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TOASTMASTER

Please observe the following:

1) MEETING STARTS AT 6:00 P.M. AND YOU MUST LEAVE BY 8:15 P.M.

2) PLEASE WAIT FOR SECURITY ONLY TO LET YOU IN. DO NOT BLOCK THE DOORS.

3) PLEASE ARRIVE BY 6:15. IF YOU ARRIVE AFTER 6:15 PLEASE WAIT OUTSIDE UNTIL SECURITY LETS YOU IN.

4) AFTER YOU ARE LET IN PRINT YOUR NAME WITH THE TIME. WHEN YOU LEAVE SIGN OUT WITH THE TIME BESIDE YOUR NAME IN THE BINDER PROVIDED.

5) MEETING IS IN THE CAFETERIA ON THE MEZZANINE LEVEL (NEXT FLOOR UP FROM LOBBY). DO NOT GO TO ANY OTHER FLOOR.

6) WASHROOMS ARE ON SAME FLOOR AS THE MEETING & TO THE LEFT OF ELEVATORS (AS YOU'RE LOOKING AT THE ELEVATORS).

7) USE THE STAIRS- DO NOT USE THE ELEVATOR.

8) PLEASE CLEAN UP AFTER YOURSELF.

THANK YOU.

9) CHAIRS - SQUARES ON OUTSIDE
ROUND ON INSIDE