MEETING SETUP 101

Many Sertoma clubs host special events and participate in banquets at regional conventions. The following guidelines are designed to help ensure the success of your event.

LOCATION, LOCATION, LOCATION

The meeting location should be selected with the event in mind, rather than making the event fit the space. Visit the location prior to signing a contract. The facility should have ample parking and a staff that is willing and able to work with the club's needs.

The meeting space itself should be well-lit, well-ventilated and accessible to all attending. Request that the room be set to your specifications. Room layout styles include:

- **Banquet Style** - Typically round tables set for 8-10 guests. Determine if a head table will be used or if a podium is more appropriate.
- **Theater Style** - Rows of chairs with a wide aisle on each end and a center aisle for audiovisual set-up.
- **Classroom Style** - Table and chair provided for each attendee. Typically set in long rows.
- **Conference Style** - Chair for each attendee grouped around large table.

BASIC PLANNING TO-DO LIST

- Choose your date, time and location.
- Get estimates for the event space, food, entertainment, A/V, etc., and set your event’s budget accordingly.
- Plan the agenda and/or formal program.
- Put together a guest list, including dignitaries, speakers, guests, etc.
- Prepare invitations, including RSVP or registration information and deadline.
- Work with the banquet manager to select your menu and room layout.
- Review your A/V needs and order appropriately from your meeting staff.
- Assign and brief onsite volunteers.
- Order and/or print programs, signage, name tags and other necessary materials.
- Organize an event script if necessary. Make sure that everyone speaking has a copy at least one week prior to the event.
U.S. FLAG PROTOCOL

The U.S. flag should be at the center and at the highest point of the group when a number of flags of states, localities or pennants of societies are grouped and displayed. When flags of states, cities/localities or pennants of societies are flown on the same halyard with the United States flag, the latter should always be at the peak. When the flags are flown from adjacent staffs, the American flag should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States or to its right.

When flags of two or more nations are displayed, they are to be flown from separate staffs of the same height. The flags should be of approximately equal size. International usage forbids the display of the flag of one nation above that of another nation in time of peace.

When used on a speaker's platform, the flag, if displayed flat, should be displayed above and behind the speaker. When displayed from a staff in a public auditorium, the flag of the United States of America should hold the position of superior prominence, in advance of the audience and in the position of honor at the speaker's right as he or she faces the audience. Any other flag displayed should be placed on the left of the speaker or to the right of the audience.

No disrespect should be shown to the flag of the United States of America. The flag should not be dipped to any person or thing. Regimental colors, state flags and organizational/institutional flags are to be dipped as a mark of honor.

The flag should never:

- Touch anything beneath it, such as the ground, the floor, water or merchandise.
- Be carried flat or horizontally; it should always be carried soft and free.
- Be used as wearing apparel, bedding or drapery.
- Be festooned, drawn back, or in folds, but instead, always allowed to fall free.

Note: Bunting of blue, white and red may be used for covering a speaker's desk, draping the front of a platform and for decoration in general.

During the ceremony of hoisting or lowering the flag, or when the flag is passing in a parade or in review, all persons present (except those in uniform) should face the flag and stand at attention with the right hand over the heart. Those present in uniform should render the military salute. When not in uniform, men should remove their headdresses with their right hand and hold it at the left shoulder, the hand being over the heart. The salute to the flag in a moving column should be rendered at the moment the flag passes.

During any rendition of the national anthem when the flag is displayed, all present (except those in uniform) should stand at attention facing the flag, with the right hand over the heart. Anyone not in uniform should remove their hats with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should render the military salute at the first note of the anthem and retain this position until the last note. When the flag is not displayed, those present should face toward the music and act in the same manner they would if the flag were displayed there.
The Pledge of Allegiance should be rendered by standing at attention and facing the flag with the right hand over the heart. When not in uniform, men should remove their hats with their right hand and hold it at the left shoulder, the hand being over the heart. Persons in uniform should remain silent, face the flag and render the military salute.

When the flag of the United States is displayed from a staff projecting horizontally or at an angle from the windowsill, balcony or front of a building, the union of the flag should be placed at the peak of the staff unless the flag is at half-staff. When displayed either horizontally or vertically against a wall, the union should be uppermost and to the flag's own right – that is, to the observer's left.

The flag, when carried in a procession with another flag or flags, should be either on the marching right; that is, the flag's own right, or, if there is a line of other flags, in front of the center of the line.