

Duties of the Weekly Meeting Hosts

- Plan to arrive no later than 9:15 a.m.
- You will find our meeting supplies in the locked storage cabinet below the display case just inside the double door entrance to the Sun City Social Center. If the cabinet isn't open when you arrive, the Kiwanis President, Mert Darling, or Secretary will have a key.
- Hang the Kiwanis banners (three or more). Be gentle when tightening the screws on the stands.
- Be sure the two flags are in place with the American flag on the left and the Texas flag on the right as you face the front of the room.
- Arrange the blue table cover, podium, bell and gavel on a table at the front of the room.
- Place Welcome sign on easel outside ballroom entry door where it can be seen upon entry to Social Center. Use the brass easel in the lobby of the Community Center.
- Place on the sign-in tables:
 - The badge briefcases (open).
 - Signs
 - The guest register and guest name tags.
 - "Lotto/Drawing" basket.
 - The Share Receipt box.
 - The Foundation donation forms
 - Kiwanis membership brochures.
- Put out 4-5 songbooks on each round table.
- Check the overall setup
- When you are finished setting up, station yourself at the entry and greet your fellow Kiwanians and guests as they arrive. Make sure that guest receive a guest name tag.
- When finished singing the song of the day, collect songbooks and return to box.
- At the end of the meeting, items removed from the storage cabinet for use at the meeting should be returned to the cabinet. Be sure that member name tags have been returned to the name tag boxes before storing them.
- Clean up any trash on tables straighten chairs before leaving.

A copy of this page is attached to the back of the locked storage cabinet door.