

Sergeant-At-Arms

You are responsible for...

- Making sure the meeting room is set up properly.
- Setting up flag and banner.
- Keeping track of timing device and gavel.
- Introducing meeting guests.
- Starting the meeting and introducing the Toastmaster of the evening.

Guest Name:
Guest Information:
Guest Name:
Guest Information:
Guest Name:
Guest Information:
Guest Name:
Guest Information:
Guest Name:
Guest Information: