

GREETER DUTIES

Rotary
Club of Newport
District 5110



ARRIVE EARLY 11:30AM

- Set up includes all items from back storage room
- Arrange folding table outside door
- From clear storage box: fetch signage, clipboards with *Guest and Visiting Rotarian* sign-in sheets (found in binder) pens, and guest badges and arrange on table.
- Open Badge box and place on inside table.
- Hang Rotary banner, bell, & gavel on podium



HELP WITH LUNCH SETUP

- Fill water pitchers, put out cups
- Bring out Utensil Caddy
- Ask how you can further assist with lunch setup



GREET MEMBERS!

- Greet members and guests
- Note Attendance on clipboard
- Note Meal Decisions on clipboard



DUTIES DURING MEETING

- Provide attendance sheet to Secretary
- Guest/Visitor Sheets to Treasurer
- One greeter will lead Pledge of Allegiance at beginning of meeting
- One greeter will lead 4-way test close of meeting



STAY & CLEAN UP!

- Clear Plates & Cups
- Load Silverware in Dishwasher
- Wipe Down Surfaces
- Vacuum/Sweep
- Put away table, break down display, return bell/gavel to back room

