

## Greeters Overview

Our goal at B2B is to make visitors and guests feel welcome from the moment they enter the room! As the greeter, you have an opportunity to be the first contact they make within the group.

Exchange introductions and ask them if they were invited by one of our members. If that member has not yet arrived, assure them they will be there soon and in the meantime you'll familiarize them with our process and introduce them to other members.

- Share a VISITORS Handout with them, briefly go over it, highlighting that we do 2 – 30 second commercials for our business each week. Ask if they would like to participate and explain it is a \$5 non-member fee which is credited to their joining fees if they decide to be part of the group at the end of the meeting.
  - Point out the benefits section, mention that we are a fee based organization and we limit members to one per business category (if they have a conflicting category with an existing member, try to have them talk before the meeting starts).
  - Show them the Top 50 categories on the flip side and suggest they might know others that would like to visit our group to secure one of the open seats.
- Explain how we order lunch and the cost
- Ask for 4 business cards – give one to the Director, the Vice President, and one to the Regional Support, keep the last for yourself to use when introducing the visitors (name & business name) when prompted in the meeting
- Introduce them to another member of the group and continue to greet other visitors