

# *It Was A Good Year, Inc.*

## **IWAGY Event Greeter:**

*Greeter (one or two people to arrive 30 minutes before event start time)*

The Greeter's job is to greet members and guests.

Greeters:

- Come a half-hour before the event starts; most start at 6:30PM, and participants generally begin arriving around 6 PM\*
- Check off people's names on the list of attendees
- Distribute the event handout
- Direct people to the seating area if necessary
- Distribute the Club's "business cards"
- Give a blank membership application to anyone who asks about membership or seems interested in joining the Club

IWAGY will provide you with:

- A small table and chair(s), whenever possible, to make the job comfortable
- The list of attendees
- Event handouts
- IWAGY "business cards"
- Membership applications

We recommend that you mark off (save) seat(s) for the presentation upon your arrival. Once the announcements for the event have begun, you are free to take your seat(s) and join the other participants.

\*NB: Volunteers doing food prep, table set-up, pre-pouring wines, etc., may have arrived earlier and are already busily at work preparing for the event. If time permits you can talk to and check off those helping.