

P.O. Box 505, Santa Rosa, CA 95402

TO: All Members
FROM: Sergeant at Arms (Facilities) Committee
RE: Information to make meetings an enjoyable experience (and run smoothly)
LOCATION: [Flamingo Conference Resort & Spa](http://www.santarosarotary.com/), <http://www.santarosarotary.com/>
2777 Fourth Street, Santa Rosa, CA 95405 (Hwy 12 & Farmers Ln)
MEETING TIME: 12 NOON to 1:30 PM – WEDNESDAYS

CONTACT

- When questions arise contact (preferably via email):
 - Debi Zaft, Secretary, debizaft@sonic.net
 - Jack Geary, geary@gearyassociates.com; (available at Flamingo on Wednesday (10:30 am – 2 pm))
- Avoid contacting Flamingo directly- contact Debi Zaft or Jack Geary

COMMITTEE MANAGERS (Chairs)

- **Room Set-up/Take-down:** Jack Geary- sets-up/take down meeting room paraphernalia
- **Lunch Tickets Sales:** Chip Rawson- collects lunch price and completes report
- **Raffle Sales:** Robby Fouts- opens raffle at 11:45; counts & distributes funds
- **Attendance:** Roy Thylin- records make-up, recognitions, raffle; complete reports
- **Recognitions:** Debi Zaft- records & collects recognitions
- **Microphones:** Cathy Vicini- manages portable Mics during meeting
- **Fellowship:** Brandon Uhrich- assigns members to assist: collecting tickets at: buffet, visiting Rotarians & guest sign-in, greeters (2)

REGULAR WEDNESDAY MEETING [Flamingo Conference Resort & Spa](http://www.santarosarotary.com/)

10:45 am - Set-up room at Flamingo

11:30 am - Doors Open

12:00 pm – Buffet Lunch

12:30 pm - Bell- President calls meeting to order (**President may begin at 12:15 pm**)

Order of business: (Notify Jack Geary if order changes!)

Invocation & Pledge (*God before Country*)

Introduction of Visiting Rotarians (**Include Full Name, Title and Business/Profession for Bulletin editor**)

Members Intro Guests (**Include Full Name, Title and Business/Profession for Bulletin editor**)

Sunshine Report

Raffle

Member Recognitions

Announcements (**Providing Bulletin editor copy of announcement in writing is a smart idea**)

Club Business, Reports, Special Programs (**Alerting Sgt.at Arms in advance of 'passing the hat' is appreciated**)

1:00 pm - Program Chair Introduces Speaker

- Speaker's time- 30 minutes, including Q/A
- **Early leavers inform President & Speaker (before meeting begins)**

1:30 pm - President's Closing Remarks & Adjournment

2:00 pm - Take-down completed

NEED SPACE FOR A COMMITTEE MEETING

- A table can be set up in the **back of the room** for committee meetings; see Jack Geary by 11:30 am

AV-SOUND-PROJECTOR-POINTER-MICS

- Speaker should always test equipment **before** use; Rotary owns projector; 2 portable MICS and Lavalier MIC;
- Rostrum MIC belongs to Flamingo; Flamingo staff controls sound- they will assist speaker- see Sgt.at Arms

CHARGE FOR LUNCH (Everyone pays- even if you do not eat!)

- Cost for **all** Members, Visiting Rotarians & Guests
 - Full lunch = \$24 - large plate;
 - Coffee, Tea & Desert = \$12 – use small plate; no large plates please
 - Flamingo counts large plates used - also takes a head count (We pay for each Large plate!)
 - Secretary handles all questions re lunch

MISCELLANEOUS

- **Handouts** Distribute handouts with **President's permission** before 12 noon
- **Displays** If you bring displays- take them with you after the meeting! (Limited room in closet!)
- **Equipment** If you need an **easel** let Jack Geary know by 11:45 am
- **Back Table (office)** Cash Reports are being prepared- **do not disturb or sit there!**
Roy cannot accept transactions after 1:00 pm!
- **Lost & Found** We give items left at table to the front desk clerk
- **Speak clearly** Slowwwwwwwwwww down and enunciate (**the Bulletin editor and members thank you!**)
- **Projector** Accepts image via VGA, USB, HDMI, S-Video or Flash Drive
Projector controls the laptop; speaker provides laptop
- **Change\$** See **Roy** before 1:00 pm!
- **Late Arrivals** If members arrive late, pay for meal inside at the back table

FLAMINGO BALLROOM ROOM (Changes is set-up? Advance notice works! More is better than less!)

- Room set-up (usually 9 tables - 10 seats each) according to a pre-arranged 'contractual' agreement
 - Periodically meetings are held in half of ballroom or off-campus
 - Ballroom dimensions available on [Flamingo website](#)
 - Requests for changes in room arrangements & set-up: Contact Debi Zaft in advance
- **President's Table (house front right)** includes President, Program Speaker, Program Chair
 - (additional seats at table available for members - **encouraged**)
- Reserve seats or tables- contact J. Geary by Wednesday 11:30 am
- Committee Meetings- extra table is available in the back
- **Ramp for stage is not wheelchair accessible**
 - Flamingo has a portable stage; however, a ramp must be ordered by **Rotary**
 - Notify J. Geary one week in advance, if ramp and/or portable stage are required!

EXTERNAL EVENTS (off campus! - not at Flamingo)

- Need equipment (e.g., easels, banners for **external event**)- see Jack Geary to make arrangements to pick-up/return on Wednesday

MEMBER BADGES

- See Jack Geary regarding questions or problems with badges
- Badge should have a your number on the back (same # on badge-box)

PROGRAM PRESENTERS

- See [Information for Program Presenters](#) on the website

COMMENTS, QUESTIONS, CONCERNS and/or SUGGESTIONS

(email geary@gearyassociates.com)