



OURROC-SWF

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Our Resident Owned Communities - Southwest Florida, Inc.

OURROC member Meeting Setup Checklist

As of January 4, 2023

- 8:30am Kitchen/Host Team sets up a light breakfast for all attenders.
- Caffeine Coffee, water, pastry item, fruit item, cups, plates, napkins, sugar, low calorie sweetener, creamer, and ANYTHING else you would like to surprise us with!
- Table and chair set up.
- Tables at front facing the audience with five chairs.
 - Tables and chairs facing front for 50, with extra chairs available for 20 more.
 - Table at main entrance for sign-in.
- Audio and Visual setup.
- At least two mics (wireless or not) and one to carry into the audience if needed.
 - One mic stand and podium for presenter.
 - 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 with a USB plug on the computer end long enough to reach the podium.
- 9:00am Advertised arrival and social time
- 9:30am Normally the OURROC business meeting begins.
- 10:00am
- or sooner Program begins and lasts usually no later than 11:30am.