

The Set Up: (Maria keeps the closet key at the front desk.)

1. The American Flag, podium, bell and mallet. Banners. 50/50 tickets, cards and roller. Badges in a black case and Registrar in a brief case.
2. Two banners: The Easton Rotary Banner and the Rotary Flags Banner. We have a brass stand and two new easel stands. The brass stand is for the Easton Rotary Banner. Banners are rolled and stored on a closet room shelf. The new easel stands are in boxes on the shelf next to the closet.
3. The Registrar, pens, attendance cards are in the brief case.
4. Guest Speaker. We have a new screen and new audio system. The new screen is stored in a box on the top shelf in the closet room. It is awkward and rather heavy. Get help if you need to set it up. The new audio speaker and microphone are stored in the metal closet. Ritchey and I know how to set it up. We also have a digital projector stored in the metal closet. See me or BJ for help.

All of this takes about 20 minutes. Try to arrive early. I will arrive early to help.

The Greeting:

1. All members and guests upon arrival—"Welcome to Easton Rotary". We seem to be having more late arrivals. I suggest that we sit with our lunch near the entrance so that late arrivals can be greeted. ***Greeting members with enthusiasm is an important service.*** Wear the greeter badge.
2. Announcing the guests. All guests, including the speaker, should sign the guest book. Except, of course, when we have SOM guests and other large student guest events. The president will ask you to announce and welcome the guests.
3. And, if you think of it, hand a Rotary Club Brochure to the guest.

The Take down:

1. Return to closet: Badge Case, Brief Case, Bell, Mallet, 50/50 materials, banner poles, speaker system and projector. Return to shelf: screen and banners. Again, I will stay to help.