



BRIEFING INFORMATION FOR MEETERS/GREETERS (MAY 2017)

Thank you very much for agreeing to be a Meeter/Greeter today. We are very grateful for your help. Please arrive by 9.40am and collect your sash from _____.

Please welcome everyone on arrival in the main entrance and ask if they are a current Member, renewing Member or a Visitor.

Direct:

- current Members to the signing in tables in the Hall (alphabetically split).
- Visitors to pay £2 fee then on to the Welcome Table if they wish
- New members to go to the new members table then to the Welcome Table
- Renewing members go to the long table at the back of the hall

Support for Members with Disabilities:

- Please keep an eye out for any members arriving with mobility difficulties:
- Open the double “fire exit” doors if this would enable them to access the building more easily
- Either escort them into the church and offer them a seat on the reserved front pew (drinks may not be taken into the church), or ask if they need help from you to find a seat in the main hall or Guild Room.
- An accessible toilet is situated on the right of the corridor leading to the Guild Room
- There are also accessible toilets at the back of the main church
- A Hearing Loop facility is accessible in the church
- Two wheelchairs are available for use at the back of the church- see _____ or the caretaker for access to these

If you are unsure about anything please speak to _____ or any Committee Member present.

If asked to sit in the Welcome Circle for new members in the Hall, please go there as soon as possible as new members may be arriving. The Welcome Circle is situated at the back of the hall on the left-hand side next to the buddy table.

One Meeter/Greeter to stand near the New Members’/Visitors’ signing in table to help new members and to direct them to the Welcome Circle once they have signed in.

Please see that all the coffee/tea stations are used to avoid long queues.

Encourage people to go into the Church when the meeting is due to begin. Please make sure they don’t take drinks with them.

THANK YOU VERY MUCH FOR YOUR HELP - A SEAT WILL BE RESERVED FOR YOU IN THE CHURCH FOR THE SPEAKER SESSION