

Meeting Room Checklist

Here is a checklist of tasks for preparing your club meeting room:

- ___ Arrange tables and chairs
- ___ Check room temperature
- ___ Set up lectern at the front of the room
- ___ Place gavel on lectern
- ___ Hang club banner behind the lectern to the left or right
- ___ Display the national flag (optional) at the front of the room to the left of the lectern
- ___ Set up timing lights toward the rear of the room to the right or left where they are visible to the speaker
- ___ Set the guest book, pen, and nametags for guests on a table near the door
- ___ Set out promotional brochures, educational materials, club newsletters, guest book, Product Guide, order forms, the *Toastmaster* magazine, club charter, and other materials on a table near the door
- ___ Place ballots on each seat
- ___ Display trophies, ribbons, buttons, etc., at the front of the room near the lectern so they are visible to the audience