

	Sgt At Arms TLI Presentation Check List	
	1/11/2020	
<b>The Club Meeting Duties</b>		Done
Before Meeting		
	Confirm Location	
	Confirm Club Supplies	
Upon Arrival	Arrange Room, Tables/Chairs	
	Hand out Supplies - Trophies, Ballots, Name Tents, etc.	
	Check Room Temperature	
	Make sure Guest Book and Packets are Available	
During Club Meeting	Welcome Members & Guests	
	Arrange Food items	
	Collect Ballots	
After Meeting	Store Materials	
	Clean Up	
	Return Room to Original Setup	
<b>Outside Club Meetings</b>		
	Schedule club Location	
	Ensure adequate club supplies	
	Attend Club Executive Meetings	
	Find Replacement/Assistant	
	Train Your Replacement	
<b>Executive Committee</b>		
	Confirm Meeting Locations	
	Chair Social & Reception Committee	
	Replace Club Supplies as Needed	