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|  | ATD Orange County |

# Ambassador Orientation Checklist

## AMBASSADOR INFORMATION

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| Name: |  |  | Date: |  |
| Phone: |  |  | Email: |  |

## JOB DESCRIPTION

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| *Welcome to the ambassador team!*  Ambassadors play an important role for new members and guests at our MLE’s (Monthly Learning Events). Our goal is to ensure all guests and existing members are welcomed and have the information they need to make this event successful for them, whatever their goal. For new members, this includes understanding their background and what they wish to get out of the event, and then making the appropriate introductions to support that goal. For exiting members, it is introducing them to our newest members and reminding them of volunteer opportunities. |

## PRE-ARRIVAL/ARRIVAL ACTIVITIES

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| Before arriving to the event, please complete the following items: | Pre-arrival  ☐ Review list of attendees (to arrive in email Tuesday before event) to understand audience  ☐ Using attendee list, create introduction and talk points | Upon arrival  ☐ Retrieve badge from Denise Ross upon arrival  ☐ Introduce yourself to volunteers |

## GREETING ACTIVITIES (OUTSIDE DOORS)

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| For Ambassadors Greeting, please remain outside the event and complete the following items: | ☐ Stand at registration table  ☐ As new members check in, introduce yourself, explain your role  ☐ Point them in direction of Ambassador inside | ☐ Introduce member to:  President  Board member A  Board member B  Board member C |

## INTRODUCTION ACTIVITES (INSIDE DOORS)

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| For Ambassadors inside the event, please complete the following items: | ☐ Retrieve badge from Denise Ross upon arrival  ☐ Introduce yourself to new members and guests:  Ask them about themselves, interests in ATD, goals, needs, etc. | ☐ Make introductions  ☐ |  |

## POST-MEETING ACTIVITIES

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| ☐ Touch base with ambassador you shadowed  ☐ Sign up for future events  ☐ Provide feedback on experience  ☐ Return Ambassador badge to Denise |

## THANK YOU!