

Sergeant-at-Arms Checklist

Before the Meeting

- Hang banner
- Set up lectern with gavel
- Bring needed supplies (file box, file crate, etc.)
- Set up flipchart and easel if speaker needs
- Layout name tents / tags
- Set out meeting forms
 - General Evaluator
 - Grammarian
 - Timer
- Give Grammarian bell / buzzer
- Hand out ballots to attendees
- Set out timing paddles and stopwatch
- Arrange tables and chairs in a manner that everyone can see speaker (U-shape preferred)

After the meeting

- Roll up banner
- Put all supplies back in the box
- Re-file any forms or paperwork not used
- Re-file name tents
- Throw away trash (used ballots, agendas, flipchart paper)
- Put chairs and tables back in original configuration