

**RANGERS (SERGEANT-AT-ARMS)
TASKS FOR 2017 PETS**

12/1/2016

I. Wednesday, February 22

- Pick up 15 screens & all supplies housed in the PETS storage located at 2155 Corzine Dr., Arlington, TX 76013
- PETS supplies & equipment taken to PETS “Ranger” room at the Hyatt Regency DFW.
- Check all equipment out prior to delivery to respective assigned rooms.
- Assist with the unloading of all printed material at loading dock behind Hall of Friendship. This takes place late afternoon around 4:00 PM.
- Two (2) assist (who have the strongest backs) and remain in the area to assist in moving & opening boxes. (4-6 local Rotarians will come to assist)
- Floor plan is available from Executive Director.

II. Thursday A.M., February 23

- All screens are delivered to assigned district rooms and optional course rooms as they become available.
- Banners & flags are placed in all areas that are accessible.
- Portable radios are checked out (if used) – (1) PETS office, (2) Chief Ranger, (3) Chief Deputy Ranger, (4) Operating Chair, (5) Executive Director, & (6) Hotel Rep.
- All “Early Bird” Assistant & Deputy Rangers report to Hill (Ranger Room)
- Orientation all Rangers – Coleman’s Corner 12 noon

III. Thursday P.M., February 23

- Two (2) Rangers with spouses serve as greeters. Punch Bowl located in lobby area between 2 p.m. – 6 p.m. – do not leave this site.
- One (1) assigned to hotel registration area; two (2) to Innovation A; one (1) between elevator & entrance to Hall of Friendship.
- These three (3) are charged with keeping the traffic flow moving, greeting folks & answering questions. Each must be familiar with the Hotel floor plan & program.
- Information station – lower level manned by one (1) couple beginning at 12 noon.
- All screens up & ready to go by 5 p.m.
- Chief Ranger attends pre-conference meeting in Cattle Barons with hotel staff TBA
- *Note! – nothing is allowed to be stuck or pinned to the walls.*
- All areas must be covered until 9 p.m. – Registration will close at 9 p.m.
- Two (2) Rangers should remain in Lobby area until 10 p.m. to greet & inform late arrivals.
- One (1) Ranger stationed at Hall of Friendship entrance between 4:30 p.m.-9 p.m.
- Two (2) Rangers stationed in Hall of Friendship between 5:00 p.m.-7:00 p.m. during reception
- One (1) assigned to Rotary Basic Course Room 7:00 – 8:00 p.m. -- TBA
- One (1) assigned to Rotary Basic Course Room 8:00 – 9:00 p.m. -- TBA
- One (3) assigned to Optional Sessions 7:00 – 8:00 p.m. & 8:00 - 9:00 p.m. TBA

IV. Friday A.M., February 24

- One (1) assigned to Lobby area – greeter 7 a.m. – 11:30 a.m.
- Two (2) assigned to stairs – (1) top of stairs, (1) bottom; 7a.m. – 11:30 a.m.
- One (1) assigned to hotel registration area 7a.m. – 11:30 a.m.
- One (1) assigned to entrance of Hall of Friendship 7a.m. – 11:30 a.m.
- Eight (8) assigned to Enterprise Ballroom for Orientation Session 7:30 a.m. - 8:30 a.m.
- Two (2) to Hall of Friendship to count drinks 15 minutes prior to serving & count remaining drinks at close of break. Assist in serving drinks. This count is given to the Executive Director. (This is repeated during each break.)—10:15-10:45 a.m.
- Two (2) assigned to District Meeting rooms in Made in Texas Hall
- Four (4) needed to direct traffic & secure doors for Luncheon at 11:30 a.m. Entrance to Enterprise Ballroom begins at the front head table area & works back.
- One (1) (Deputy Ranger) work with Executive Director in getting out tent cards for host table, head table and/or reserved tables.
- Flags are checked.
- Meet Florist at Lobby Entrance around 10 a.m. – take her to head table area.
- Meet Color Guard at 10 a.m. – take to Enterprise Ballroom for walk through.
- Head Table participants meet at “on site” registration area 11:30 a.m. – one (1) Ranger with Hotel Rep. escort group through side or back area at 11:30 a.m.
- Table host participants meet at on site registration area 11:30 a.m. – one (1) Ranger with Hotel Rep. escort group through side or back area.
- One (1) Ranger -- Host Table
- Six (6) Rangers needed inside the Ballroom, directing participants to fill the tables from front to back.
- Take head count during meal – give tally to Executive Director.

V. Friday Afternoon, February 24

- At close of Plenary Session #1 – Discussion Leaders will be introduced & exit doors near the front. Have eight (8) Assistant Rangers leave with them: two (2) to Made in Texas Hall; one (1) to Industry Wing to direct traffic; one (1) to Leadership Win, one (1) to elevator area, one (1) to Innovation Wing, one (1) to 11th Floor & two (2) to Registration
- As last Discussion Leaders leave, four (4) Rangers open all Ballroom doors.
- One (1) to Spouse Program, Innovation A
- Two (2) to count drinks at 2:30 p.m. in Hall of Friendship – remain until 4:15, make count of consumption – give tally to Executive Director. Four (4) assist in serving.
- Rangers take responsibility of breakout rooms – one (1) per two or three rooms, depending upon availability.
- Pick up evaluation forms – District Rooms
- Flowers from refrigerator one-half hour before dinner.

