

ROGUE ROUNDUP

Position Name: GREETERS CHAIR – HOSPITALITY

Length of Term: This position can be for two years.

Number of volunteers required:

Qualifications:

Description:

Responsibilities:

This position greets guests at the Hospitality room. Recruit volunteers. There should be two volunteers at each shift. Volunteers generally do 2-4 hour shifts.

It's most helpful if you have a sign-up sheet that includes name, number, shift, and post. Finding your volunteers can start 6-8 weeks before the conference. Also, take advantage of the online signup. Volunteers submit their information which is emailed to the address you provide the webmaster. You need to check that email frequently and contact your interested party promptly, confirming their availability. Calling your volunteers a few days before the conference can also be helpful. Get more volunteers than you need as many don't show up.

Volunteers must be in nice business attire. There are greeter badges available at the registration table.

The committee prefers they wear them. There are printed programs available for the greeters to hand out. Below is a general guideline for Greeters to follow:

- Be on time, commit to the whole shift, have your 'Greeter' badge on, and have programs to hand out.
- Greet each person coming in and make them feel welcome.
- When someone asks you questions and you don't know the answer, direct them to someone who can.
- Keep traffic moving to avoid blocking the entrances. If someone wants to chat, pull them aside out of the way.

11.18.18