CLUB HOSPITALITY



Hospitality to guest speakers and visitors is most important, and clubs should ensure that:

1. The invitation to a guest speaker should include details of the date, time, venue, subject, time allocated, type and size of audience, and the time at which the speaker will be free to leave. (In general terms the guest speaker should be scheduled early in the meeting, to ensure the maximum attention of their audience, and to allow them to leave at the earliest opportunity if they should need to).

2. Once the speaker confirms that they are available, details should be confirmed in writing. These should include arrangements made for their reception. Offers of transport, accommodation if necessary, facilities to freshen up, details of the programme and the name of the greeter who will meet them and exact details of when and where they will be met should be included in this letter.

When the speaker arrives the greeter gives them undivided attention until such time as they leave the meeting.

Club members who are to introduce or thank the speaker should be given the opportunity of meeting him or her. They should be introduced to the President, escorted to the head table, given a copy of the programme, and offered the use of the lectern. Once they have spoken they should be given the opportunity to leave the meeting if they wish to. Whenever they leave they should be escorted by the Greeter or President. They should be offered help with any material that they have brought with them.

Introduction of guest speakers should have been researched and be informative and the “Thanks” concise.

The Club Secretary should subsequently write to express the Club’s appreciation of their attendance.

**Inter-club visiting** is an important activity. It success hinges largely on the hospitality shown by the host club and greeters should be allocated to attend to the comfort of these guests. Inter-club visitors should not remain in a group but should be hosted by greeters who ensure that they mingle with the host members.

Members of the host club enjoy the advantage of being able to recognise visitors. This advantage should be exploited by every member of the club spending time in their company.

Inter-club visitors should be met at the door, made to feel welcome, introduced to as many members as possible, and made to feel free to exchange their ideas with members of the host club. If possible, an arrangement for a reciprocal visit should be made. Inter-club visitors are able to make a real contribution to the meeting of any Lions Club.

Remember - On the occasion of the **official visit to your club by the District Governor**, the District Governor will be the Official Guest Speaker and no other speaker should be invited, unless especially sanctioned by the District Governor.