

Welcome Chart & Nametags

What is the purpose of this activity?

To create a positive, friendly environment and allow you to reward the people who come on time or early by having an activity for them and starting on time. See also fabulous prize activity.

How do I do this activity?

Make a Welcome Chart that participants will see as soon as they enter the room. The chart should say, Welcome or Good Morning then, We invite you to:
Next, list the activities you would like people to do when they enter the room. Some possibilities are:
Make yourself comfortable
Help yourself to food
Make a nametag
Answer the fabulous prize question
Touch each page of your packet
Fill in the charts on the wall
Put all information participants need to be doing when they first arrive.
Name Tags are essential if all participants do not know each other. A fun way to do them is to use shape cutouts and let people make and decorate their own. Have a variety of stickers and cutouts for people to use. Also have masking tape for people to put the tags on with.

Hints:

Make the welcome chart colorful. If you want them to make a nametag put a sample of what you want it too look like on the chart. It is good for you to think of an activity that gets them talking to other people and also allows you to get to know them and why they are here. See Charts on the Wall for some ideas.
Make sure all facilitators model making and wearing the nametags. You may want to make them for presenters.

What are some variations of this activity?

- ☆ Put the Welcome Chart on the floor as a Welcome Mat or put one copy of it on each table or on the screen.
- ☆ Greet each person as they come in and go over the chart with them.
- ☆ Use the Nametags to convey information about participants-color or shape code them by responsibilities Or ask participants to share information on them such as; where they are from or words that describe them. etc.

When would I use this activity?

- Entering Procedure
- Opener
- Icebreaker
- Team Builder
- Energizer
- Content
- Assessment/Evaluation
- Management
- Closing Activity

Time for set-up: 20 minutes

Preparation: 20 minutes

Performance: 20 minutes

Cleanup: none

Group size: any size

Materials: Chart paper and markers for Welcome Chart. Cutouts, markers, stickers and masking tape.

Room Set-up: Side table with Nametag supplies on it. Markers and tape on each table or on side table.

Notes/Questions to ponder: