FFA | GUIDE

FFA Chapter Meeting Room Setup Guide

Setup guide for an FFA chapter meeting room that walks officers through arranging chairs, emblems, stations, and equipment so ceremonies and business meetings run smoothly.

Farm / unit: _____ Date: _____ By: _____

1. Clean and clear the room
2. Arrange chairs for the audience
3. Place the officer stations
4. Set out emblems and flag
5. Place the gavel and meeting items
6. Test sound and projector
7. Post the agenda
8. Check exits and walkways
9. Return everything after the meeting

YOUR NOTES

TIP Sketch your own room layout on the back of this page and reuse it every meeting.