

**WENATCHEE ROTARY GREETER UPDATE**  
**September 2022**

**Responsibilities and duties of a Meeting Greeter.** The Greeters' tasks are to make everyone feel welcome, promote the flow of getting people in the door, and reminding members/guests to sign in. Please stay on duty until 12:15 to catch any late arrivals.

- Arrive at 11:45am
- Stand outside the door and welcome each person entering. "Welcome to Rotary" is a great phrase
- Members should be greeted by name (or introduce yourself).
- Guests should be greeted, ask if they are a guest or member/speaker.
- Direct them to the sign in sheet and remind guests to also give email addresses.
- Encourage all guests and members to wear name tags
- Explain the next steps such as purchasing lunch or finding a seat and mingling with other members.
- You can introduce them to a nearby member and ask that member to "entertain" the guest.
- If you can't make it, please get a substitute