# Meeting Setup

* Room arrangement
	+ Ask HEB staff to unlock room if needed
	+ Turn on lights
	+ Adjust speaker volume knob to zero
	+ Arrange chairs & tables if needed
	+ Clean up room as needed
	+ Move chairs from front of room
	+ Setup banner & banner ribbons (blue bag)
* Setup directional signs (red bag)
	+ Arrow signs in hallway (use pins & binder clips)
	+ Details sign on door (use sticky-tack)
* Set out meeting materials (red bag)
	+ Award Ribbons
	+ Ballots
	+ Cheat sheets
	+ Gavel
	+ Name tags / stickers
	+ New Guest Packets
	+ Timer flags & stopwatch
	+ Word of the Day

# Meeting Shutdown

* Collect and put away meeting materials into red bag
	+ Extra Award Ribbons
	+ Extra Ballots
	+ Cheat sheets
	+ Gavel
	+ Name tags / stickers
	+ Extra new guest packets
	+ Timer flags & stopwatch
	+ Word of the day
* Collect directional signs
	+ Arrow signs in hallway
	+ Details sign on door
* Room arrangement
	+ Adjust speaker volume knob to 5
	+ Arrange chairs & tables if needed
	+ Clean up room as needed
	+ Erase anything we wrote on whiteboard(s) – do NOT erase HEB content
	+ Replace chairs in front of room
	+ Put away banner, banner ribbons, and red bag
	+ Turn off lights
	+ Close door (may need to lock if requested by HEB staff)