

Serving Springfield ROTARY at the "Welcome !" Table

Serving at our Welcome Table is part of our commitment to Club Service at Springfield Rotary.

Club members are assigned to work at the Welcome Table for **3 consecutive weeks**.

1st week: You are the friendly, smiling, "Welcome to Springfield Rotary" Greeter

2nd week: You **provide the Raffle** (Door) **Prize** (which supports our Rotary Scholarship Fund).

3rd week: You **take member Attendance** for the meeting.

PLEASE ARRIVE BEFORE 11:30 to get everything set up prior to 11:45.

The **three persons** serving at the Welcome Table set up and put away the meeting supplies and equipment.

BEFORE THE MEETING - - SET-UP

Get the following * items from Rotary's storage cabinet or floor in the Hotel's Sound Room .

Welcome Table:

- * the Meeting Materials plastic file box
 - > Put the Visitor / Guest Registration form and a pen on the Greeter's table **in the hall**
 - > Put the Member Attendance Form and a pen on the Welcome table
- * the Name Badges case
 - > Open the case TOP side UP and set the top aside.
- * the raffle tickets and collection pot
 - > Display the raffle (door) prize on the table.
 - > Display the raffle ticket cost sign next to the prize.
- * the blue plastic box with song books.
 - > Distribute 6 song books per table - Put 3 books on opposite sides of the center candle.

President's / Speaker's Table:

- * the lectern (Place it on the **LEFT** side of the table.)
 - > Remove the bell and gavel from the lectern and place them to right of the lectern.
 - > Hang the 2008-2009 R.I. Theme flag on the front of the lectern.
- * the American Flag and stand
 - > Place the flag to the speaker's **RIGHT** of the table.
- * the microphone stand (place it on the **RIGHT** of the lectern)

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Audio / Visual

- * the three banners and their stands
 - > The [Springfield Rotary](#) banner is placed on a stand **in the hall next to the entry door.**
 - > The [4 way Test](#) banner is placed on the speaker's **RIGHT** of the American flag
 - > The [District Governor's](#) banner is placed to the speaker's **LEFT** of the keyboard.
 - > The **sandwich board** with [Rotary emblem](#) is placed **OUTSIDE the building** next to the entrance door, with the Rotary emblem facing so people see it as they approach the outside entrance door nearest the door to our meeting room.

- * the keyboard, keyboard stand, and amplifier (Keyboard is set up to the speaker's **LEFT** of the head table.)
 - > remove keyboard from case
 - > remove cords and pedal from case pockets
 - > open keyboard stand to the **lowest** setting
 - > place keyboard on stand
 - > place the amplifier on the (player's) **LEFT** side of the keyboard and release the cord from amp.
 - > plug the **orange** extension cord into the wall socket
 - then plug multi-plug bar into the **orange** cord
 - then plug the amplifier and electric adapter into the multi-plug bar(Steve will plug cords in.)

AFTER THE MEETING - - PUT-AWAY

Return the following to Rotary's **Storage Cabinet** in the Sound Room

- * the plastic Meeting Materials file box
 - (with the Greeter and Scooter badges, and unused Visitor/Guest sign-in forms inside)
- * the Name badges box (Attach the cover to the box and lock it to the base.)
- * the roll of raffle tickets and the collection pot
- * the three banners
- * the speaker's lectern (with the bell, gavel and R.I. flag inside)
- * the blue plastic box (with the collected blue song books inside)

Return the following to the **Sound Room**

- * the keyboard (with the cords and pedal in the case pockets)
- * the amplifier (fold and attach the cord using the Velcro belt)
- * the (folded) keyboard stand
- * the American flag and stand
- * the three banner stands
- * the sandwich board with Rotary emblem

Return the following to the **Club Secretary**

- * the (counted) raffle and "Scooter" badge money
- * the Visitor / Guest Register sign-in sheet
- * the Member attendance sheet

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WELCOME TABLE JOB DESCRIPTION

The "GREETER"

