

LONDON PUBLIC SPEAKERS

SERGEANT AT ARMS CHECKLIST

Please aim to arrive by 6 PM. If the room is locked, please ask at the bar for access.

BEFORE THE MEETING:

- Find out if the projector is going to be used by the speaker(s) during the meeting
- Think about a question to ask the guests during the guest introduction

****Club bag is the brown one code for paddock is 202 (both)****

****Please watch the wooclap.com platform video****

DURING THE MEETING:

- Get the speaker out; connect to your device (phone) via Bluetooth. Then play music to raise the energy in the room
- **If using the projector**, place it on top of a table facing the clock side of the room. It should be roughly in middle (about 4/5 chairs away from the mirror/door)
- Take the extension cable out, plug it into the socket beside the door. Place the wiring underneath the first row of chairs towards the table. If there's a possibility of a trip hazard, place the mat on top of it, which will be inside the suitcase or outer pockets
- The cables for the projector will be in the small black box inside the projector box. Connect the main cable to the extension and HDMI as well (if needed, the VGA cable, will be in suitcase or small bag inside the suitcase or pockets)
- There's a clicker, which has a USB connector when you open the back of it. Connect it to the laptop used for the presentation and give the clicker to the speaker. Inform them to switch it on when they are about to give their presentation. (this can be done during break time)
- Place the small black box underneath the projector for adjustment purposes.
- Set out 2 tables at the rear of the room for member sign-in sheets and badges. Encourage members to wear their badges.
- Set out a table for the timekeeper and place on it the red/amber/green cards, gavel and timekeeper's record sheet (inside the white/clear folder). Also set up a table for the laptop.
- Take out the laptop bag. Take out the laptop and Wi-Fi device (outside pocket) ask committee member for password.

- Wi-Fi name “*London public speakers*”; click on the middle button and 3 green lights will show, wait for a bit. Then the light next to the signal image, it needs to be green. If it becomes yellow then the Internet will be slow; and if it’s red, then there’s no Internet connection. To get better connection you need to change the position of the device, until you get the green light. (Will need to put it on charge if you are getting no response)
- If the agenda includes a general evaluation, set out a table for the general evaluator.
- Using blue-tack, put up the toastmaster greeting sheet and Word of the Day on the picture frames at the front and rear of the room. (Do not put blue tack on the white walls - it leaves marks).
- Take out 2 Best Table Topic, 1 Best Evaluation and 1 Best Speaker award cards. You will need to fill in the name of the winners when each voting is complete.
- Arrange the chairs in the room but not forgetting to leave spaces for people to move freely, when going up on stage.
- For guests, set out sticky name labels and pens on the table just outside the room.
- An automated guest management system is used (if not available, a paper sign-in sheet can also be used). This can be used from a mobile phone to register guests on their arrival. The link is <https://landing.mailerlite.com/webforms/landing/l3y0b4>
- Please welcome guests warmly and ask whether they’ve already signed up to receive emails about our meetings. If not, ask whether they would like to sign up to receive information about the club and our meetings. If they say yes, ask them to tick the consent box on the online guest form
- During the meeting – you’ll be asked to introduce the guests. Ask them to raise their hands if they are a guest. Then explain the introduction. Guests will take turns to:
 - 1) Say their name
 - 2) Answer a question you ask.

Keep it 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 badge box.
- Encourage members to help tidy up.
- Projector: place the cables, clicker (switched off along with the USB connector) back in the small black box. Then put the projector with its cover (don’t forget the black lid) and side bits inside the big box, along with the small black box.
- Return all cups, plates and glasses to the bar

- Remove posters (word of the day, Toastmaster greeting, Wooclap) from the walls, back inside the white/clear folder.
- Put all the materials back in the club suitcase. Everything does fit, just use your “Tetris” game skills.
- Switch off the lights and radiators
- Lock the suitcase and remember to leave the padlock combination ‘locked’