

Regular Lions Meetings Set Up and Take Down

Set Up:

If only one Lion start between 4 and 4:30

If 2 Lions start at 5:00

Un lock the front door and the double doors at the bottom of the stairs.

Unlock the storage room and our Lions locker.

Set up 3 tables including the buffet table and one small desert table.

Set up the head table, 2 tables pushed together.

Put white table clothes on each table. The scissors are in the cash box to cut the table cloths neatly.

Set out the chairs, 8 chairs per members table.

If expecting more guests like members from another club set up another table and chairs.

At the head table put out 5 chairs, more depending on how many guests will be at the head table. Put out the banner which is hung up on the window behind the head table. Put out the mascot, bell, podium, hammer and flags. Put out the 50/50 tickets in a container.

Depending on what our guest speaker needs have the large screen set up along with a small table set up for a projector and laptop. Have an extension cord available.

Clean all kitchen counters and the bar area. Cleaning agent and paper towels are in the locker.

Put out the bar stuff on the bar counter along with the cash box. Take out the 2 or 3 boxes of wine glasses.

Take out the bar tickets and put in alphabetical order.

Set out the wine bottle opener and the jigger.

Unlock the kitchen door so the caterers can come in.

The caterers like a glass of red wine once they have set up.

Just before members arrive set out the ice in a bucket with the tongs.

Tear Down:

Put away all the tables and chairs neatly as described in the picture on the wall.

Neatly put away all the Lions stuff in the locker along with all the bar items.

Remove all the garbage in the kitchen including the bathrooms.

Put the garbage in the bin behind the EMS building.

Make sure the kitchen door is locked and put the key back in place.

Do a complete check of the kitchen and main room. Is anything left in the fridge? Are any fans on, if so shut off.

Check to make sure the furnace is on and the temperature is set to 18 degrees.

Lock up our locker, shut off all lights and lock the double doors. Lock the outside door.