

Facility Setup

SIR's Branch 37



Position Responsibilities for Chair & Assistant

Date 2/2/16

- Luncheon Facility Setup
 - Arrive in time to facilitate preparation of start of Meeting & arrival of Guest Speaker
 - Place Guest Speaker reserved parking sign in appropriate parking space area
 - Place Podium on the front table and plug in
 - Place SIR's Bell to right of Podium
 - Distribute Table Contribution Tubes on each table
 - Ensure the American Flag is displayed for the Pledge of Allegiance
 - Have microphones available and the overhead music turned off.
- Luncheon Facility teardown
 - Collect the Table Contribution Tubes with cash and deliver to the Treasurer
 - Return the boxed empty tubes and equipment to the SIR's Branch 37 equipment storage area