



As the Greeter, please plan to arrive early enough to get the meeting room in order and greet Rotary Members and visitors as they arrive. A good rule of thumb is to allow 30 minutes for this.

Prior to the meeting, you should prepare a short invocation or prayer for the meeting. As the greeter, you will also be asked to share a little about yourself at the beginning of the meeting. Don't forget to share something that isn't common knowledge.

When you arrive, some of the items will already be laid out for you. This should include the American Flag, the Four Way Test banner, and the Willmar Rotary Club Banner. Oftentimes, the flag base will also be laid out. *If the base has not been laid out, there should be one in the bottom of the podium.*

Any remaining items can be found in the Rotary podium. If staff at The Oaks hasn't unlocked the bottom of the podium, the key can be found in the office hanging on a hook right inside the door. Just ask staff for guidance if you need help finding the key.

### **Set-Up Checklist**

- The pole for the American Flag will be wrapped up inside the flag. Put the pole together and place the flag pole inside the base behind the podium.
- Hang the banners. The Club Banner and the Four Way Test Banner can be hung on the command hooks found on the wall to the left of the side door into the bar area (wall to the left of the screen and podium area)
- Remove the large box with name badges from the podium and place by the door. Prop the box open against the wall and place the Name Badge Slot Assignment Sheet in the lid so that members can quickly find their badges.
- There should be a clipboard in the podium that contains Member and Guest Sign-In Sheets. Ensure that the date is written on the Sign-In Sheet and place beside the badge box. (*Extra Sign-In Sheets can be found in the Red Secretary Folder in the top of the podium.*)
- Ensure that there is a pen available for signing in.
- Remove the small gray cash box from the podium and place beside the badge box. Visiting Rotarians and numerous local Club members pay for their meals as they go. Ensure that those fees are placed in the box.
- Remove the fine box (pig) from the podium. Place the fine box on the table beside the podium.
- Remove the Rotary Bell and Gavel from the podium storage and place on top of the podium.

### **Meeting Tasks**

- Ensure that members who have brought a guest with them have listed them as such on the Sign-In Sheet (lower right hand corner).
- Ensure that Visiting Rotarians have also signed in as guests. Collect fee for meal and place in the gray cash box. Introduce the visiting Rotarian to at least one member of the club. Ensure our visitors feel like they are at their home club.
- The Club President will ask you during the meeting if there are any guests and you will indicate name(s) and who they are with.



- When called upon, you will provide the invocation.
- President will ask that you provide a brief bio to the Club.
- Once the meeting has ended, the greeter will pick up all Club materials and put them away.

### Tear Down Checklist

- Take down the American Flag. The base can be placed in the bottom of the podium. The Flag and pole will be returned to storage by The Oaks staff.
- Take down the banners. Banners will be returned to storage by The Oaks staff.
- Ensure that any remaining Club members have returned their name badges to the box and place the box back in the podium.
- Ensure that the Sign-In Sheet contains the date. Place the completed Sign-In Sheet in the red Secretary Folder inside the top of the podium.
- Place the small gray cash box back in the podium.
- Place the fine box (pig) back in the podium.
- Place the Rotary Bell and Gavel back in the podium.

Thank you for helping with today's meeting.