



Welcomer host guide



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PermablitzBOP Welcome host guide

Thanks for considering being the welcome host at a permablitz! We assume that you're fairly familiar with the permablitz concept and that you've been on some permablitzes in the past. If not check out the other resources on www.permablitzbopnz.net.

Your role

Below you will find out all about your role on the day, where you will be doing your best to make sure that:

- everyone feels welcome when they arrive
- people have parked in the right place
- make sure people have a name badge
- they know where to go and what to do
- show them where to put tools/plants
- be a general face of someone who can point people in the right direction

Logistics

One-two weeks before the Permablitz day, get in touch with the host and facilitator to work out any special needs, how many people will be coming and a general best place to set up the welcome desk. You will need to arrange with the host some labels and Sharpie pens for name badges. The blitz registrar may give you a check list of who is expected to attend. Ask the facilitator to plan a list of jobs early arrivers can do on the day, before the official start time of the permablitz.

On the Permablitz day itself, arrive an hour early to check in with the host and facilitator and get the welcome desk set up. You'll need a lot of time to spare as people tend to arrive early (think 30-45 mins early sometimes!)

Please set up the PermablitzBOP banner somewhere where people will see as well, maybe out the front where people will know they have arrived at the right property. When setting up the welcome desk think about the weather, if it is a bit drizzly or windy you may want to set up under cover. You will need to find a place that is in the direct flow where people will walk so that they can see you. You will also want to set up an area that is designated for people to put their tools and any plants they have brought to donate.

Make sure you have name badges/labels and some markers set up on the desk. Every blitz day will be different according to what the host and facilitator want/need. There may be a cup of tea upon arrival at the welcome desk or you may direct them to another area for a cup of tea. You may want a clip board and more pens for attendance.

It is often good to have some jobs lined up for people as they arrive, any little jobs such as weeding or taking tape off cardboard. People are often eager to get into work and it gives them something to do while meeting other people as they arrive. Get that list from the facilitator.

Once people arrive, welcome them confidently, give them a low down on the morning activities, get them to put a name badge on, show them where to put tools/plants and then direct them to either a cup of tea or jobs.

The first thing that creates an impression of the day is the arrival area, so we want to make sure their first encounter is welcoming and efficient. It is a good idea that you know a general low down of the day, can answer any questions about parking, where the toilets are and the main people involved in the day as people will come to you with questions being the first person they met. It is also important that you man or woman the desk the whole morning to catch late comers.

Thanks for spreading the permablitz spirit. We hope this guide helps, and don't hesitate to be in contact with the facilitator or host if you have any questions.

Good luck and enjoy!