

Rotary Host Duty tasks

Host duty is an important responsibility and enables an efficient and enjoyable meeting

- If you are unable to do the duty please arrange a replacement.
- If you are going to be late please let someone know, and ask them to cover for you until you arrive

The AV duty team will set up the sound system, tv and laptop as required. You don't need to do anything about this.

Your key tasks:

1. Set the venue up for the meeting
2. Ensure that guests and visitors are looked after.

Setting up the venue:

1. **Please arrive at the TTCC no later than 5:15pm.** It will take you about 15 minutes to complete the setup and the venue should be ready by 5:30pm
2. **Collect from the Caretaker's Room** (which is under the stairs, with the door opposite the toilets. There's a light switch on the right of the door.)
 - a. The pull-up sign to set up at the door to the meeting room.
 - b. 2 plastic bins which contain the equipment required for the meeting.
 - c. The lectern stand.
3. Set up the **pull-up sign** at the entrance to the meeting room.
4. Slip the **"Welcome to Rotary" notice** in the stand at the meeting room door.
5. Set up a **host table** inside the door, on the left.
 - a. Place the guest book and visitor cards on the host table
 - b. Place the raffle sheet on the table and the raffle bag containing the numbers handy for the draw
 - c. Take out the Copper Kettle & Sergeants paraphernalia and keep handy
6. Set up the **table tables and tickets**
 - a. Put one letter stand on each table, in more or less alphabetical order, "A" nearest the door.
 - b. Take a card of alphabet tickets, separate the individual tickets, and place them upside down, shuffled, on the host table.
7. Set up **the lectern** where the lectern usually goes. Put the Theme Banner on the lectern.

Looking after guests and visitors

1. One of the two hosts should be at the host table no later than 5:30 pm to greet members, guests and visitors.
2. **Guest speaker:**
 - a. Know who the evening's guest speaker and chair are. When the speaker arrives introduce him or her to the evening's chairperson and the club president
 - b. The chairperson should sign the guest speaker in at the bar, ensure their meal is booked and paid for. One meal for the guest speaker is paid for by the TTCC. Book the meal at the bar counter and ask that it be charged to the "Manager's Account"
 - c. if necessary introduce the guest speaker to the av team.
3. **Rotarians' guests:**
 - a. Make sure members sign their guests in at the bar or reception counter as visitors (necessary if they purchase alcohol), and that they book and pay for a meal. Rotarians are responsible for meal bookings for their guests.
 - b. Make sure the guests take a table ticket and book a place at a table
4. **Visiting Rotarians:**
 - a. Introduce visiting Rotarians to a member of our club. Ask the member to look after the visiting Rotarian and show them how to sign in and book a meal and ensure they feel welcome and well looked after. Visiting rotarians are responsible for their own meal bookings.
5. **Prospective members:**
 - a. Up to two meals for prospective members will be paid for by the Club. Rotarians who bring prospective members should pay for the meal and give the receipt to the treasurer for a reimbursement. Drinks for prospective members are not reimbursed.

Packing up after the meeting:

1. Pack away all the supplies as you found them, and return the pull-up sign, lectern and two bins to the Caretaker's cupboard.
2. Check the room for any Rotarian's belongings left behind.