

Elevator (33rd Floor)

- 2 members at all times

Start time: 6:15AM

Job Description

- Watch out for the elevator coming up
- Smile, Welcome visitors and guide them to the sign in desk
- Take the visitor from sign in desk, help them find a seat and place their business/hand bags (if any) in the meeting area and introduce them to the member in the coffee area
- Each week there will be special instructions by the LT on particular visitor(s) who will be introduced to members complimenting their industry
- All other visitors to be introduce to Phil M. and Yash who will be at the front of meeting room
- Any champion chatting with another champion /visitor by the sign area to be asked to moved to the coffee area
- Move in to the meeting room on President's 1st bell
- On the 2nd bell, one of you will lead everyone to the meeting room, the second teammate will be last to leave coffee ensuring swift transition from coffee to meeting room
- All teammates to accompany one visitor each and ensure they have a seat
- We will aim to finish the entire transition within 2 minutes