**Littleborough u3a**

**Meeting and Greeting – “Job Description”**

1. Arrive before the meeting starts – soon after 1:15 – 1:30
2. Make yourself known to the person on the gate.
3. Reserve yourself a seat in the auditorium.
4. Pick up a badge at reception.
5. Hover around top of stairs and as new members/visitors come in direct them to the registration desk.
6. Show the where to sign up for outings, check out interest groups and answer their questions. Introduce them to other members if you get the chance. Perhaps find them a seat.
7. Just before the start of the meeting return your badges and take your seat.

Many thanks.