VI. Friday Evening, February 24

- Rangers stationed at doors prior to Friday dinner & Plenary Session #2.
- 5:30-6:20 p.m. District Reception in Hall of Friendship, Two (2) Rangers.
- At 6:20 p.m. – Front table participants will meet at the “on site” registration desk. They will be escorted to the ballroom.
- At 6:25 p.m. Table Host will be escorted to the ballroom (same as noon).
- Six (6) Rangers encourage participants to fill the front of room first.
- Assign one counter for each buffet table—one line on each side of each table. Need 4 or 5 counters, dependent upon number of tables. Must be in line and ready at 6:30 p.m.—30 minutes prior to opening doors.
- 6:30-8:00 p.m. Dinner
- At close of Plenary Session II – all doors opened in locked-open position.
- Flowers back to refrigerator.
- Pick up all items left – take to registration office for lost & found.
- Give head count of participants to Executive Director.

VII. Saturday Morning, February 25

- Repeat same tasks for Plenary Session #3 as Plenary Session #1.
- Rangers be at door station by 6:30 a.m.
- At 6:40 a.m. – Front table participants will be escorted to the ballroom.
- Front doors open at 6:45 a.m.
- Direct participants to fill up the front of Enterprise Ballroom first.
- **No meal served after 7:15 a.m. – Doors closed.**
- Take head count of participants – give total tally to Executive Director.
- At close of Plenary Session #3, Discussion Leaders and five (5) Rangers will leave prior to Session being closed: two (2) to Made in Texas; one (1) to Industry Wing to direct traffic; one (1) to Leadership Wing- & one (1) to elevator area. Open all doors to locked open position.
- Rangers cover all breakout rooms
- Break – Hall of Friendship 9:30-10:45 a.m.
- Two (2) to count drinks 15 minutes prior to break in Fellowship Hall. Four (4) assist in serving. Count remaining cans as soon as break is over & Give count to Executive Director.
- Pick up evaluation forms – P.E. breakout rooms.

VIII. Saturday Afternoon, February 25

- Repeat same tasks for Plenary Session IV as Plenary Session I.
- Rangers be at station at 11:30 a.m.
- At 11:30 a.m. escort Front table participants to ballroom.
- Front doors open at 11:40 a.m.
- Direct participants to fill up front of Enterprise Ballroom first.
- Take head count of participants. Give total tally to Executive Director.
- At close of Plenary Session open all doors in locked open position. Discussion Leaders will be instructed to exit first. Have five (5) Rangers leave with them.

- Afternoon break – Hall of Friendship – 2:45-3:15 p.m. & 3:30-4:00 p.m. Count drinks prior to break & count remaining cans following break – give count to Executive Director as before.
- Continue to serve breakout areas – one Ranger per two or three rooms.
- Pick up evaluation forms – P.E. breakout rooms.

IX. Saturday Evening, February 25

- Reception – Hall of Friendship – 6:00-6:45 p.m. Two (2) Rangers.
- All other Rangers assist with routing participants from Hall of Friendship to Enterprise I for District photos. Rangers have photo made with their own District.
- Rangers cover each door at 6:30 p.m., 30 minutes prior to Plenary Session V.
- Escort head table participants & table host as outlined in Plenary Session #1 at 6:45 p.m. Rangers in Enterprise Ballroom assist in filling tables from front to back.
- Take head count – give total tally to Executive Director.
- At close of Plenary Session, open all doors to locked open position.
- Tape up boxes – should any item be damaged, mark the box as such. Take all boxed items to Rangers Storage Room.
- Assist Hall of Friendship Chair to take down & pack signs and banners.

X. Sunday Morning, February 26

- Rangers in place thirty (30) minutes prior to ballroom being opened.
- Rangers direct traffic to Breakfast Buffet (7:30-8:30 a.m.) in Ballroom.
- No host tables or head table. All banners & flags remain up through meal.
- Take a head count as participants come in – give to Executive Director.
- Following the meal, take down all flags & banners – wrap & take to Rangers Room.
- Buffet line is closed at 8:30 a.m.
- Take all remaining signs down.
- Assist in packing up Registration Office equipment.
- At the close of district meetings, take down & pack screens.
- Everything must be out of all rooms by 12:00 noon.
- All PETS supplies to be boxed & marked or labeled.
- Make sure we have Annual banner – roll with writing to the outside; signs boxed & taped up; screens boxed (may need to make boxes in some cases); flags rolled & placed back in tubes; supplies boxed & labeled. All of these items are to be returned to the PETS storage.

Many Thanks to Don and the workers who make PETS a great event for the Club Presidents-elect of Texas and Oklahoma every year.