



Greeters Instruction

Greeters have a most important responsibility to make the best possible first impression on our guests as they enter the building. You are the first person to come in actual speaking contact with our guests. Greet each person with a smile and a “good evening” in a clear, pleasant voice. Do not attempt to shake hands with them on opening night, but after

that it would be a friendly gesture, if it does not slow the flow of people too much. If possible, one or two of the greeters should hold the outside doors open for the guests as they arrive unless it is warm enough to prop the doors open the whole time.

Other Important Things To Remember about greeter’s duties.

- 1. Please be in position 1 hour prior to the meeting each evening (Some usually come very early).**
- 2. Please remember to wear your name badge where it can be easily seen.**
- 3. While greeting, please be cautious of engaging in lengthy conversations with anyone as they are entering the building. Greet each guest warmly, but keep the flow of people moving as they enter the building (Lets avoid “traffic jams”).**
- 4. There should be as least one person left at the entrance doors to greet latecomers, especially the first few meetings.**
- 5. Greeters should be back at their positions no later than 8:00pm each evening to bid the guests *“good-bye, I hope to see you again next evening.”* It is very important that our guest leave with a good impression and knowing that we expect them to return.**
- 6. Please be sure to wear appropriate attire. We want to represent our Lord and King of the Universe in the best way possible.**
- 7. Beginning the second evening you will have a mixture of new and regular people attending. As soon as you can, start learning people’s names as they leave, however, never ask a person their name until you have first introduced yourself using your full name. Greeting people or saying good-bye to people using their name, even if it is just the first name, is the warmest and friendliest way of expressing yourself. It is the first step in conveying to them that you want to begin a friendship.**

Thank you again so very much for begin a willing vessel and for sharing a quick hello and warm smile. ☺

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