

PHILIPPINE FIESTA 2007

GUIDELINES FOR the WELCOMING COMMITTEE

Dear **Welcoming Committee Members**

The Philippine Fiesta Management Committee has prepared a set of guidelines to be observed by the members to make the two-day exhibition more friendly, well-organized and smooth in operation. In this regard, we request you to read each item carefully and be guided accordingly. Any suggestions and comments to make the guidelines feasible and viable are welcome.

The **Welcoming Committee Members** should

1. Be aware and be guided by the rules and regulations of the Philippine Fiesta.
2. Know the Welcoming Committee guidelines and observe them accordingly.
3. Wear formal native attire (Barong for men and Filipina dress for women).
4. Welcome the guests (dignitaries, sponsors & other guests) at the Pamana (Heritage) gate where security guards are posted. List of guests to be provided to you and the Security guards.
5. Be amiable, sincere and friendly with the guests.
6. Answer all questions as practicable and be open to comments and suggestions.
7. Be well versed with the exhibits (history, operations, management, etc).
8. Wear their ID at all times.
9. Lead the guests to the allocated seats fronting the Balagtasan Theatre.
10. After Part One of the Program for day 2, the welcoming committee should guide the guests to the exhibits and then to the Reception Area where refreshments (lite snack) will be served.
11. Send off the guests off after the refreshments and/or viewing the exhibits.

Your Contact Person is **Ellen Oftial** at 0402 160 080.

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