

Meeting Room Set up/ Presidents Bag/ Application Forms

➤ 2 members

Start Time: 6AM

Job Description

- Take President's bag from the DWTC reception to the meeting room and remove all tent cards
- LT in the center
- Sonia and Rahul on the front left corner
- 5 minute speakers on the front right corner
- Door duty members on the back right corner
- Kamal on the back left corner
- Visitors spread evenly
- No 2 visitors seated together
- In case visitors exceed seats, VHT volunteers to sit on the sofa on the mid right section
- Join Kamal L and Philip M for Member Orientation
- Be ready with Application forms and Pens
- If 5 or less application forms remain at any point, Kamal L to be informed immediately
- Collect all tent cards, application booklet and pens and put them back in the President's bag after the meeting
- Hand the bag to Rahab in DWTC lobby