

Check-in Greeters for May & June 2024

Date	Set up/Take Down		
May 5	<i>His Hands His Feet Sunday Service</i>		
May 12	Ruth	Cindy	Jill
May 19	Miriam	Rachel	Aimee
May 26	Cindy	Jill	<i>No one else available</i>
June 2	Ruth	Aimee	Di
June 9	Jill	Cindy	Aimee
June 16	Ruth	Miriam	Rachel
June 23	Miriam	Di (possibly)	Jill (possibly)
June 30	Ruth	Rachel	Di

REMINDERS:

The HOST...

- stands inside the **entry** doors to greet people
- directs members/regular visitors to one of the 2 stations used for that purpose (*the laptop is for new visitors only*)
- directs new visitors to the LAPTOP, or, if it's a large group, make sure to grab the other check-in greeter to help engage them in conversation while they wait

The person at the LAPTOP...

- enters first-time visitors' information (and the information people fill out by hand— PLEASE PRINT THEIR NAMETAGS, EVEN IF THEY HAVE HANDWRITTEN NAMETAGS, OTHERWISE THE INFORMATION DOESN'T SHOW UP ON MY END)
(It would be very helpful for me to know if there are any "real" visitors (potential members, as opposed to people visiting family) so please put the sheet a "real" visitor fills out in my file folder in the black box; any hints about them is helpful so feel free to write that on the sheet)
- directs members and regular visitors to the other 2 check-in stations

The other CHECK-IN GREETER...

- **helps engage new members who are checking in for the first-time**
- greets people as they're checking in
- helps direct traffic
- TROUBLESHOOTS (keep an eye out on all 3 devices / printers)

Thanks for serving!