

# Program Director Script

The Program Director coordinates and schedules the chapter's Showboat, Greet and Speak functions.

---

(The following is to be read by the program Director)

**Good Morning! My name is \_\_\_\_\_. I am the chapter's Business Program Director and also the chapter's \_\_\_\_\_ (name your category).**

**When you join Le Tip, I will schedule you to showboat, greet and speak.**

**As a Showboater, you will display your product or service on a separate table - just as you would at a trade show. This is a non-speaking presentation, although you should stand at your table, before and after the meeting, to answer questions. When applicable, we encourage Showboaters to bring products to hand out as samples or to sell at the meeting.**

**The Official Greeter stands at the door and welcomes members and guests by saying: "Welcome to LeTip of \_\_\_\_\_. I am the Official Greeter." The Official Greeter makes sure guests are signed in, given a name tag, given LeTip literature and a membership application and guided to the Showboat table.**

**As a Speaker, you are allotted 10 minutes total to speak about your business. Allow of 2 of those minutes for Q&A. If the chapter has more than 20 members, each speaker will have 7.5 minutes. If you have not given me your bio, please make sure you get that to me on a 3x5 card so that I can properly introduce you.**

**Today's featured speakers are \_\_\_\_\_ and \_\_\_\_\_. \_\_\_\_\_ is our first speaker.**

Stand and announce the following during Committee reports:

**Next week's Speakers will be \_\_\_\_\_ and \_\_\_\_\_.**

**Showboaters will be \_\_\_\_\_ and \_\_\_\_\_.**

**Greeters will be \_\_\_\_\_ and \_\_\_\_\_.**

**Official Greeters and Showboaters must be set up and ready to go 15 minutes prior meeting time (7:01 breakfast and 11:31 lunch meetings).**

**Our "Reminder" Tip Bucket deposits are the following: no-shows deposit \$10 in the Tip Bucket. Late showboaters or greeters, deposit \$1 in the Tip Bucket.**