



## **WELCOME CREW**

The Welcome Crew helps generate a sense of belonging by creating a friendly environment before the event and connects new members with existing members.

**Main Responsibility:** Set up the entrance to the venue in advance of the event and make sure every member checks in and has a name-tag

A container with your Crew Name will be available in kitchen and will have everything you need to set up your area.

**Things to Do:**

- Make sure there are enough tables set up in the hallway outside the venue for name tags and check-in
- Place posters/signs at strategic locations
- Place table covers on tables
- Place alpha signs on tables
- Place printed name-tags and name-tag clips in alpha order on tables
- Meet and greet all members
- Assist members to find name-tags
- Connect new members to others and/or help them find seats inside the venue

**Coordinators:** Treasurer and VP of Membership

**Needed:** Two (2) volunteers working together with the coordinators to prepare for and welcome members to the event