

# OURROC member Meeting Setup Checklist

As of April 12, 2023

- 8:30am Kitchen/Host Team sets up a light breakfast for all attenders.
- Caffeine and some de-caf Coffee, water, pastry item, fruit item, cups, plates, napkins, sugar, low calorie sweetener, creamer, and ANYTHING else you would like to surprise us with!
  - Save all receipts for items you purchase and give them to our treasurer the day of the meeting so OURROC may fully reimburse you.
- Table and chair set up.
- Tables at front facing the audience with seven chairs.
  - Tables and chairs facing front for 40, with extra chairs available for 30 more.
  - Table at main entrance with two chairs for sign-in.
- Audio and Visual setup.
- At least two mics (wireless or not) and one wireless to carry into the audience for Q/A if needed.
  - One mic stand and podium for presenter.
  - POSSIBLY a screen and digital projector with USB connector for presenter's computer.
- AND/OR
- Wide screen (70" and up) Digital TV with HDMI connection and an HDMI cord that will work with the presenter's computer (check with presenter) long enough to reach the podium/front table.
- 9:00am arrival and social time
- 9:30am OURROC business meeting begins.
- 10:00am or sooner program begins and lasts to about 11:30am.