

<b>SIR Luncheon Guide to Creating a Welcoming and Fun Atmosphere</b>		
(BEC Self Assessment Checklist)	YES	NO
<b>LUNCHEON ATTENDEES</b>		
GREETED UPON ARRIVAL AT THE FRONT DOOR	<input type="checkbox"/>	<input type="checkbox"/>
Greeted by a sponsor and his new member. The new member especially likes this assignment because he gets to meet all the other members - <b>OR</b> -		
greeted by a designated member greeter		
<b>GUESTS</b>		
SPONSOR CONFIRMS HIS GUEST WILL BE ATTENDING LUNCHEON	<input type="checkbox"/>	<input type="checkbox"/>
Informs BEC of his guest's name		
GUESTS ARE GREETED BY THEIR SPONSOR UPON ARRIVAL	<input type="checkbox"/>	<input type="checkbox"/>
Sponsor informs BEC of his guest's name so they can look out for him in case he is not available or arrives later. If not available BEC assigns a member so the		
guest is not left to 'fend' for himself.		
GUESTS ASSISTED AT THE CHECK-IN TABLE	<input type="checkbox"/>	<input type="checkbox"/>
GUESTS ARE PROVIDED WITH A NAME TAG DESIGNATING THEM AS A GUEST	<input type="checkbox"/>	<input type="checkbox"/>
GUESTS ARE GIVEN A COPY OF THE CURRENT BRANCH BULLETIN	<input type="checkbox"/>	<input type="checkbox"/>
This gives them a better overview of the Branch, Activities and members		
SPONSOR USUALLY PAYS FOR THE GUEST'S LUNCH	<input type="checkbox"/>	<input type="checkbox"/>
Sponsor reimbursed for lunch expense OR? if guest joins Branch	<input type="checkbox"/>	<input type="checkbox"/>
MEMBERSHIP CHAIRMAN FOLLOWS UP WITH SPONSORS THAT HAVE GIVEN THEIR		
GUEST AN APPLICATION	<input type="checkbox"/>	<input type="checkbox"/>
<b>NEW MEMBERS</b>		
NEW MEMBERS ARE GREETED BY THEIR SPONSORS FIRST 3+ MONTHS	<input type="checkbox"/>	<input type="checkbox"/>
New member's badges are 'tagged' as a new member (for 6 months)		
so regular members can identify them and introduce themselves	<input type="checkbox"/>	<input type="checkbox"/>
NEW MEMBER ORIENTATION MEETING OR PACKAGE PROVIDED	<input type="checkbox"/>	<input type="checkbox"/>
<b>SOCIAL HOUR</b>		
CURRENT & UPCOMING BRANCH EVENT FLIERS ARE OPENLY DISPLAYED	<input type="checkbox"/>	<input type="checkbox"/>
Can also include ongoing member & coed activities with contact information		
SPONSOR RESPONSIBLE TO INTRODUCE GUEST TO OTHER MEMBERS	<input type="checkbox"/>	<input type="checkbox"/>
SPONSOR RESPONSIBLE TO INTRODUCE GUEST TO ACTIVITY CHAIRMAN	<input type="checkbox"/>	<input type="checkbox"/>
In activities that guest is or might be interested in		
SPONSOR INTRODUCES GUEST TO BIG/LITTLE SIR (or vice versa)	<input type="checkbox"/>	<input type="checkbox"/>
NOISY' IS AN INDICATOR FUN IS BEING HAD BY ALL - ARE YOUR LUNCHEONS NOISY?	<input type="checkbox"/>	<input type="checkbox"/>
TABLE HOPPING BY BEC MEMBERS DURING SOCIAL HOUR	<input type="checkbox"/>	<input type="checkbox"/>
Talk to the members, gather ideas, suggestions and complaints		
i.e., get to know your members - listen to their needs		
Just talking to your members is a form of recognition that you care.		

