

## BNG Greeter Duties

Here are the guidelines & duties that are expected of the greeter.

### Setup

Arrive by 7:15 – 7:20 am and assist in preparing the sign-in table for members and guests.

1. Water Street Cooker staff normally place the BNG supplies box and membership board/lead holder display on a table .
2. Spread the membership badges on the table and the guest stick-on badges on the table. Assist a guest with his/her stick-on badge.
3. Obtain a wicker basket from the restaurant (usually they are on the serving counter or near the fish tank.) for 50/50 draw business cards. Along with a business card, each person pays \$2.00 to be in the draw. There is a crude sign to stand in the basket.
4. Making sure there is a pen, member sign sheet and guest sign in sheet on the member board (the membership chairman, Jerry Foster, brings the sign in sheets for the meeting.)

### Greeting Guests

The most important responsibility of the greeter is to look for guests arriving and make sure they are made comfortable quickly. The greeter should shake hands and welcome them, help them sign the guest sheet and get a name badge (the sticky ones you write on), make sure they get a coffee or juice and introduce them to one or two other members of the group that you think they may be compatible with. It is also good to let them know that the buffet breakfast will be ready in a few minutes and they may want to stake out a spot at one of the tables. Guest(s) must also enter their name on the sign in sheet along with the name of their BNG sponsor.

Sometimes the guest you are welcoming will be the guest speaker. Guest speakers should be introduced to Dan Lawrie (Guest Speaker coordinator), Art Bredlo (President) or ( Jamie Cunningham – Vice-President). One of these people will discuss with them what is needed for their presentation and the timeframe they will be speaking in.

### Greeting Members

The greeter should also encourage arriving members to check their name off on the member sign-in sheet. This is our only way of knowing who has attended and how many breakfasts we are obligated to pay for.

### Packing Up

1. Pack away the membership badges etc.
2. Greeters to review sign-in sheet to make sure all attendees, members & guests, are noted.
3. Leave membership board, and wicker basket for the Water Street Cooker to pack away.
4. Membership Maintenance person to review & take sheet.

