

OURROC member Meeting Setup Checklist

As of Feb 6, 2024

8:30am Have one or more simple signs, as you feel are needed, directing attendees to the clubhouse entrance they should use from your community entrance. The name OURROC and an arrow should be sufficient.

Kitchen/Host Team sets up a light refreshment for all attendees.

-Caffeine and de-caf Coffee and hot tea water & packets, cold water, pastry item, fruit item, cups, plates, napkins, sugar, low calorie sweetener, creamer, and ANYTHING else you would like to surprise us with!

-Save all receipts for items you purchase and give them to our treasurer the day of the meeting so OURROC may fully reimburse you.

Table and chair set up.

-Tables at front facing the audience with eight chairs for OURROC Board members.

-Tables and chairs facing front for 40-50, with extra chairs available for 20 more. Place most in front of board table.

-8' Table at main entrance with two chairs for sign-in.

Audio and Visual setup.

-At least 3 mics (wireless or not) and one wireless to carry into the audience for Q/A if needed.

-One mic stand and podium for presenter.

-POSSIBLY a screen and digital projector with USB connector for presenter's computer.

AND/OR

-Wide screen (70" and up) Digital TV with HDMI connection and an HDMI cord that will work with the presenter's computer (check with presenter) long enough to reach the podium/front table.

9:00am arrival and social time

9:30am OURROC business meeting begins.

10:00am or sooner program usually begins and lasts to about 11:30am (Board Mbr Trg mtg lasts longer).