

GUEST GREETING

1. **Chorus 1st visit and greeting: Walk-in guest:**
 - 1-1. Have her sign the log-in book, make a name badge, hand her a guest music book, a guest gift bag, and a brochure according to her age group.
 - 1-2. If the Director is available, introduce the guest. If not, get her seated and chat with her. Answer **any** questions she may have. Make sure the Director knows we have a guest so that the guest can be introduced to the Chorus.
 - 1-3. In her gift bag, show her the back of the postcard to **let her know where to find the audition song on our website homepage. Let her know that she will have a practice audition on her 3rd visit.**
2. **Bring a guest:** Introduce your guest to the Membership Coordinator (MC) and she will complete her greeting as in step 1.
3. **Chorus 2nd visit:**

On her second visit get her a name badge and guest music book. Answer any questions she may have. Ask how she is doing with learning the audition song. Let the Director know that she will be ready for her audition next week.
4. **Chorus 3rd visit:**

She will have her Practice audition with sheet music. If she passes on the 3rd week, the membership process will begin that night. If she needs the 4th week, the audition will be off paper.
5. **Audition:**

The audition process will be explained by the MC or the Director **only**. When the guest passes her audition on the 3rd or 4th try, she will receive an application to join BHS and LAST.
6. **Application:**

The MC will give the guest a BHS application to complete and return it to the MC.

7. **Complete the Process:**

7-1. The MC will register the new member on the BHS website.

7-2. The MC will email a welcome letter to the new member containing her new BHS member number and a full explanation of BHS dues process, LAST dues process, website information and password to the Members' Only section, and newsletter information.

7-3. On copy for the welcome letter will be the Board of Directors, and the Roster Coordinator.

7-4. The new member's name will be added to the Attendance sign-in sheet and performance sign-up sheets.

8. **Music Book:**

The following Monday the MC will present the new member with her personalized music book containing sheet music from the current song list, a current Roster, and a copy of the Standing Rules.