

Each One, Bring One | Welcoming Guests Scripts & Tips

Club Leaders, be sure to make your guests feel welcome! See below for tips and even sample scripts to welcome guests to your meeting, while acknowledging the members who invited them.

- Before the meeting begins, Presidents should introduce themselves privately to the guest and inquire about how they'd like to be introduced once the meeting begins. Remember to ask or verify:
 - Proper pronunciation of their name. Consider writing it down phonetically if you're uncertain of the pronunciation.
 - Pronouns used by the guest.
 - How they'd like to be introduced regarding job title, profession, etc.
 - Are they comfortable introducing themselves or would they like for you to complete the introductory announcement?
- Consider asking members to personally introduce their guests during the meeting.
- Create a culture of invitation by encouraging members to make the first move by introducing themselves to new members.
- Welcome new members and personally seat them with current members, while making thoughtful introductions.
 - Example: "Jamal, I'm so glad you're here! Our meeting will begin in a few minutes, but I'd love for you to meet Helen and Mike."
- Create a follow up pathway for guests. Designate a member of your membership committee or another volunteer to personally follow up with guests, inviting them to return or offer to answer their questions.
 - Example: "Hi Lydi. It was really nice to meet you at the park cleanup project. I'm so glad that Samuel invited you and that you jumped right in. We'd love to have you back. We meet on Tuesdays at noon at the Coffee Club. I hope you can make it!"
 - Example: "Good Morning Brant, I'm glad you joined us for Rotary today. It was nice to meet you. I hope that we'll see you again next week, but I wanted to touch base and see if you have any questions about our club."
- Consider creating a "Welcome to Your First Meeting" handout to provide to guests or as table tents on all the tables to educate newcomers about routines, traditions and other details that might welcome them into the meeting environment. These assets might include:
 - The Four Way Test
 - Basic "agenda" for the meeting including fellowship, ringing the bell, pledge, announcements, program speaker. Even in general terms, these templates can help guests know what to expect at a typical meeting.
 - Fun facts about the history of your club.
 - How to become a member or who to go to with questions.