



## Sergeant At Arms Guidance

Version	Date	Reviewer	Notes
1.1	25/11/22	MJW	Updated to reflect changes implemented following completion of hybrid trial

### Before the Meeting:

- Think about a brief introductory question to ask the guests.
- Please aim to arrive by 6:30 PM. If the room is locked, please ask at the bar for access.
- If the room is cold turn on the heating (switches underneath the wall heaters).
- Arrange the chairs in the room in rows facing the front, leave a central aisle for people to move freely when going up on stage.
- Place two tables against the back wall to lay out the badges. Place additional tables by the door for the laptop/camera and by the stage for the timer. If there is a general evaluator attending place a final table at the rear of the room.
- Help lay out the badges.
- Greet all attendees, direct guests to the VPM (or other committee members should they be busy) encourage them to [sign up to the mailing list](#).

### During the Meeting:

- You will be asked onto stage to introduce the guests.
- Ask the audience to raise their hands if they are a guest.
- Invite guests to -
  - Say their name.
  - Briefly answer a question you ask.
- Keep the question simple and creative. Always give a short example so that they know to keep it concise.
- Thank them and then let them know if they have any questions about the club or membership, they can ask any member.

### After The Meeting:

- Ensure chairs and tables are stacked and by the sides of the room.
- Ensure that members return their name badges to the table.

- Encourage members to help tidy up.
- Return all cups, plates and glasses to the bar.
- Remove posters (Word of the Day, etc).
- Switch off the lights and radiators.
- Enjoy the feeling of a job well done 😊

*To be implemented later: (For Information Only)*

- *Operate Wooclap and record speeches*
- *Take out 2 x 'Best Table Topic', 1 x 'Best Evaluator' and 1 x 'Best Speaker' award sheets and/or ribbons. Get the President to sign during the network break. Fill in the name of the winners when each voting is complete.*
- *Ask the VPE if there are any other awards expected that evening (Icebreaker, Level Completion, Pathways Completion, etc), determine if there are suitable award materials available and prepare them if so.*