

Greeter Procedures

Summary

- 1) Help set up the meeting room
- 2) Set up greeter table with:
 - a. Badges
 - b. Roster sign in sheet
 - c. Visitor sign in sheet
 - d. Visiting Rotarian make-up cards
 - e. Card drawing tickets and basket
- 3) Greet Rotarians and guests
- 4) Sell card drawing tickets (1 for \$1, 6 for \$5)
- 5) Introduce guests
- 6) Oversee ticket drawing
- 7) Help “take down” the meeting room

Details

- 1) Arrive by 11:45 to help set up the meeting room including the greeter table.
- 2) Greet each member by name. If you do not know their name, this is your opportunity to learn it.
- 3) Make sure each person signs in either on the member roster or the visitor sign in sheet. Beside the guest’s name on the visitor sheet write down who they are with or if they are the speaker.
- 4) Ask each person if they want to buy a ticket for the card drawing. (1 for \$1, 6 for \$5)
- 5) When you are recognized as the greeter, you will call on people to introduce their guests and you will introduce visiting Rotarians. Do not introduce people that are part of the program.
- 6) Come forward near the end of the meeting with the tickets and the money collected. Have someone draw a ticket. Call out the ticket number. Pay out the appropriate money once a card is drawn.
- 7) Stay a few minutes after the meeting to help take down the greeter table, the screen, banners, podium, etc.

Thank you!