

WELCOME TABLE HOSTS

1. **PLAN TO LEAVE THE SERVICE DURING THE LAST HYMN.**
2. Put the following items from the 'Welcome Table' box out on the table:
 - Red tablecloth
 - Clipboard with intake form for name/address/phone/e-mail
 - Information folder for newcomers/visitors (it has the Meeting House image pasted on the front)
 - Current newsletter
 - UU brochures
 - Clipboard with form requesting a name tag
 - Wooden table easel & 'Welcome New Members' bulletin board
3. Ask the guest/visitor if they would like to receive the monthly newsletter. **INVITE THEM TO FILL OUT THE FORM WITH NAME/ADDRESS/PHONE/E-MAIL.** We can't follow up with newcomers if we don't have this information!
4. Leave the original in the Welcome Table box in the 'New Contacts' folder. Make copies and leave in office mailboxes for Julianna, Ken, and Beverly (if they have children).
5. Offer newcomers/visitors the information folder. Add the current newsletter to the folder, as well as any brochures of interest.
6. Don't wait for newcomers to find the Welcome Table and come to you. Scan the room for people who are new (or that you don't know) and introduce yourself. Introduce them to others.
7. At the end of Fellowship Hour, put everything back in the 'Welcome Table' box including the red tablecloth and the wooden easel. Leave the box on the table.
8. Thanks for your help in making Old Ship a warm and welcoming place for newcomers!