

WELCOME TABLE MANUAL

- ✧ LOCATE MATERIALS IN COPY ROOM IN DRAWER MARKED, "WELCOME TABLE"
- ✧ COVER TABLE WITH CLOTH AND PLASTIC
- ✧ SET OUT CLIPBOARD, PAMPHLETS, NAME BADGES, SIGN IN SHEET
- ✧ WEAR NAME BADGE
- ✧ LOCATE MEMBERSHIP COORDINATOR & RE REPRESENTATIVE
- ✧ SMILE
- ✧ LOOK FOR FOLKS WITH SEARCHING EXPRESSIONS
- ✧ WELCOME WITH "HOW MAY I HELP YOU?"
- ✧ ENCOURAGE GUEST/VISITORS TO SIGN IN
- ✧ BE PREPARED TO GIVE A BRIEF TOUR (SANCTUARY, FELLOWSHIP HALL, RESTROOMS, RE WING)
- ✧ OFFER 'ORDER OF SERVICE'
- ✧ OFFER TO INTRODUCE TO MEMBERSHIP COORDINATOR
- ✧ OFFER REFRESHMENT IN FELLOWSHIP HALL
- ✧ STAFF TABLE TILL HALL IS CLEARED OUT
- ✧ AFTER SERVICE RETURN TO TABLE TO ASSIST FOLLOWUP OR NEW QUIRIES
- ✧ ASSIST SEXTON TO PUT AWAY MATERIALS

By Kenneth Palmer Kitchen, July 7, 2012