At the lectern:

* Assemble lectern
* Place Gavel on lectern
* Put Table Topics box next to lectern
* Place Table Topics ribbon under lectern
* Put Sheepy (Sheep Mascot) next to lectern
* Place masking tape next to lectern (for posting Word of the Day)

For pickup by members:

* Lay out role sheets
* Lay out name cards

Around the room:

* Put timing lights and stop watches in timer’s position
* Place one or two evaluator sheets at each seat.
* Put a Table Topics ballot at each seat.

Club Banner:

* Hang old club banner in the room
* Assemble new club banner and place outside of the room