

Hall Co-ordinators

Your role is to arrive early at meetings and to ensure the hall is ready and all equipment is available and in working order. Please check equipment regularly.

You are responsible for making sure sufficient chairs are set out before each meeting and for ensuring that everything is cleared away at the end of each meeting in the same places as on arrival.

At the majority of meetings two tables will be required at the rear of the hall for the St Peters Hospice sales table.

Liaise with the Programme Secretary in advance to check the requirements of the speaker for the evening i.e. how many tables will be needed and whether or not the speaker requires a projector/the laptop or the projector stand, etc.

You will look after the microphone, projector and laptop (the stand is located either in the hall with the tables or, sometimes, in the library where extra tables can also be found). This means making yourself familiar with the projector and laptop. Occasionally a speaker may have problems with the equipment during their talk and you may be needed to troubleshoot.

If required (this varies) you will set up the microphone and check with the speaker that this is working and they are comfortable with it.

It is important that you ensure that any wires/cables are secured to the floor with tape so that no one can trip.

Check before meetings whether any batteries etc. are needed.

If, for any reason, you are unable to attend a meeting, please ensure that you have made alternative arrangements and inform other committee members accordingly.