



Membership / Setup / Administration / Orientation Committee

Duties for Set up / Clean up

last updated 9/15/09 by Jenny Schnell

Responsibilities:

- Liaise with LifeBridge staff for any special needs, such as using the auditorium for special presentations or speakers.
- Set up and Clean up of weekly supplies below, including room and garbage
- Set up and Clean up coffee service
- Bring in 1 dozen donuts for **New Member Room**

Supplies and Deliverables:

Supply Box Contents:

- Tape
- Name Badges
- Signs (6)
- Scissor
- Contribution Box for business cards
- Contribution Box for \$2 donation
- Tray for surveys
- New Member Sign in sheets on clipboard
- Bell
- Blank name badges for new members
- Information / Documents / Handouts from previous meetings
- Blank Evaluation Sheets

Membership Documents and deliverables:

- Sign in sheet
- Committee Member Sign up Sheet
- Name Badges created from previous week's New Member Sign In Sheet

Other:

- Announcements / Information for the white board

Set up duties:

- Arrive no later than 40 minutes before start of meeting

- Verify AV equipment is present and functional in all LPNet meeting rooms. Work with LifeBridge staff to correct any deficiencies
- Set up coffee: Supplies are in the kitchen. Use cart to bring supplies to meeting room.
Make Coffee: Directions above coffee dispenser
1 regular
1 decaf
3 pitchers of water and ice
Creamer
Sugar / Splenda / Sweet n low
Stirrers
Napkins
Cups (2 - 3 stacks) usually above refrigerator

Chocolate (bag is in fridge with LPNet name on it. Fill up a small basket)
- Place **signs** in designated areas:
Front door
2 signs on stand outside of the hallway
New Member Orientation Area
- Set up New Member Sign in sheets on clipboard, blank name badges for new members and several pens in **New Member Room**.
- Set up name badges, Contribution Box for \$2 donation, Sign in Sheet, Returning Members Sign in Sheet, and several pens on **Sign in Table**.
- Set up Information / Documents / Handouts from previous meetings, Contribution Box for business cards, Committee Member Sign up Sheet, Evaluation Sheets, laptop and printer on **Resource Table**.
- Put Bell on podium in meeting room.
- Put tray for survey on small table outside meeting room.
- Write/Tape any announcements / information on the whiteboards.
- Write today's breakout session title on whiteboard.
- Collect information from members with missing name tags for reprinting.

Right before meeting 8:55:

- check Coffee at 8:55. Refresh as needed. (is this what you meant by check coffee at break?)
- Also at 8:55, make estimate on attendance, including new members. Arrange with LifeBridge staff to open partition if needed.

During the meeting:

- Get a headcount (to be reported to membership Data Base admin).

At the break:

- Straighten out Sign in Table and Resource Table, New Member Table.

Clean-up:

- Wait until there is about 50% of attendance left before starting to clean up coffee service and tables.
- Return all coffee service supplies to kitchen and to their proper place in the kitchen.
 - Empty and rinse out water pitchers
 - Empty and rinse out coffee carafes
 - Return any uneaten chocolate to the fridge
 - Return unused napkins, cups, creamer and sweetener
- Check with attendant at **Church Desk** if they would like to have the leftover donuts, cookies etc. They will often put them in their employee lunchroom. If not, please encourage someone to take them home.
- Membership Admin collects the Committee Member Sign up Sheet, New Member Sign in Sheet, Returning Member Sign in Sheet, Sign in Sheet and any empty plastic badges.
- Treasurer counts donations in both boxes. Count will be double checked and placed in a sealed envelope with total amount collected and date collected on envelope. Membership Admin will take over this duty in the absence of the treasurer.
- Return all badges, signs, pens, survey tray, bell, contribution boxes and any other supplies to the Supply box.
- Make note of any needed supplies, including replenishment of sign in/ evaluation sheets.
- Take everything down from White Board. Erase other information.
- Take out the trash/ recycling from meeting room and New Member Orientation Room. Empty in kitchen. Garbage goes in gray can; recycling goes in blue can.