

MEETING ROOM LAYOUTS

The meeting room should be selected with the event in mind, rather than making the event fit the room. Visit the location prior to signing a contract. Make sure the room is well-lit, well-ventilated, is accessible to all attending, and is located in a facility that has ample parking. Ensure that the staff is willing and able to work with the club's needs. Request that the room be set to your specifications.

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 setup.

Classroom Style — Table and chair provided for each attendee. Typically set in long rows.

Conference Style — Chair for each attendee grouped around large table.

MEAL EVENTS

Many Sertoma clubs host a banquet during regional conventions or district meetings. Once the date, time and location have been chosen, you need to focus on the details. The following guidelines are designed to help ensure the success of your event.

Work with the banquet manager at your hotel closely on the menu, room layout, and A/V needs. Find out what works for your group with the equipment the venue has and work from there.

U.S. FLAG PROTOCOL

Meeting Flag Display

DISPLAYING A U.S. FLAG WITH FLAGS OF OTHER NATIONS, STATES, CITIES OR LOCALITIES

The United States of America flag should be at the center and at the highest point of the group when a number of flags of states or localities or pennants of societies are grouped and displayed from separate staffs.

When flags of states, cities or localities or pennants of societies are flown on the same

halyard with the United States, the latter should always be at the top. When the flags are flown from adjacent staffs, the flag of the United States should be hoisted first and lowered last. No such flag or pennant may be placed above the flag of the United States. The United States flag should always be on the right (the flag's right, not the viewer's right).

DISPLAYING MULTIPLE FLAGS ON THE SAME POLE

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

If displayed flat, a flag used on a speaker's platform should be displayed above and behind the speaker. When displayed from a staff in a church or 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 clergyman's or speaker's right as he or she faces the audience. Any other flag displayed should be on the left of the clergyman or speaker.

Pledge of allegiance to the flag should be rendered by standing at attention, facing the flag with the right hand over the heart. When not in uniform, men should remove their headdress 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.

Ceremony Flag Display

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.

Showing Respect to the U.S. Flag

No disrespect should be shown the flag of the United States of America. The flag should not be dipped to any person or thing. Regimental colors, state flags, the organization or 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. The flag should never be carried flat or horizontally, but always soft and free. The flag should never be used as wearing apparel, bedding or drapery. It should never be festooned, drawn back, nor up, in folds, but always allowed to fall free.