

**SERGEANT OF ARMS SUGGESTIONS AND GUIDELINES
AREA WORLD SERVICE COMMITTEE (AWSC)
MEETINGS AND ASSEMBLIES**

DUTIES FOR SERGEANT OF ARMS FOR ASSEMBLY AND AREA WORLD SERVICE COMMITTEE MEETINGS (AWSCM):

A. FRIDAY AT ASSEMBLY

1. Chairperson sets the theme and time of the Meet n Greet (for District Showcase, Officers, Coordinators, etc) so you know which placards to use.

B. SATURDAY BUSINESS MEETINGS

1. Set up placards for Saturday Business meetings (Secretary provides).
 - a. It is recommended to start no later than 7 AM for Area World Service Committee Meetings (AWSC Meeting); earlier for Assembly.
3. Chairperson supplies the seating chart. At Assembly, it is recommended you obtain the seating chart on Friday night from the Chairperson.
4. Tape down all electrical cords; no exceptions (members bring personal computers). It is recommended to supply your own duct tape.

C. THINGS TO CHECK ON AND REPORT TO CHAIRPERSON

1. Did hotel staff set up correct number of mics? Do they work?
 - a. Two for AWSC Meeting.
 - b. Three for Assembly.
2. Are all the light on? Are stage the lights on?
3. At Assembly, the wall dividers are not up (if the walls are up, there is not room between the rows of tables).
4. It is recommended to make as much space between the rows of tables as possible at Assembly. This is a major complaint from members.
5. At Assembly, the stage is pulled all the way out; there is ten feet between the stage and the first row of tables.
6. At AWSC Meetings, sometimes there are not enough tables set up and more may need to be added.

D. DURING THE BUSINESS MEETINGS:

1. Work with the Hotel staff on (give staff specifics):
 - a. Ice water, coffee and tea supplies, etc.
 - b. Bathroom supplies and condition of the bathroom
 - c. A/C
 - d. Anything the Chairperson needs.

COLLECT PLACARDS AFTER THE MEETING AND RETURN TO THE NORTH FLORIDA SECRETARY.