

GUEST HOST LOG

Greet and introduce yourself to arriving members and guests.

Have guests sign the Guest Book and give them a Guest Kit (if they have not already received one).

Introduce guests to other members, and specifically, to one member who will then be responsible for introducing the guest to the club when called upon in the meeting.

Give this log to the Chairman before the start of the meeting.

GUEST NAME	ALUMNI / VISITING TM / GUEST CIRCLE WHICH IS RELEVANT	WHO IS INTRODUCING THEM
1.	ALUMNI / VISITING TM / GUEST	
2.	ALUMNI / VISITING TM / GUEST	
3.	ALUMNI / VISITING TM / GUEST	
4.	ALUMNI / VISITING TM / GUEST	
5.	ALUMNI / VISITING TM / GUEST	
6.	ALUMNI / VISITING TM / GUEST	
7.	ALUMNI / VISITING TM / GUEST	
8.	ALUMNI / VISITING TM / GUEST	
9.	ALUMNI / VISITING TM / GUEST	
10.	ALUMNI / VISITING TM / GUEST	