

**Guest Liaison Responsibilities**

- Be at the meeting a half hour before the start
- Be sure to have your name badge on
- Registration Desk:
  - o Guest book open (pen handy)
  - o Guest packages
- Greet visitors:
  - o make sure they sign the guest book
  - o inform them of the various meal alternatives and prices
  - o gather their names and provide them for the Chairman before he/she opens the meeting
    - introduce to VP of Membership or (in VP's absence) the President or VP Publicity or Education (make sure one of exec is aware of names in book)
  - o make sure each guest has someone to introduce them

-----

Tear off and Give to Chairman:

Guest 1 \_\_\_\_\_

Guest 2 \_\_\_\_\_

Guest 3 \_\_\_\_\_

Guest 4 \_\_\_\_\_

Guest 5 \_\_\_\_\_

Guest 6 \_\_\_\_\_

Guest 7 \_\_\_\_\_

Guest 8 \_\_\_\_\_