

APPENDIX D – TYPICAL ROOM SETUP AND REQUIREMENTS

DISTRICT 6 BOARD MEETING

Date and Time

- Sunday
- Typically 9:00 am to 5:00 pm

Function Attendance

TYPICALLY ABOUT 30-40

Room Set up

- U-shaped for 28 seated on outer sides of tables only (see diagram)
- End table if needed (shown dashed)
- Five chairs each along two walls.
- One easel outside of room.

Food & Beverage:

Selected in consultation with District 6 President. May include:

- **Morning**
 - Pastries, Coffee, decaf, tea
- **Lunch**
 - Deli Buffet Lunch, or
 - Boxed Lunches
- **Afternoon**
 - Assorted Soft Drinks
 - Cookies, brownies

Assumes 8' tables, 3 per table,
with seats set to not straddle table legs

TRAFFIC BOWL

Date and Time

- Monday
- Typically Noon to 2:00 pm

Function Attendance

RANGES, SEE HISTORICAL DATA

Room Set up

- Rounds of 10, Chairs for Seating, or combination of both
- Three tables on risers (each table to seat 5)
- Freestanding for Emcee
- Table for the judges (three seats)
- Cash Bar
- Tables for food
- One easel outside of room.

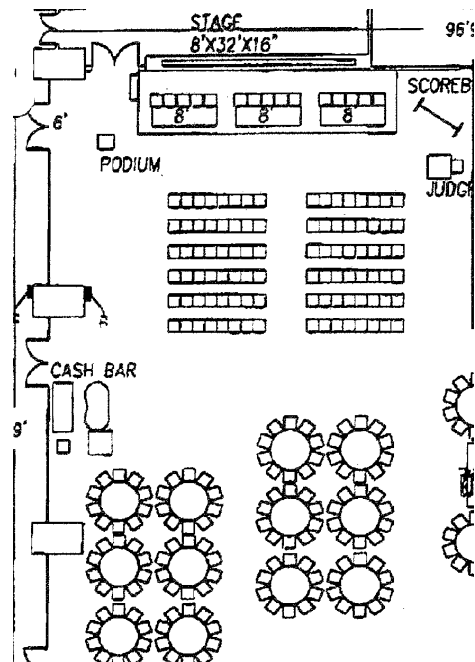
Audio/Visual

- Emcee podium microphone
- Overhead projector package
 - Projector
 - Cart
 - Screen
 - All electrical cables and cords
- Speakers and amplifiers
- Traffic Bowl Equipment

Food & Beverage:

Selected in consultation with District 6 President. May include:

- Ice Cream Bar or Pizza Bar
- Beverages (optional)



LEADERSHIP BREAKFAST

Date and Time

- Tuesday
- Typically 7:00 am to 9:00 am

Function Attendance

RANGES, SEE HISTORICAL DATA

Room Set up

- Rounds of 10
- No Head Table
- One easel outside of room.

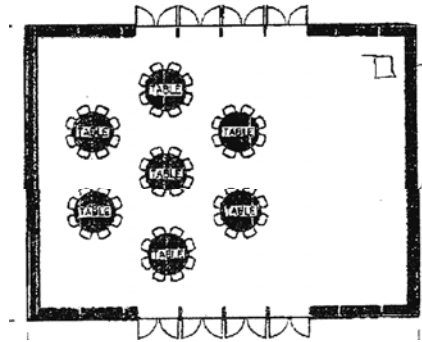
Audio/Visual

- Typically none

Food & Beverage:

Selected in consultation with District 6 President. May include:

- Breakfast bar or sit down hot Entree
- Coffee, decaf, tea



ANNUAL BUSINESS MEETING LUNCHEON

Date and Time

- Tuesday
- Typically Noon to 2:00 pm

Function Attendance

RANGES, SEE HISTORICAL DATA

Room Set up

- Rounds of 10
- Head table on low risers to seat 24
- Table top lectern w/microphone adjacent to President at head table
- One American Flag on left at riser
- One easel outside of room.

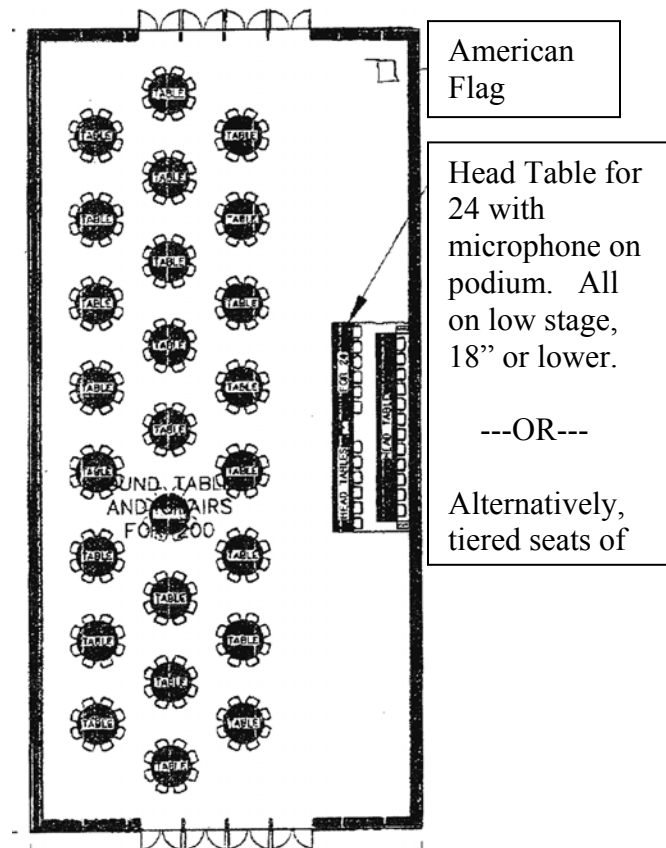
Audio/Visual

- Presidential podium microphone
- Overhead projector package
 - Projector
 - Cart
 - Screen
 - All electrical cables and cords
- Speakers and amplifiers

Food & Beverage:

Selected in consultation with District 6 President. May include:

- Soup or Salad
- Entrée
- Dessert
- Coffee, decaf, tea



WESTERN STATES LUNCHEON

Date and Time

- Wednesday
- Typically Noon to 2:00 pm

Function Attendance

RANGES, SEE HISTORICAL DATA

Room Set up

- Rounds of 10
- Head table on low risers to seat 24-36
- Table top lectern w/microphone adjacent to President at head table
- One American Flag on left at riser
- Large State flags on back wall
- Small flags on center of tables
- One easel outside of room.

Audio/Visual

- Presidential podium microphone
- Overhead projector package
 - Projector
 - Cart
 - Screen
 - All electrical cables and cords
- Speakers and amplifiers

Food & Beverage:

Selected in consultation with District 6 President. May include:

- Soup or Salad
- Entrée
- Dessert
- Coffee, decaf, tea

