

GREETING AND PROTOCOL

This committee has three basic functions so duties may easily be divided between committee members some of who should be from the immediate area.

Duties and responsibilities of **GREETING:**

1. Obtain the list of NAPUS National Officers and USPS representatives scheduled to attend the convention and ascertain their travel arrangements.
2. Have a thorough understanding with the Chapter President as to who will receive complimentary rooms and who will be responsible for own bills; also if meal tickets are to be provided by the Chapter or registration paid by the guest.
3. Pick up registration packets and name tags for VIP guests who have preregistered as they arrive. Have a name tag made up for a guest speaker if not registered and attending for just a short period of time. If supply allows, also provide the guest with a copy of the convention program.
4. If possible, inspect guestrooms in advance of the arrival of VIP guests. The room should be clean, everything in working order, and adequate in sleeping accommodations for those assigned.
5. Arrange for a welcome basket of fruit, etc. if approved in advance by Convention Chairman and/or Chapter President. Hotels often provide a certain number free of charge.
6. Provide escort service to the rooms and official convention functions as needed.

Duties and responsibilities of **PROTOCOL:**

1. Assist the President and Convention Chairman in resolving questions concerning protocol. Some guidelines may be found in publications available from NAPUS national office.
2. Provide escort service to assigned tables or seats at convention functions.