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| Boaters Toastmasters Sergeant at Arms checklist | |
| Weekly checklist for the Sergeant at Arms | |
| **Action**   * Arrive at the meeting early * Ensure all seating has been set out by the Speights Ale House Staff * Ensure water / tea / coffee has been set out * Ensure the timekeepers area is set out and ready for use * Close the blinds directly behind the speaker * Set up the Lectern * Put name tags out * Raise the Boaters Banner proudly! * Assist the TM in placing an agenda on every seat * Pull curtain in back Doorway and close service door * Ensure music is turned down   **During Meeting**   * Call the meeting to order promptly. * Deliver an introduction   + Make sure phones are on silent   + Introduce guests   + Introduce Toastmaster   + Introduce Theme of the day (if ok’d by Toastmaster) * Record meeting attendance on agenda * Record details of Speakers presentations on agenda e.g.   + Speaker 1: CC Manual, Proj. 5, Wind, Rain, & Muddy Boots   **After Meeting**   * Help tidy up at end of meeting * Ensure the Toastmaster/Sergeant at Arms for the upcoming meeting takes the Toastmaster equipment bag home with them. * Give agenda with meeting attendance & speech details to VP Education | **Complete Yes / No** |