

CASTLEBERRY MEETING EMCEE GUIDE - 11/14/15

PRIOR TO MEETING

- Work with Activity Coordinators on room set-up requirements
- Communicate requirements to Churchill staff – by the Tuesday previous to the meeting.
- Arrive half an hour before meeting start to verify room set-up, microphone status, etc.

THE MEETING

1. PRELIMINARY ITEMS

- 50/50 reminder
- Other Items depending on situation
- Pledge of Allegiance

2. ACTIVITY SECTION

(Note: The activity and business sections can be reversed unless dinner is involved, then the dinner should go first.)

- Grace – at meetings with food (either emcee or a volunteer)
- Introduce activity coordinators
- Activity coordinators conduct and turn meeting back to emcee at end

3. BUSINESS SECTION

- Announcements
 - New neighbor introduction
 - Couples Golf
 - Sweet Tees
 - Sunshine
 - Dine Around
 - Ladies Movie
 - Ladies Luncheon
 - Birthdays/Anniversaries
 - Other
- 50/50 drawing and prizes
- Adjourn

POST MEETING

- Clean-up – check with Churchill staff to verify all is OK

* * * * *