Setting up the Rotary Meeting Room

Preface: Since the meeting room is used by many varied groups, items external to the meeting box may be found out of places noted below. However, very seldom do they leave the meeting room. Relationally speaking, the front of the meeting room is the west wall. Sgt.-at-Arms and helpers do not hold committee meetings.

Initial locations of Items

Meeting box (hereafter called the "box"):	In the church foyer near the restrooms
American national flag:	In the box standing on the left side
Colorado state flag:	In the box standing on the left side
Felt Rotary Banner:	In the box standing on the left side
Policy banners:	In the box standing on the left side
Podium:	Somewhere within the meeting room
Bell stand:	Somewhere within the meeting room
Bell, gavel and annual motto (President's) flag	in the box on an upper shelf
Audio/Video Box (hereafter called the A/V box):	In the Audio/Video closet near the restrooms
Computer:	In the box in a black bag on a shelf
Projector:	In the box resting on the computer bag
Honors display board:	In the foyer
Piano and stool:	Somewhere within the meeting room
Business supplies box:	In the box on the bottom shelf
Steel banner supporting poles:	Somewhere within the meeting room
Meeting room light switches:	Chest high on the south wall inside the room
Window curtain manipulation switches	Chest high on the east wall of the foyer

Arrangement of Items during a meeting

The box:	At the front of the meeting room
American national flag:	On the left side beneath the window
Colorado state flag:	On the right side of the expanded panels
Felt Rotary Banner:	Outside the front door on a screw head
Policy banners:	At the front to the left of the box
Podium:	At the front in front of the box
Bell stand:	To the left side of the podium
Bell	On the bell stand
Gavel	On the podium
Annual motto (President's) flag	To the left of the podium *on the bell stand if facing it*
Audio/Video Box (hereafter called the A/V box):	In the Audio/Video closet near the restrooms
Computer:	On a folding shelf on the front of the A/V box
Projector:	On top of the closed A/V box
Honors display board:	Somewhere within the meeting room
Piano and stool:	Somewhere at the front of the meeting room
Business supplies:	On a reception table in the foyer
Banner supporting poles:	To the left of the box

Setting up the meeting room and foyer

General meeting items

1. Turn on the meeting room lights. Use the switch in the center of a set of three switches.
2. Open the audio/video closet in the foyer. Turn on the amplifier with a rocker switch about halfway down on the right front of the unit.
3. Pull the box out of the foyer and place it in the front of the meeting room. Unlock the door of the box and extend the panels to the right.
4. Inside the audio/video closet, microphones are to be found on a wall shelf above and to the left of the amplifier. Place one or two microphones on either of the two A/V boxes and pull that A/V box out of the A/V closet and place it about 15 feet from and squarely in front of the projection screen. (If the screen is not extended downward, a pole with a hook on it's end is located on the wainscot rail behind and to the left of the screen can be used to hook the pull handle on the bottom of the screen to extend it.) A small black microphone box measuring (*often difficult to see*) about 3x3x1/2 inches usually found on the microphone shelf is connected to the lapel microphone to be found in the computer bag. This will be described later. At some point, test the microphones to ensure that they work.
5. Uncoil the orange extension cord hanging on the A/V box and plug it into the nearest outlet on either the north or west wall of the meeting room.
6. Place the hand-held microphones and small black microphone box on the podium. Place the podium about four feet to the right of the A/V box.
7. A flag stand found on top of the box is to be placed along the north wall of the meeting room. More on this later.
8. Locate and place two steel poles found somewhere around the meeting room about four feet to the left of the box. More on this later.
9. Wheel the piano (with stool) to the left of the A/V box.
10. Pull the honors display board from the foyer into the meeting room and open it.
11. Place the business box and badge box on the table in the foyer.

Specific meeting items

1. Remove the banners and flags. The American flag on its associated staff extension is placed in the flag stand along the north wall. Policy banners are hung from eye bolts at the tops of the steel poles. The felt Rotary banner is hung outside to the right of the church door on a screw head protruding from mortar between the stone blocks. Colorado's state flag is stationed on the right end of the rightmost panel in a diagonal orientation.
2. Our Rotary bell and gavel are found on a shelf inside the box. Put the bell on the bell stand and the gavel on the podium. A supporting string for the President's motto banner is looped around the bell.
3. Place the business supplies container on the table in the foyer.
4. Put the anniversaries list on Teed Shey's lunch table.

