

SAA Checklist – Advanced Communicators of Charlotte`

	Pre-meeting: Ensure meeting room is reserved. HPBReceptionsist@polytechindustrial.com
	Pre-meeting: Duplicate speaker evaluation and table topic evaluation forms.
	Pre-meeting: Check SAA boxes for supplies and meeting materials.
	Meeting Day
	Arrive at building with all club materials and building key card by 8:40 a.m.
	Post ACC sign on entry door – include your cell number for late entrees
	Ensure the “Meeting Buddy” is in place to let people in and greet visitors
	Room set-up
	Lectern area
	<ul style="list-style-type: none"> • Gavel • Banner and banner stand • Flag (currently provided in room); position to the left of the lectern • Copy of agenda for Presiding Officer • Adjust window shade to closed position • If PowerPoint is used turn off front row of parameter lights (to prevent screen washing)
	Timer area
	<ul style="list-style-type: none"> • Timing light, back-up colored paper • Stopwatch • Copy of agenda (speaker times)
	Seating area
	<ul style="list-style-type: none"> • Speaker evaluation forms (one form per scheduled speaker per seat) • Table Topics evaluation form (one per seat) • Evaluation form (one for the assigned General/Master Evaluator) • Agenda (one per seat)
	Entry
	<ul style="list-style-type: none"> • Guest sign-in book • Guest name tags and marker • Member name tents • Hand sanitizer • Additional copies of agendas
	Audiovisuals
	<ul style="list-style-type: none"> • VGA Cable and presentation remote (if PowerPoint is used) <ul style="list-style-type: none"> ○ Use duct tape to secure cable to carpet ○ Work with assigned AV Coordinator • Video camera, power cords and mini-DVDs <ul style="list-style-type: none"> ○ Work with assigned Videographer
	Call to Order 9:30 a.m.
	<ul style="list-style-type: none"> • Bang gavel and call meeting to order. “Good morning ladies & gentleman and welcome to the (date) meeting of the Advanced Communicator’s of Charlotte Toastmasters.” • Introduce yourself and position • Ask members to silence to turn off cell phones • Ask members to join in the Pledge of Allegiance • Introduce and hand over control to the presiding officer
	Building exit by 12 noon
	<ul style="list-style-type: none"> • Pack-up all ACC materials (gavel, banner, banner stand, AV cables & equipment, timing equipment, unused forms) <ul style="list-style-type: none"> ○ Ensure club’s presentation remote is in OFF position ○ Discard of trash in waste cans provided ○ Notify VP-Education of shortages in forms • Ensure overhead projector is OFF • Return room, tables, chairs, counters, lectern to pre-meeting status • Lights off • Remove ACC sign from entry door