



## **MISSION VIEJO LETIP GREETER / SHOWBOATER / SPEAKER GUIDELINES**

### **GREETERS**

**When you are a greeter at the meeting, you will need to arrive early at 6:30am and report to the greeter's table to greet the members and guests as they arrive. Be sure to get a sign-in sheet in the large wooden cabinet with the files, it is under attendance in a file folder. If you are unable to make the meeting or you have any questions, please call Jenifer at 909-268-5903.**

**We look forward to having you greet us at the LeTip meeting!**

### **SHOWBOATERS**

**When you are a showboater at the meeting, you will have a table to display your advertising materials, things you use to do your business or pictures to show the services and/or products you provide, on a table and you will have a chance to give us a 30 second commercial on what you brought for us to see. Please arrive early to be set up as close to 6:30am as possible so that everyone will have the opportunity to visit your table and see your display. If you have any questions or will be unable to attend the meeting, please call Jenifer at 909-268-5903.**

**We look forward to seeing you and your display at the LeTip meeting!**

### **SPEAKERS**

**When you are a speaker at the meeting, you will need to please check in with me, Jenifer Smith "Notary Public", and I will show you to a seat towards the front. You will have 4 minutes to tell us about yourself, your business and how best to tip you, with an additional 1 minute for questions and testimonials. I will instruct you on who will be keeping the time for you and they will let you know when you have one minute left and then when you are finished. When you see the 1-minute sign it will be a reminder to start asking for any questions. If you have any materials that you would like to distribute to each of the members at their place settings, this would be the appropriate time for that. If you have any questions or will be unable to make the meeting, please call Jenifer at 909-268-5903.**

**We are looking forward to hearing you at the LeTip meeting!**