

Greeter's Instructions

**VISITORS AND GUESTS TABLE**

1. **Please arrive by 9:30.**
2. Greet everyone warmly.
3. **Route regulars to the Members & Friends Table** for programs and nametags.
4. Engage new folks, give them a **service program**, a **nametag sticker**, and a **visitors' packet**.
5. Ask them to **sign the guest book**.
6. If they'd like to, have them fill out a guest card (on the clipboards).
7. Let them know that, **if and when they'd like a regular nametag, to sign up in the "need a nametag" book** located at the Members & Friends Table.
8. **Count the congregation** during the Story for All Ages. There are two counts - one count for kids under 18 and a second count for adults. Record these counts in the orange notebook on the Members & Friends Table.
9. Move forward and **pass the collection plates during the service.**
10. Please make an extra effort to **visit with new people after the service.**
11. **Give any completed BLUE GUEST CARDS from the clipboards to a Membership Committee Coordinator** (see below). She or he will forward the information to the Membership Committee and to the UU office for follow-up.

Thanks so much!

UUFB Membership Committee

Deanna Dean (chair), Bonnie Andes, Dave Crawford, Bill Mallory, Marie Quenemoen, Susan Backer, Jan Young

Greeter's Instructions

**MEMBERS AND FRIENDS TABLE**

1. **Please arrive by 9:30.**
2. Fold Program and if needed place inserts into them.
3. Greet folks warmly and hand out the Sunday Service Program.
4. Anyone with a nametag problem should place a note in the "need a nametag" notebook.
5. Refer folks to anything of note: - monthly newsletter, directory, announcements, sign-ups etc.
6. Move forward and **pass the collection plates during the service.**

Thanks so much!

UUFB Membership Committee

Deanna Dean (chair), Bonnie Andes, Dave Crawford, Bill Mallory, Marie Quenemoen, Susan Backer, Jan Young