

## Check-in Greeters for November & December 2024

Date	Set up/Take Down		
November 3	Cindy	Di	Rachel
10	Jill	Aimee	Ruth
17	Miriam	Ruth	Di
24	Cindy	Di	Rachel
December 1	Ruth	Rachel	Miriam
8	Jill	Aimee	Di
15	Ruth	Cindy	Rachel
22	Jill	Di	Miriam
29	Miriam	Rachel	Aimee

### 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!**