

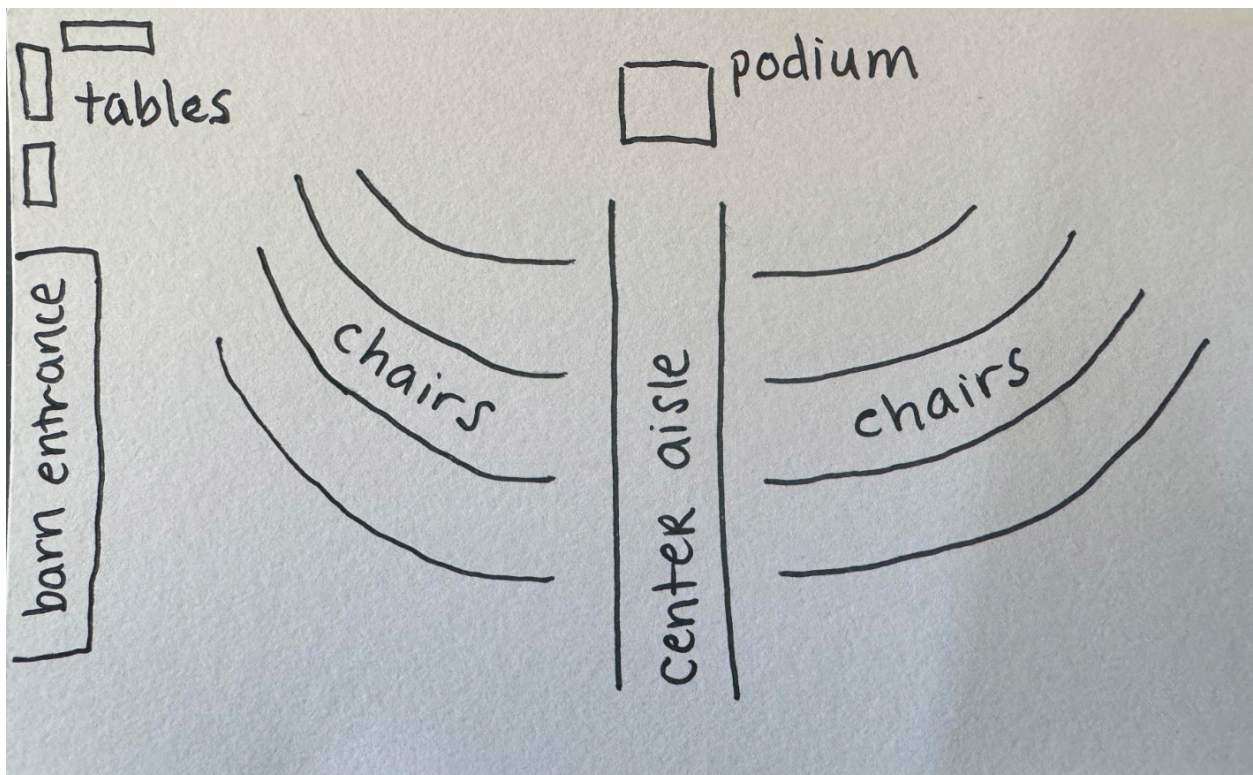


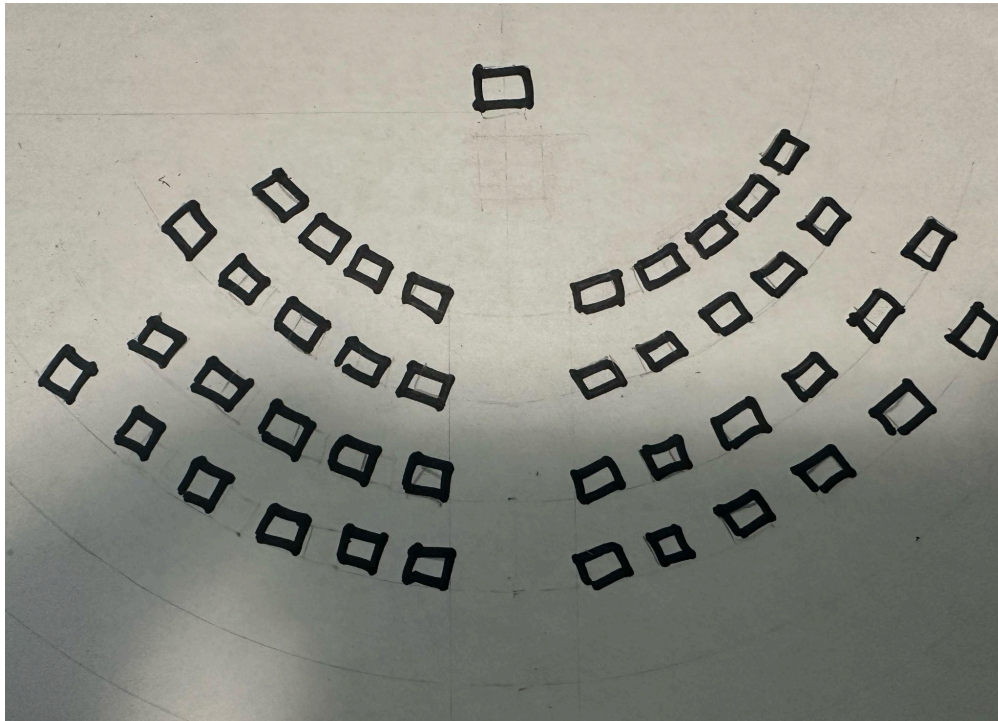
Room Setup and Breakdown

Setup Before the Meeting

Arrive to the meeting 30 minutes early to help the Sergeant at Arms and Toastmaster set up the room.

- If the room is locked, ask the security guard to open it.
- Set up 40 chairs and 3 tables based on the images below. The chairs should be staggered in a semi-circular set up with a wide center aisle. The key is to make sure each row of chairs is offset from the row in front of it, thus making sure no chairs are directly behind the ones in front.
- Cover up the washer/dryer in the back of the room with the blankets provided to make them less visible (they may be stored in the refrigerator).
- If needed, space heaters will be turned on by Hive staff so that the room is warm by the time the meeting starts. Do not move the space heaters.





During the Meeting

- N/A

Breakdown After the Meeting

The Toastmaster will ask members and guests to put away their chairs.

- Ensure all chairs are stacked against the wall.
- Unplug all space heaters, if applicable.
- Ensure all paper and food waste is in the trash can.
- Break down the tables and stack them against the wall.
- Shepherd members and guests to the exit. If anything is left behind (water bottles, jackets, etc.), place it in the SAA box. Give the room a final review to ensure it is clean and everything is put away.
- Stay until all members have left the Barn and close the door. We are not responsible for locking up the Barn; the security guard will do this.

We are required to return the space to the same clean condition in which it was found.