Audio/Video Setup

1. The computer and projector are encased in transportation bags kept on a shelf in the box. Remove the bags and unpack the computer and projector along with their respective cords

and place them appropriately on the A/V box. Plug cords into each unit and into a power socket near the base of the A/V box on the left.

5. Press the lighted button on the projector.
6. Turn on the computer using the on/off button on the upper left of the keyboard. After the computer warms up, press the ENTER button. (Occasionally, an update is demanded. Allow the update to run if enough time exists before the meeting will begin. Otherwise, try to find some way to override the update.) At some point the Rotary symbol should be projected. At this time, line up the projector with the screen for a good projection picture. Speaker's memory drives may be inserted at this point. Speakers can usually find their drive and may wish to display a title slide during lunch. If the speaker requires a laser pointer or switch to advance slides, our pointer is found in the top pocket of the computer bag. The pointer incorporates a thumb drive which must be removed and plugged into any USB port on the computer. A switch on the side of the pointer is often left turned on which runs down the battery. Make sure the pointer works before using it.
7. If audio input is required, speakers may elect to use their own speakers, but if they wish to use the house system, a cord is stretched across the floor from the house amplifier to the computer. The cord is to be found inside the audio/video closet. That cord will have a ¼ inch on each end. Inside the computer bag is a 3.5 mm adapter for use between the cord and the computer sound output. Be sure to retain the adapter on cleanup. Don't put the cord back in the closet with the adapter attached.
8. The audio cord is plugged into amplifier channel number 11 and the gain or volume button adjusted as needed. Test the setup before actual use.

Business at the foyer table
1. All persons attending the meeting are asked to sign in.
2. Open the badge box and lay it's lid aside. Distribute check in materials upon the table.
3. Lottery tickets are sold according to the following schedule:
    i. One ticket per single dollar.
    ii. Three tickets per two dollars.
    iii. Five tickets per three dollars
    iv. Nine tickets per five dollars.
4. Persons paying for lunch are charged twelve dollars.
5. Guests of the club (speakers) and student guests eat for free.
6. After all guests are logged in, the lottery proceeds are counted. Half goes to the club's monthly charity. The second half goes to the lottery winner. If the break is uneven, the larger portion goes to the club.
7. All club funds are given to the Rotarian responsible for banking (usually Wendy Nafziger).
8. Unsold tickets go back into the supplies box.
9. When the meeting begins, the table is cleaned up.

Ancillary meeting items
1. On days when students visit, the felt Rotary banner is brought inside and hung in the back of the meeting room for a student photography session.
2. On days when we sing, song books are distributed about five per table.

3. Extra batteries (microphones, laser pointer) may be found on the wall shelf inside the A/V closet.

Conclusion of meeting

1. When the meeting has concluded with the ringing of the bell, return the speaker's memory drive to the speaker. Turn OFF the switch on the pointer. Place the pointer in the top pocket of the computer bag.
2. Unplug the projector and projection cords. Coil them together and place them in the projector bag along with the projector.
3. Unplug the computer and coil its cord. Tie the black retaining strap around the cord. Place the computer and cord in the computer bag. Place both computer bag and projector bag in the box.
4. Gather the banners, roll them up and place them standing up on the left side of the box. Return the steel poles to their original locations.
5. Gather the bell, gavel and motto banner and place them in the box.
6. Return the bell stand, piano and stool to where they were found before the meeting.
7. Gather songbooks (if used) and other necessary materials from lunch tables and return them to the box.
8. Close the honors display board and move it to the foyer.
9. In the foyer, place all materials in the supplies box. Make sure the anniversaries list has been returned. After all badges have been returned, put the badge box into the big box. Also put the business supplies box into the big box and close it up. Return this box to where it originated in the foyer.
10. Please remember to turn off the meeting room lights when you leave.
11. Often various committees meet after the meeting concludes. They are left in the dark.