



## **BBM Hospitality Training Contents**

### **1. Summer Preparations**

- Purchase room supplies
- Prepare meeting menu ideas
- Research & plan social activities for group (one fall/one spring)

### **2. Preparations Prior to First BBM Meeting**

- Confirm member roster (for nametags)
- Print nametags (use Avery #74549)
- Purchase plastic badge covers (2 ¼" x 3 ½") and insert nametags

### **3. BBM Meeting Responsibilities**

- Arrive 30 minutes before meeting time to prepare room
- Set up the welcome table
- Set up the six membership tables
- Set up the food/beverage tables
- Add background music for a welcoming atmosphere
- Return all supplies to storage after meeting

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