

# Rotary Host Duty tasks

Updated: 1 August 2022

## 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,**
  - give that person a copy of the email and link to this document
  - Let Lionel know of the change ([lwilsonfamily@xtra.co.nz](mailto:lwilsonfamily@xtra.co.nz))
- 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.

**Host 1:** Hosts the guest speaker and assists Host 2 with set up and packing up of the venue.

**Host 2:** Sets up the venue for the meeting assisted by Host 1. Assists Host 1 with meet and greet of visitors. Provides the raffle prize to no more than a value of \$15.

### Host 1 key tasks:

1. A few days before – make contact with the guest speaker to introduce yourself and check what AV aids they require (if any). Confirm their arrival time at the club (between 5.30 and 5.45).
2. **Let the AV team know of the guest's AV requirements before the day of the meeting.**
3. On the night – assist the Host 2 with the setup of the venue.
4. Act as host for the Guest Speaker.
5. Sit at the head table, with the Guest Speaker.
6. Introduce the speaker at the appropriate time with a little background about them as gleaned during dinner conversation. Advise the meeting of their topic.
7. Thank the guest speaker, recapping on what has been learnt etc from their presentation.
8. Assist Host 2 with pack up after the meeting.

### Setting up the venue with Hosts 1 and 2:

1. **Host 2 has primary responsibility assisted by Host 1**
2. **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
3. **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 inside the door.)
  - a. The pull-up sign to set up at the door to the meeting room.
  - b. Two plastic bins which contain the equipment required for the meeting.
  - c. The lectern stand.
4. Set up the **pull-up sign** at the entrance to the meeting room.
5. Slip the **"Welcome to Rotary" notice** in the stand at the meeting room door.
6. 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 prize and the raffle sheet on the table (check there's a pen) and put the raffle bag containing the numbers handy for the draw
  - c. Take out the Copper Kettle and Sergeants paraphernalia and keep handy

7. Set up the **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.
8. Set up **the lectern** where the lectern usually goes. Put the Theme Banner on the lectern.

## Looking after guests and visitors

1. Primary responsibility of Host 1, assisted by Host 2 for Rotarians guests and visiting Rotarians.
2. Be at the host table no later than 5:30 pm to greet members, guests and visitors.
3. **Guest speaker:**
  - a. Host 1 to meet and greet the guest speaker
  - b. 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.
4. **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
5. **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.
6. **Prospective members:**
  - a. Up to two meals for prospective members will be paid for by the Club. Rotarians who bring prospective members should either pay for the meal and give the receipt to the treasurer for reimbursement or ask the treasurer for the Club's card and charge the meal to that. Drinks for prospective members are also 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.

**Thanks for doing this duty - it makes a big difference when host duties run smoothly**

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