Sergeant At Arms

2 minutes before the meeting starts:
1. "Meeting host, please start the recording." (wait until the recording starts before going onto the next part of the script)
2. Open meeting:

If SAA: "Welcome everyone to today's meeting. My name is _____, and I'm Buddies' Sergeant at Arms."

If not SAA: "Welcome everyone to today's meeting. My name is _____, and I'm here on behalf of Buddies' Sergeant at Arms."

3. "To officially start the meeting, I want to note that this meeting will be recorded and shared amongst members for study and self reflection. Some parts may also be used for promotional material later."
4. "In order to have a smooth meeting, here are some ground rules:
   - Please put yourself on mute when not speaking.
   - Don't interrupt while someone is speaking.
   - Be attentive throughout the meeting
   - And support the speakers with your warm smiles and claps
5. "Let's have a great meeting!"
6. "Now, please welcome our club president _____."

Once the club president hands the virtual lectern back to you at the end of their announcements:
7. "Thank you everyone for coming to our meeting today. Meeting host, please stop the recording." (wait until the recording starts before going onto the next part of the script) "This meeting room will now stay open for an additional 10 minutes. If you have any questions about our club, Toastmasters, or just wish to mingle with our members and guests, please feel free to do so."