

## SET UP / TAKE DOWN / GREETER RESPONSIBILITIES

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**Barrington Breakfast Rotary Club  
111 Grille at The Ice House – Barrington**

***Please arrive between 6:30 and 6:40 in order to “Set Up” ...  
and plan to stay 10 minutes after conclusion of Meeting in order to “Take Down”***

*The following items are kept in the Closet to the Left of the entrance to our Meeting Space:*

ATTENDANCE “EGG CRATE”	Place on Check-In Table at Entrance
WEEKLY MEETING MATERIALS tub <ul style="list-style-type: none"> <li>• Bell and Gavel</li> <li>• Attendance &amp; Visitor Sheets</li> <li>• Pens / Markers</li> <li>• “Rotary Guest” Name Tags</li> <li>• Rotary Member Mtg Make-Up Forms</li> <li>• Raffle Basket and Raffle Ticket Roll</li> <li>• Marble/Money Bag</li> <li>• Greeter’s Badge</li> </ul>	Place Bell and Gavel on table next to Podium  Place Attendance/Visitor Sheets, Name Tags, Rotary Member Meeting MakeUp Forms, 3 Pens, Raffle Basket and Raffle Ticket Roll on table  Leave the Marble/Money Bag in the Weekly Meeting Materials tub and place under the Check-In Table  Wear the Greeter’s Badge and Welcome all Assist Visitors: make sure they sign-in and fill out a “Rotary Guest” Name Tag Suggest Visitors leave a Business Card for Mbrship Chair FollowUp
AMERICAN FLAG <ul style="list-style-type: none"> <li>• Two pieces in large tube</li> <li>• Flag Stand</li> </ul>	Place Flag to the Right of Speaker – near Podium (Right = side closest to the windows!)
ROTARY 4-WAY TEST Banner (in tube)	Secure on wall to the Right of Podium or use black portable Banner Holder and place to Left of Podium
PRESENTATION SCREEN	Unfurl and place on table in back of meeting room

*At the conclusion of the meeting, please return everything to the Closet as you found it...leaving the Attendance “Egg Crate” to the last so members can file their badges as they exit.*

*If the inventory of anything is running low, please inform the Club Secretary.*

*Thanks!*