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<b>LUNCHEON - KEEP THE MEETING ON TIME!</b>	<input type="checkbox"/>	<input type="checkbox"/>
Limited announcements & repetitive items are kept efficient	<input type="checkbox"/>	<input type="checkbox"/>
Long list of announcements and inefficient meetings - turns attendees off fast!		
<b>SEAT AT TABLE FOR GUEST AND SPONSOR IS RESERVED</b>		
Seat for new member reserved by sponsor - <b>OR</b> -	<input type="checkbox"/>	<input type="checkbox"/>
Dedicated guest/new member table with BEC member host available at all luncheons	<input type="checkbox"/>	<input type="checkbox"/>
<b>SPONSOR INTRODUCES GUEST / NEW MEMBER TO LUNCHEON ATTENDEES</b>		
When called upon during the business portion of the meeting - <b>OR</b> -	<input type="checkbox"/>	<input type="checkbox"/>
Head Table recognizes sponsor & guest by name	<input type="checkbox"/>	<input type="checkbox"/>
<b>PLACARD AT TABLES IDENTIFYING ACTIVITY CHAIRMAN</b>	<input type="checkbox"/>	<input type="checkbox"/>
'VOLUNTEERS' / PAST BIG SIRs RESERVED TABLE - OPTIONAL	<input type="checkbox"/>	<input type="checkbox"/>
<b>BUSINESS MEETING DURATION ~ 20 MIN MAX</b>	<input type="checkbox"/>	<input type="checkbox"/>
The Backbone of an effective meeting is enthusiasm of the Big & Little Sirs!		
Speak clearly, be efficient, with authority and humor - an appropriate joke works well	<input type="checkbox"/>	<input type="checkbox"/>
Remember: BEC Meeting = Business, Luncheon Meeting = Min Business/Entertain / Fun		
<b>POLITICS &amp; RELIGION TOPICS AND 'SELLING THINGS' ARE NOT APPROPRIATE</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HOT &amp; VARIED FOOD MENU MONTHLY AT A REASONABLE PRICE</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BIG SIR ENFORCES THE BUSINESS MEETING TIME DURATION</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>BACKGROUND NOISE/TALKING BY OTHERS DURING PRESENTATIONS IS CONTROLLED</b>	<input type="checkbox"/>	<input type="checkbox"/>
Side conversations/noise are distracting and disrespectful to the speaker and others		
<b>QUALITY GUEST SPEAKER ~ 20 MIN MAX IF BEFORE EATING</b>	<input type="checkbox"/>	<input type="checkbox"/>
Set time with speaker prior to their speaking. Q&A can be taken after eating.		
Virtually unlimited but within reason if after eating		
<b>BRANCH SHARES GUEST SPEAKER LIST WITH OTHER 'LOCAL' BRANCHES</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>LITTLE SIR ENFORCES THE GUEST SPEAKER TOPIC AND TIME DURATION</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>TABLES WITH GUESTS EAT FIRST AFTER HEAD TABLE</b>	<input type="checkbox"/>	<input type="checkbox"/>
Depends upon number of luncheon attendees. This works best with larger numbers.		
<b>SPECIAL EVENTS</b>		
<b>MAY - LADIES DAY RECOGNITION LUNCHEON / DANCE - DRESSY / SEMI FORMAL</b>	<input type="checkbox"/>	<input type="checkbox"/>
Special Prize drawings for ladies only prizes (BEC & member donated gifts)	<input type="checkbox"/>	<input type="checkbox"/>
Prize drawings for all (BEC & member donated gifts)		
<b>AUGUST - ANNUAL BRANCH PICNIC WITH FAMILIES OPTION</b>	<input type="checkbox"/>	<input type="checkbox"/>
Special Event for member families w/children & grandchildren	<input type="checkbox"/>	<input type="checkbox"/>
<b>NOVEMBER - RECOGNIZE YOUR VETERANS</b>	<input type="checkbox"/>	<input type="checkbox"/>
Give your veterans a memento as a thank you for their service		
<b>DECEMBER - HOLIDAY SEASON LUNCHEON / DANCE - DRESSY / SEMI FORMAL</b>	<input type="checkbox"/>	<input type="checkbox"/>
Members & spouses or significant others	<input type="checkbox"/>	<input type="checkbox"/>

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Special prize drawings for all (BEC & member donated gifts)	<input type="checkbox"/>	<input type="checkbox"/>
APPLICANTS ARE ELIGIBLE TO PARTICIPATE IN SPECIAL EVENTS	<input type="checkbox"/>	<input type="checkbox"/>
(This is prior to formal installation as a Branch member)		
<b>PRIOR TO ADJOURNMENT (Surveys: once or twice per year)</b>		
SURVEY MEMBERS FOR GUEST SPEAKER TOPICS	<input type="checkbox"/>	<input type="checkbox"/>
SURVEY MEMBERS RELATIVE TO LUNCHEON MENU	<input type="checkbox"/>	<input type="checkbox"/>
Offer Vegetarian / Fish option especially when Corned Beef/Cabbage is on the menu	<input type="checkbox"/>	<input type="checkbox"/>
(~15% of members don't like Corned Beef/Cabbage)		
SURVEY MEMBERS ON NEW ACTIVITY INTERESTS	<input type="checkbox"/>	<input type="checkbox"/>
RECOGNIZE YOUR VOLUNTEERING MEMBERS	<input type="checkbox"/>	<input type="checkbox"/>
Check-in Table, setup crew, etc.		
SPONSOR SOLICIT VERBAL COMMENTS FROM GUEST/NEW MEMBER	<input type="checkbox"/>	<input type="checkbox"/>
Level of satisfaction: overall luncheon, food, guest speaker, etc.		
SPONSOR SOLICIT GUEST'S INTEREST IN JOINING SIR	<input type="checkbox"/>	<input type="checkbox"/>
No pressure but if interested supply application		
SPONSOR INVITE NEW MEMBER TO A BEC MEETING (within 1st three months)	<input type="checkbox"/>	<input type="checkbox"/>
To better understand how SIR functions, if interested		
provide BEC meeting date, time and location information		
SPONSOR SOLICIT NEW MEMBER'S INTEREST IN VOLUNTEERING	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER</b>		
PROVIDE INFORMATION TABLES TO PUBLICIZE ACTIVITIES AND TAKE SIGN-UPS	<input type="checkbox"/>	<input type="checkbox"/>
Include pictures and descriptions of on-going activities. Have table manned if possible.		
FEATURE NEW MEMBERS WITH PICTURE AND SHORT BIO IN THE		
FOLLOWING MONTH'S BULLETIN OR NEWSLETTER	<input type="checkbox"/>	<input type="checkbox"/>
CALL MEMBERS ABSENT FROM LUNCHEON TO DETERMINE WHY	<input type="checkbox"/>	<input type="checkbox"/>
They may have a health problem or just need a ride to the luncheon		
Divide number of those absent by BEC members and have them call		
<b>CLOSING</b>		
IS YOUR BRANCH LUNCHEON CONDUCTIVE TO MEETING THE NEEDS OF		
YOUR MEMBERS, PROVIDING THEM WITH A WELCOMING ATMOSPHERE		
AND OPPORTUNITIES TO MINGLE AND HAVE FUN?	<input type="checkbox"/>	<input type="checkbox"/>
* IF NOT THEN YOU NEED TO SURVEY YOUR MEMBERS AND FIND OUT WHY *		
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