

Springfield Rotary Administration
Eliminate the “Hide and Seek” of
Meeting Materials 😊

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Podium and Contents

These items will be removed from, and replaced into, the speaker's podium:

- Bell and Gavel
- 2009 - 2010 R.I. President's theme banner
- (Leave the credit card machine and forms in the podium)*



Meeting Materials Box

- Attendance forms for the current month
- Greeter & Scooter badges
- Guest / Visitor Sign-In form
- Raffle ticket / \$\$ collection POT
- Roll of raffle tickets

*(Leave the reserve roll of raffle tickets in the box, **unless** the current roll will be depleted today)*



Keyboard Case Contents

- 1/4 " cable from amp. to keyboard
- foot pedal
- keyboard power cord w/box
- orange extension cord **attached** to multi-plug-in
- assembly instructions



Two Microphones

Leave these on the head table (hotel staff will put them in their cases and return to storage room)



Lower Door of White Cabinet (Bottom Shelf)

- Rotary's microphone stand
- Rotary badge case



Next to Bottom Shelf

- The Podium



Top door of white cabinet (Bottom Shelf)

- Meeting Materials box



To the Right of Rotary's White Cabinet

- Keyboard in case (against right wall)
 - American flag on pole & stand
 - Behind the flag in the corner
 - Springfield Rotary banner (rolled)
 - Four Way Test banner (rolled)
 - Keyboard stand
 - Amplifier placed on top of blue song book box
 - Left of amplifier/song books (not visible)
 - Rotary sign that is placed outside the Hotel to indicate our entrance door
- * Stand the banners in the small box so the tassels won't get dirty