**GREETER’S ROLE**



The Greeter—at the entrance of the venue—may be the first contact to the “Let’s Begin to Quit” Workshop. That is a welcoming role. The following tasks give examples of that:

* Arrive early enough at the venue to assist and assure that your station (the entrance and a nearby desk; chair if you are physically disabled) is in place with necessary materials to distribute. Assure that positions for Participant and Mentor are in place at audience tables. Honor social distancing; have a box of masks available at your table when applicable.
* Greet everyone with interested smile of friendship and an audible “Welcome”
* Establish a non-verbalized spirit of association/collaboration with the accompanying Mentor of the Participant
* Register the names and contact info of Participant and Mentor on Attendance Record and the ID code you assign them and the name and contact info of Mentor. Give assurance of personal identity protection on all activity on the website, thus, the code.
* On the Participant’s Welcome card, select a Code from the Random Number chart with 2 name initials on the end, write large and clearly, and present to Participant, explaining the importance of its use for various activities of the CMATCH program. (Be sure to cross out that random # set after selection.)
* Direct them to a place at a table marked with labels for “Participant” and “Mentor”
* Stand by to assist leaders or hospitality hosts.

Thank you for your diligent service to the program.

