

# OURROC member Meeting Setup Checklist

## As of January 16, 2025

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.

Direction signs from the parking area to the OURROC meeting room entrance.

### **Kitchen/Host Team sets up a light refreshment for all attenders.**

-Suggestions: Caffeine and de-caf Coffee and hot tea water & packets, cold water, pastry item, fruit item, cups, plates, napkins, sugar, low calorie sweetener, creamer, etc.

-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 six chairs for OURROC Board members.

-Tables and chairs facing front for 40-50, with extra chairs available for 20 more. Ideally place most in front of board table. The annual board director training event requires 60 set up and another 20 ready if needed.

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

### **Audio and Visual setup.**

-At least 3 mics (wireless or not) on the board table, 1 wireless to carry into the audience for Q/A. 1 mic for the ZOOM host table

-One mic and mic stand and podium for presenter.

-IF presenter needs:

-Screen for digital projector, or Smart TV both with USB and HDMI connectors for presenter's computer.

### **ZOOMcast.**

-High speed internet connection, WIFI or Ethernet.

-A table we can video the front table and the speaker, as well as turn the camera onto the crowd from.

-Access to a room mic for the ZOOM host table.

-A room speaker (we have a 60' mic cable for our external ZOOM mic) we may attach our ZOOM mic near to pickup all speakers on mics throughout the room.

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).