

Liverpool City Toastmasters: Sergeant At Arms Checklist

SETTING UP

1. Establish where the key is. Ask Leon in the main Whatsapp group (TM | Liverpool City Toastmasters)
2. Arrive at least 30 min before the meeting starts
3. Take a picture of the room before you start anything (if needed). The room must be left looking how it was left
4. Set up chairs, or wait until help arrives (more efficient!)
5. Go to the kitchen at the back and set up enough of the following for the meeting (bring out on a trolley):
 - a. Hot water (There is an instant boiling water dispenser next to the sink)
 - b. Milk
 - c. Mugs
 - d. Glasses
 - e. Tea / Coffee / Sugar
 - f. Jugs of water (some will be already chilled in the fridge. Try to fill up and replace them)
6. The blue suitcase is located in the small storage area between the Main Hall and the Kitchen - take it out and bring over to the timer's table
7. From within the suitcase, remove the following items and set up on the Timer's table:
 - a. Timer
 - b. From the folder, remove:
 - i. Toastmasters MEETING links QR code sheets (to be distributed amongst chairs)
 - ii. Toastmasters TIMER links QR code sheet (to be left on the Timer's table)
 - c. Awards Ribbons
 - i. Best Speaker
 - ii. Best Table Topics
 - iii. Best Evaluator
 - iv. Ice Breaker (if there are any Ice Breaker Speeches on the day, check the Meeting Agenda to confirm)
 - d. You may want to have a few pens / feedback slips on standby in case technology fails! But these shouldn't be needed
8. Set up the flip chart by writing the Theme and Word of the Day on a fresh page
9. Set up the Guest Notice with QR code downstairs (might be better to recruit someone else to do this!)
10. Do lights need switching on? Switches located behind the curtain at the back
11. Room temperature / freshness test! Do windows need opening / closing?
12. Open the meeting:
 - a. Welcome everyone
 - b. Mention that photos / videos are taken for our socials, and if anyone objects to featuring, just to mention it.
 - c. Ask guests to introduce themselves: What made them come, and how did they find us?
 - d. Hand over to the Toastmaster for the day

TIDYING UP

1. Establish who has the room key
2. Ask for all sheets to be returned to the Timer's Table
3. Ask for any rubbish to be binned and any cups / mugs to be returned to the trolley
4. Ask for help with returning the room to how it was before
5. Take trolley with all used glasses / mugs / cutlery etc and leave by the sink in the kitchen
6. Tidy up the suitcase
7. Close windows
8. Take a picture of the room before leaving - make sure
9. Turn off lights
10. Lock the door (double turn)
11. Leave the key under the staff room door opposite the lift doors on the ground floor