

Newcomers Club Job Descriptions

NAME TAG CHAIR

- **Preparation of Name Tags**
 1. Create name tags for attendees for each event from list of attendees provided by webmaster
 2. Print attendee names below the Newcomers Club logo on paper, cut to size and insert in magnetic transparent plastic name tag holder. Use **bright colored paper** for **new members** for their **first year** of membership. White paper for all renewed members.
 3. Place a smiley sticker on the name tag for any member's FIRST event only
 4. Place a white raffle ticket at the back of name tag for events with door prizes
- **Distribution and Collection of Nametags at Events**
 1. Arrange attendee name tags alphabetically by last name on table near entrance
 2. Welcome all attendees as they arrive and encourage them to visit the 50/50 table and take part in it
 3. Alert WELCOMING CHAIR as first time attendees arrive to help them find a table for the event
 4. Collect all name tags at end of the event in name tag returns basket
 5. Note - Walk-ins are not permitted
 6. Recommendation - Bring some blank tags and a black sharpie to all events in case of any unforeseen errors
- **Handover**
 1. Provide incoming NAME TAG CHAIR with all name tags, left over name tag making materials, Newcomers Club logo, basket and tablecloths