



Your Success ▼ Our Priority

The Success-Plus Club  
**The Greeter**

Your Business Development Network

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## The Meeting Greeter

This is your opportunity to practice your rapport building skills on the members and guests who attend the meeting. Create a great first impression that will help business owners notice you.

### Duties

1. Place **Sign-in Sheet** on Member Networking Table
2. Place **Guest Labels** with marker pen on Networking Table
3. Greet and welcome members and guests as they arrive
4. Direct all attendees to sign in
5. Create name tag for guests
6. Give each guest a **Visitor Package** envelope
7. Greet **Presenter** and introduce to Meeting Leader

End your term as Greeter by handing over the **Greeters Pack** to next month's Greeter



### Tips for the Successful Meeting Greeter

1. Arrive 15 minutes prior to scheduled start time
2. Know the week's agenda, speaker, topic, etc.
3. Shake hands and/or hug each visitor
4. Introduce guests to other members
5. After meeting - thank members and guests for attending

*Be friendly, familiar and businesslike with all attendees!*