

## **THE GREETER**

The function of the Greeter is to ensure that everyone, members and visitors alike, feel welcome at the meeting. An enthusiastic and friendly welcome helps set the tone of the meeting. Plan to arrive at least 15 minutes before the meeting starts so you have the opportunity to greet most people.

### **Before the Meeting**

Greet guests as they arrive and give them a visitors card to fill out and a guest information packet. The Sergeant at Arms should place the visitor cards and guest information packet on the piece of furniture closest to the door. If he/she does not, you can find visitors cards and guest packets in the Park Central locker.

Greet members and introduce yourself. This is where members begin to learn new members names; or new members begin to learn the names of others.

### **At the Meeting**

The Sergeant at Arms will collect the visitors cards and pass them on to the President so he/she can recognize the guests at the beginning and end of the meeting.

If a guest comes in late, please give a visitor's card and guest information packet to the person at his/her seat.

When the Toastmaster calls on you, explain the function of the Greeter.