**Rotary Club meeting Room set up duties (all of this is on the agenda for each topic are of what is needed)**

1. Rotary and 4 Way test banners on stage w/ flag
2. Long table with table cloth for cashier w/ name tags at end
3. Long table at entry way with a Rotary table cloth for the name badges
4. Wine area with wine and tickets (tickets-1=$1, 7=$5)
5. Lunch table area- set all ordered lunches in the back of the room on a table
6. IT set up: Computer, projector, pull down screen, and connect zoom for meeting
7. Put out placemats on the tables directly lineup to face front. Do NOT place any placemats on tables on the side window tables (we are not using those).
8. President gavel, bell, podium (get from other meeting area in back) to set up in front
9. Ensure hot coffee and hot water are set up on the bar area with sugar, cream, etc. The Elks lodge graciously provides that for free, we just need to help get it ready.