

Membership Committee: Greeter Duties  
Updated December, 2018

First Visit:

- If guest is a new visitor, they will fill out a paper/stick-on nametag
- Greeter will ask them to fill out a blue (white) card with contact information
  - (PLEASE be sure it is legible -- especially the email)
- Put this card in the manila folder in Suzi's wall file on the bulletin board
- Suzi will send a post card and file the card.
- Later in the week, after Suzi sends e-mail notice of visitors, make Welcome telephone call to the visitor that you greeted

Second Visit:

- When guests stop by the visitor table to ask for their permanent nametag, assuming they have requested one, look for printed nametag in the small box.
- Insert it into a sleeve and hand to visitor. (The recently requested nametags are in this box; other nametags are filled alphabetically in the larger box.)
- Take a blank index card and write the guest's name and "RETURNED, PICKED UP NAMETAG"
- Put this card in Suzi's wall file. She will then enter them as a visitor in the database