



Greeter

The Greeter is responsible for welcoming guests as they arrive at the meeting.

Before the Meeting

- Arrive by 6:40 PM.
- Set up the Greeter table by the door. Lay out name tags, markers, and guest book.
- Greet guests as they arrive. If you're not sure if someone is a guest or member, you may say something like, "Hi! Are you a guest or a member?"
- Ask guests to create a name tag and fill out the guest book.
- Let guests know that they may be asked to participate in Table Topics, but that they are free to decline.
- Introduce guests to nearby members and make them feel welcome.

Role Supplies

- Name Tags
- Markers
- Guest book

During the Meeting

- Stay by the door for the first 5 minutes of the meeting to get everyone checked in..
- Keep an eye out for the door and greet any late guests.
- At the break, check in on guests and ask if they have any questions. You can direct them to the VP Membership for anything specific.

Tips

- You are likely the guest's first introduction to the club. Be as welcoming as possible.
 - It's ok if they have a question that you can't answer. Direct them to the [VP of Membership, the New Member Ambassador, or another board member](#).
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