

## INSTRUCTIONS for INFORMATION TABLE

- Please arrive at 10:00 a.m.
- Be sure to wear your name tag.
- The following information items should be on the table to the right of the door.
  - Guest Information Clip Board Book, Visitor Name Tags & Pens, Permanent Name Tag sign up sheet
  - UUCM Brochure and pamphlets. (supplies are located in boxes below the table)
- Welcome each visitor and tell her/him that you are glad she/he came this morning
- Invite each visitor to *print legibly* his/her information on the sheet on the clipboard  
( information is gathered from the this and added to our data base)
- Invite each visitor to wear a visitor name tag
- Try to introduce visitors to UUCM members suggesting they sit together
- After church be available to answer questions at information table
- Then proceed to the coffee hour in Barnum Hall where the other information table is located (inside Barnum Hall doorway on the right). There will be a guest book, pens, UUCM brochure and pamphlets on this table
- During coffee hour please be available to answer questions and introduce visitors to UUCM members and friends.