, supply of Club banners to give to visiting Rotarians, plastic table stands with pending event announcements, and other as added from time-to-time.

5. Hang the club banner inside the meeting room.

6. Set up the LCD projector inside meeting room (hotel provides power strip).

Procedures to Follow –Once You Have Completed Set Up

For Club Members

Members' attendance is recorded electronically, using the attendance recorder, attached to the badge case, to scan each member's badge. Work together with the greeter to ensure that everyone's attendance is recorded.

For Visitors

* Visiting Rotarians fill out a card, located in the small box. You are to sign and date the visiting Rotarian card as "secretary."

*Collect \$20 breakfast fee from each visiting Rotarian and guest.

Guest Speakers do not pay breakfast fees, since they are guests of the club.

After the Meeting

The treasurer will collect the money from the small black box after the meeting. If for some reason the cash and checks are not collected by the Treasurer by the end of the meeting, leave them in the small black box for his/her collection at the next meeting.

1. Gather all table materials and return to 1st container
2. Gather all inside meeting room materials and return to 2nd container
3. Return LCD projector to its bag and put it on the lower shelf of the cart; and
4. Roll up large Club banner and the 4 Way test banner and put them in the banner holder on the cart.

Return all equipment listed above to the locker. Clear containers go on the shelf. Put the cart into the cabinet and put in the banner afterwards. It is a fairly tight fit. Be sure the hasp of the padlock is secured and the numbers on the bottom of the lock are randomized.