



## Hospitality Table

The prime directive is to keep an eye out for newcomers and those looking a bit uncertain. We want guests to feel noticed and welcome.

Check that there are pens, blank nametags, blank guest register cards available.

Be aware of long-time UUCWI members in attendance whom you might call on to help shepherd new folks – sometimes people arrive in bunches and you need help greeting.

Introduce yourself .... possible ice breakers ....

“Hi, my name is \_\_\_\_\_.

“Have you visited us before?”

“Are you new to Whidbey?”

“Have you attended a Unitarian service before?”

Invite them to fill out a guest card (PLEASE check that the information is readable and place the card in the Completed Guest Registers box on the hospitality table)

If they have children, direct them to the RE wing and have someone introduce them to Joann Roomes.

Introduce them to Dennis if he is available.

Gauge their interest – if they want info, direct them to the brochure rack, a current newsletter, the website, a copy of UUWorld, or a copy of the little blue *Welcome: A Unitarian Universalist Primer* book in the office.

Invite them to stay for refreshments after the service – direct them to an usher to get an Order of Service and enter the sanctuary.

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The Admin will collect the guest registers after the service and send them a “Glad you visited” email or postcard and be sure they receive a newsletter if requested.