



PROBUS Club of Prince Edward County

### House Manager/Committee

Goal: The House Manager and their Committee will ensure that the hall and accoutrements are ready for the monthly meetings. This committee will arrange for safe storage of the club banner and any other PROBUS paraphernalia.

**1. Liaise with the Elk's Hall booking person:**

Vivian Kimball Cell number: 613-922-4685 Email: [Vivian@golfer.ca](mailto:Vivian@golfer.ca)

Note that there is a telephone on the wall by the bar.

**2. Liaise with the Elk's Hall refreshment/set up person:**

Jenna Cell number: 613-970-5401 Email: [jenna999\\_99@hotmail.com](mailto:jenna999_99@hotmail.com)

Note that there is a telephone on the wall by the bar.

**3. In advance:**

Let the set up person know in advance if more than 110 chairs need to be set up for the meeting and if there are any other special arrangements.

**4. BEFORE each PROBUS meeting:**

- a. Arrive at the hall between 8:30am and 9:00am to ensure everything is in order.
- b. Make sure that 3 microphones are accessible (not locked up) and all of them work. This is essential. If the mics are not out of the locked cabinet, call and ask for them. If for some reason the microphones are not working then call Debbie MacDonald Moynes at 613-849-9680 and ask her to bring a portable PA system to the hall.
- c. Make sure that the chairs and tables are arranged as required.
- d. Table and 2 chairs are at the front entrance (on the side closest to the kitchen).
- e. Podium is ready with small PROBUS banner on the front.
- f. Large PROBUS banner is on the left when looking at the podium.
- g. Canadian Flag is on the right when looking at the podium.
- h. Lights are on in the hall, and in the front entryway.
- i. Rear door with the accessible ramp is unlocked (use the allen key).
- j. Coffee, tea, water and goodies are ready to go; recycle bin and garbage pail are at the ends of the refreshment table.
- k. If the speaker will be using a projector ensure that the table is ready, the extension cord is plugged in and taped to the floor with painters tape to avoid tripping anyone.

**5. AFTER each PROBUS meeting:**

- a. Turn off the microphones and leave them on the bar.
- b. Remove the small banner from the podium and pack it for next time.
- c. Take down the large PROBUS banner and stand and pack it for next time.
- d. Lock the rear door (use the allen key).
- e. Unplug the coffee and tea urns.
- f. Last person out is to turn off the lights.
- g. Make sure the front door is closed on your way out.

**As approved by the Management Committee on November 6, 2018.**