- * Wear the "Greeter" badge in addition to your name badge.
- * Stand at the entrance door where you will greet everyone entering the room with a happy, "Welcome to Springfield Rotary" and a smile.
- * Have each visitor put his/her name in the Visitors Log and complete each section
You will introduce each guest,
 - > by: Name, Club, and Classification
(Be sure you know how to pronounce the name correctly.)
- * Have each Club member who brings a guest put his/her name and the guest's name on the form.
- * The President will call on you to introduce the visiting Rotarians.
- * You ask the Club members to introduce their guests.
- * You collect the "Scooter" badge from the early departing members.
(Members who leave the meeting early should purchase a Scooter badge for \$1 from the attendance person.)
- *** **KEY RESPONSIBILITY:** Make everyone, especially our visitors, feel welcome.
Be prepared to answer questions about:
 - > restroom location
 - > visitor / guest sign-in procedure
 - > paying for and obtaining the lunch
 - > the purchase of raffle tickets
 - > where the person may sit

You need to know that:

- > All Rotarians, including visitors, pay for their lunch.
- > Rotarians with guests, pay for their guest(s) lunch(es), unless the guest asks to pay.
- > The Club Secretary pays for: Guest Speakers, the Club Treasurer, the Exchange Student

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The RAFFLE (Door) PRIZE PROVIDER:

- * **YOU** are to bring a raffle prize valued at \$20 - \$25.

Forget to bring the prize? In our storage cabinet, there is a box with an "Emergency Raffle Prize" in it.

PLEASE BRING A REPLACEMENT PRIZE NEXT WEEK.

- * Do NOT wrap the prize . . . let it sell itself. (If it's a Gift Card, you'll need to explain "sell" it.)
- * TICKETS sell for **\$1 each** or **3 for \$2**
- * You will separate the tickets giving one of the pair to the person, and put the matching numbered one in the "pot"
- * **COUNT THE RAFFLE MONEY.**
(You will give it to the Club Secretary at the conclusion of the meeting.)
- * When the President calls for the drawing,
 - > **Get the cordless microphone** from the President
 - > **Find someone** in the gathering to draw a number.
 - > **YOU** speak into the microphone the last FOUR numbers on the ticket
 - > **If the winner is a Club member**, give him/her the: **raffle prize**, the **microphone**, and the **pot** to collect the "Happy \$"
 - > **If the winner is a visitor or guest**, give them the **raffle prize**, and YOU collect the "Happy \$".
- * When the collection of the "Happy \$" is completed, the **"collector"** should:
 - > **Give the pot (and money) to the Club Secretary.**
 - > **Return the microphone** to the President.
- * **At the conclusion of the meeting:**
 - > **Take** the (counted) **raffle money** to the Club Secretary.
 - > **Get** the raffle ticket / Happy \$ **pot** from the Club Secretary.
 - > **Remove** the tickets from the pot and discard them.
 - > **Put** the roll of raffle tickets in the pot.
 - > **Return** the pot and raffle tickets to the storage cabinet.

NOTE: The raffle raises funds for our [Springfield Rotary Scholarship Fund](#), so we want to appeal to members to purchase raffle tickets.

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WELCOME TABLE JOB DESCRIPTION

The ATTENDANCE TAKER

Remove from the Meeting Materials file box:

- * the Membership Attendance form, and a pen
- * the Visitor / Guest sign-in sheet, a pen, and the GREETER badge
(Place these on the table in the hall for the Greeter.)

Your Duty

- * Sit next to the member badge box, and check off each member's name as he/she removes his/her badge.
- * (It's always nice to acknowledge the person in some way.)
- * Collect a \$1 from each member who needs to leave the meeting early and give him/her a "Scooter" badge.
- * When you leave to get your lunch, ask the other person at the table to mark any arrivals during your absence.
- * Remain at this location throughout the meeting to assure that late people receive credit for attendance.

At the conclusion of the meeting:

- * Give the following to the Club Secretary:
 - > the member attendance form
 - > the Visitor / Guest Register sheet
 - > any "Scooter" badge money
- * Get any "Scooter" badges from the Greeter's table.
- * Return materials to the Meeting Materials file box.
- * Return the file box to the Rotary storage cabinet.