



LionCity

TOASTMASTERS CLUB

Where Speech Excellence Begins.....

When you are manning the Reception

The duties of manning the Reception before the meeting are:

1. Arrive early (preferably 6.45p.m. to 7p.m.) to assist the SAA to set up the reception table. Sit at the reception table. Ensure that you have the
 - Member's attendance record
 - Guest's Record
 - Name-tags
 - Copies of the Guest's Handbook & Guest's Feedback Form
 - Meeting Programs (to be brought by Vice President Education)
2. To welcome **members** of the club, mark their attendance and give them a copy of the meeting program.
3. To welcome **guests** visiting our club:
 - let them fill up the "Guest's Record",
 - give them a copy of the program and a nametag,
 - if they are non-toastmasters visiting guests, give them a copy of the "Guest's Handbook" (remember to write their name on the cover) and a copy of the "Guest's Feedback Form".
 - Collect \$12 Guest's Fees if applicable.
4. To look out for late-comers after the start of the meeting and approach them to fulfill the duties spelled out in points 2 & 3 above.
5. Tally the total Guest's Fees collected and hand over to the Treasurer during break time or at the end of the meeting.