# 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)