

## Greeters Responsibilities (2-3 recommended)

Arrive 45 minutes prior to ceremony.

Prior to guests arriving, greeters need to place programs in the pews for those family members who will be escorted during the ceremony, ask to see seating chart. Do not place more programs than the seating chart shows.

The guest book may be placed on the podium in the foyer (narthex). There is also a table where the book or extra pages may be placed. If this table is used, it must be put back the way it was prior to the service.

The guest book will be closed 5-10 minutes prior to ceremony starting so that last minute guest may be seated.

Using two (2) greeters:

They will be located just inside the double doors of the main sanctuary and will be stationed on each side of the door. They will hand out programs/service bulletins to guests.

Using three (3) greeters:

The third greeter will attend the guest book.