

Rotary Set-up and Clean-up steps for the Ballston Town Hall

Set-up:

- Unlock the two doors in the meeting room and the front door to the Town Hall
- Turn on lights in meeting room, kitchen and hallway.
- Turn on heat or air conditioning as appropriate
- Minimum of 5 round tables with 6 chairs each
- Two rectangular (long) tables for food buffet
- One rectangular table for coffee and cold drinks (soda, water...)
- One rectangular table for projector if we are having a speaker
- One square table near door for secretary to take attendance and money
- Round tables need filled water pitcher, salt & pepper shakers and cups
- Buffet tables need plates, napkins, serving pieces/utensils and cutlery
- Drink table needs cans of soda, water, soft drink cups, ice & bucket, hot drink cups and two coffee urns (reg and decaf)
- Regular coffee: 24 cups of water and one and three quarter's cups of coffee
- Decaf. Coffee: 18 cups of water and one and one half cups of coffee
- Need speaker podium, US Flag, Rotary Banner, 4 Way Test Board, name tag case, secretary briefcase. (Banner, board, name tag case and secretary briefcase are in west side closet)
- Team leader should notify either Dan Stec or Peter Parker when it is necessary to restock our supplies. (Coffee, Plates, Utensils, Cups, Creamers, Sweeteners....)

Clean-up:

- Return one round tables to original places in front of kitchen door
- Return tables and chairs to the table/chair closet
- Return speaker podium, US Flag to original position.
- Return Rotary Banner, 4 Way Test Board, name tag case, secretary briefcase to west side closet.
- Return projector (LOCK), microphones... and other speaker equipment to west side PA closet.
- Clean all tables
- Wash serving utensils, coffee pots and rinse water pitchers.
- Prepare left-over food for delivery
- Garbage to dumpster
- Turn off dishwasher and fan
- Clean sinks and counter tops
- Return Rotary banner, 4 Way Test Board, name tag case, secretary briefcase to closet on west side of room.
- Lock exterior front door and the two exterior doors (south) in the meeting room.
- Turn off lights in meeting room, kitchen and hallway.