

PERSONAL PAGE – NGC – SPECIFIC DUTIES

**The Personal Page is to serve at the discretion of the VIP for whom he/she is assigned.
He/she must be a member of the NGC Board of Directors**

Before the Convention:

1. Contact your VIP. Find out when and where he/she will arrive and if he/she would like for you to pick up his/her registration packet and an extra room key. [Having your own room key is especially helpful in taking items to the room and in emergencies. To differentiate, use a small piece of tape or magic marker on VIP key.]
2. Become familiar with the hotel. Know the locations of meeting rooms, dining rooms, rest rooms, elevators, telephones and copy machine.
3. If scheduled, attend the Pages' meeting.
4. Make your personal arrangements ahead of time to stay at the convention hotel the entire length of the convention.

During the Convention:

1. You are assigned to your VIP for the entire convention.
2. Honor confidentiality - conversations heard and over-heard
3. Find out how he/she will signal you, when he/she needs you.
4. Assist your VIP to and from all events, meetings, etc. UNLESS you have been dismissed.
5. Walk beside or in front of your VIP.
6. Feel free to request head-of-the-line privileges for your VIP at elevators, rest rooms, etc.
7. Place your VIP's things at the proper place at the Head Table.
8. Pick up anything he/she needs help with after a meal – favors, centerpieces, etc.
9. Sit in your assigned seat for the Business meetings. You may have Honors seating for meals.
10. Wait for the Head Table dignitaries to begin eating.
11. Wear your Page's ID at all times.
12. If any emergency should arise, be prepared to cover for each other.

After the convention:

You may need to escort your VIP to the place of departure.

REMEMBER THE 4 B'S: BE ATTENTIVE, BE AVAILABLE, BE ON TIME, AND BE FLEXIBLE!! [SMILE]