

OTHER INFORMATION SOURCES

- Blue New Member Orientation Manual – the page entitled, “Description of Some Meeting Functions”

OVERVIEW

The Greeter makes the guests feel welcome. The Greeter provides written information on the club to the guests and answer questions. The Greeter also asks the guests to provide information (so that the VP Membership can follow up with them). During the meeting, the Greeter introduces each with a warm welcome.

ON THE MEETING DAY:

SET UP:

Arrive at least 15 minutes early to make sure the Sergeant at Arms has set out the following supplies on the front counter:

- Guest Book and pen
- Greeter sign
- Guest Name Labels and marking pen
- Guest Letter w/attachments (Guest Packets)
- Flyers (if we have any)

Have pen and paper ready for you to note guest information.

PRIOR TO THE MEETING:

Greet each Guest with a warm smile as they arrive.

Introduce yourself as the Greeter.

Ask them to sign our Guest Book with contact information (for our VP Membership)

While taking notes for the meeting, ask them:

- 1) Their name
- 2) How they found out about us
- 3) Who, if anyone they came with (or who invited them)
- 4) Why they decided to come to our club tonight

Prepare a name label and ask the guest to wear it during the meeting

If it is the Guest's first visit to our club, give him/her guest a Guest Packet.

If a Guest did not arrive with a Member, then introduce him/her to a Member and ask that Member to sit with, and serve as a host to the Guest.

Make a list of each Guest who arrives.

DURING THE MEETING:

When asked by the President or the Toastmaster, come up to the front of the room and enthusiastically announce to everyone the following:

- 1) The total number of Guests attending the meeting;
- 2) And for each guest:
 - The Guest's Name
 - Ask each guest to either raise their hand or stand up.
 - Whom, if anyone, the guest was invited by
 - The guest's reason for coming to our meeting tonight.

If more Guests arrive, **at an appropriate time**, interrupt the meeting and introduce them as well.