

MEETING IN A BAG

The **Sergeant-At-Arms** is responsible for making sure that the meeting room is prepared and that guests are made to feel welcome. But what do you do on those rare occasions when your Club has to meet in a different location at the last moment??? Don't panic, but Be Prepared!

Have your Club purchase the items below, (most of which are available through the TI Catalog) to prepare your own Meeting-In-A-Bag EMERGENCY Kit! Don't leave home without it. Your Club will SHINE for their professionalism, no matter where they meet!

These "Must have" items are things that you can keep with you:

- Toastmasters Tote Bag
- Notebook (3 ring binder) containing:
 - Red, Yellow & Green folders (to use as timing "lights")
 - US Flag (Print one on a full size piece of paper)
 - Voting Ballots
 - Timer Sheet
 - Grammarians/Ah Counter Sheet
 - A few "words of the day"
 - Membership Applications
 - Meeting Sign (To temporarily put on door)
- Stopwatch (Available through Toastmasters)
- Small Gavel (A Toastmasters paperweight gavel is perfect)
- Mini-Toastmasters Banner
- Scotch Tape
- Pens

For more information and helpful hints, visit www.TMHelper.org

Courtesy of Scott Hoehn II, ATMS - Ability Technical Services