



Sgt at Arms Checklist

Before Club Meetings

- ▶ Confirm room reservation.
- ▶ Ensure there are club supplies.

Upon Arrival at the Meeting

- ▶ Arrange meeting room early.
- ▶ Arrange tables and chairs.
- ▶ Set out meeting materials and promotional materials.
- ▶ Check room temperature.
- ▶ Ask guests to sign the Guest Book

During Club Meetings

- ▶ Welcome late arrivals.
- ▶ Coordinate food service, if any.
- ▶ Collect ballots and tally votes when necessary.

After Club Meetings

- ▶ Return room to original configuration.
- ▶ Pack up and store materials.
- ▶ Dispose of trash.

Outside the Club Meetings

- ▶ Schedule meeting location.
- ▶ Ensure adequate supplies are available.
- ▶ Attend executive committee meetings.
- ▶ Arrange your replacement or assistance.
- ▶ Prepare your successor for office.

EXECUTIVE COMMITTEE Responsibilities

- ▶ Update the executive committee on the club meeting space status.
- ▶ Work to coordinate meeting space.
- ▶ Chair social and reception committee.
- ▶ Replace items as needed.
- ▶ Work with executive committee on Club Success Plan.

RESOURCES

*Distinguished Club Program and
Club Success Plan (Item 1111)*

www.toastmasters.org/1111

Ordering Club Supplies

www.toastmasters.org/successfulmeetings

Ballots and Brief Evaluations (Item 163)

www.toastmasters.org/163