



We The Speakers

Meeting Greeter Guide

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Introduction

Thank you for your willingness to serve as meeting greeter, staffing the welcome table at a club meeting. The goal of this Meeting Greeter Guide is to facilitate the task.

As meeting greeter, you are the first point of contact for everyone who enters the meeting room for a club meeting. You are responsible for making all members and guests feel welcomed to the club meeting. A professionally-arranged table staffed by a cheerful and welcoming member will assist the club in making a positive first impression, one of the Moments of Truth.

Newer members are encouraged to sign up for this role, as to have the opportunity to meet and feel comfortable with everybody. The same person should *not* be serving as meeting greeter at every meeting.

Welcome Table Setup

What needs to be placed on the welcome table? The following items are important, but their table location is at your discretion.

- BALLOTS AND BRIEF EVALUATIONS sheets
- Club charter document in its frame
- Guest attendance sheet with an ink pen or pencil
- Guest name stickers with a marking pen
- Laminated worksheet instructions sheets
- Meeting agendas
- Meeting role description cards
- Member name tags, placed on the member name tag sheets
- Need Help Silencing Your Cell Phone? tent card
- One or more guest packets
- Worksheets/logs (or be able to quickly access them pursuant to Member Processing | Before the meeting step 3, below)

Below is a photograph of a well-arranged welcome table.



Guest Processing

Before the meeting

1. Greet guests as they enter the room. Direct their attention to our guest attendance sheet. If they are a first-time attendee, ask them to provide the following information:

- Name
- Best contact method (phone/e-mail) and appropriate contact information. **Note:** encourage provision of an e-mail address so that we can send to them notices of upcoming events.
- How did you find us?
- The date

We ask for this information so we can add the guests to the Guests table in the FreeToastHost club management system. See task 3 in the vice president membership section of the Officer Guide for an example of why having this data on hand is necessary. The name and contact information are entered when a Guests table entry is created; after guests opt in, which is why an e-mail address is most important, the Follow-up Tracking Tool may be launched for them, allowing the entry of supplemental data.

 <https://support.toastmastersclubs.org/doc/item/non-member-panels>

If the guest has attended a previous meeting, then name and date are sufficient to record on the sheet.

For each guest(first-time or otherwise), do the following:

1. Ask him to prepare a guest name sticker.
2. Provide him with a meeting agenda.
3. Introduce him to an officer or member, time permitting, for further greeting and explanation regarding Toastmasters and our club. The guest should be seated next to a member, if possible, for any during-the-meeting questions.

After the meeting

If--*and only if!*--the guest is interested in learning more about Toastmasters and our club, provide him with a guest packet.

Member Processing

Before the meeting

1. Greet the member as she enters the room.
2. Ask her to take and wear her name tag.
3. Is the member serving in a club meeting role which has a corresponding worksheet/log?
 - Yes: Did the member bring the needed worksheet/log?
 - Yes: *Thank her*, and provide her with the appropriate meeting roles card, and laminated instructions sheet.
 - No: Provide her with the appropriate worksheet/log, meeting roles card, and laminated instructions sheet.
 - No: Continue below.
4. Provide her with a meeting agenda.
5. Provide her with a BALLOTS AND BRIEF EVALUATIONS sheet, explaining its purpose.

After the meeting

1. Collect name tags. Members should *not* take these with them!
2. Return welcome table supplies to the appropriate storage bins, folders.
3. The guest attendance sheet should go home with the VPM for FreeToastHost processing.